



The Business Travel Handbook

Bill Butler

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If you read this book cover to cover before your next business trip, you will be set up for success before you even step onto the plane. *The Business Travel Handbook* is packed with more than twenty-five years of practical experience from an international business expert who's worked in sixteen countries and surpassed his millionth mile traveling.

Written for novices and experienced business travelers alike, the guide is organized in a straightforward manner so that veteran travelers can easily find the areas that can help them quickly. Meanwhile, for novice travelers, the book begins with a helpful explanation of how to build a personal brand and how to adapt your mindset to any travel or business situation. From there, the text takes readers on a business trip—from the planning all the way through the return trip home. You'll learn what to pack, tips on working trade shows, how to travel well with colleagues, the art of balancing work and personal time, as well as the latest info on helpful smartphone apps and gadgets for business travel.

Business travel doesn't have to be exhausting or overly complicated. Learn how to make business travel enrich your career and your life.

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