



The Digital Nomad's Guide

to Streamlining
Remote Work and
Travel

Hello 
VACAY

I. Introduction



The Digital Nomad: A Definition

So, what is a digital nomad? Well, let's start with the term itself. Oxford languages defines a digital nomad as **"a person who earns a living working online in various locations of their choosing (rather than a fixed business location)"**. While we're not sure who first coined the term, the actual idea of the digital nomad was first popularized in a book of the same name written by Tsugio Makimoto and David Manners. *Digital Nomad* was written in the late 1990s and argued that growing technologies—specifically the Internet—would

allow people to return to a nomadic way of life in the future. Fast forward 25 years later, and today there are almost 11 million Americans who consider themselves digital nomads.

[>>> I'm a frequent traveler and interested in airport lounge access](#)

[>>> I'm a frequent traveler and interested in the best deals on hotels](#)

Why Become a Nomad?

Now that we have the what down, it's time to ask an equally important question—why? Let's face it, this lifestyle takes some adjusting too—and it's not gonna be all rainbows getting there. For many transitioning into the Digital Nomadic path means uprooting their life as it is now. Is it worth it?

Well that's for every individual to decide and experiment with for themselves. But, there are a few obvious draws to such an expansive way of life. Becoming a digital nomad offers a lifestyle of freedom and flexibility, allowing you to work from anywhere in the world with an internet connection. It provides the opportunity to experience new cultures, meet new people, and broaden your horizons, all while earning a living. As a digital nomad, you have the ability to travel and explore the world on your own terms, while also developing valuable skills in communication, problem-solving, and time management. It's a chance to break away from the traditional 9-5 workday and create a life of adventure and excitement.



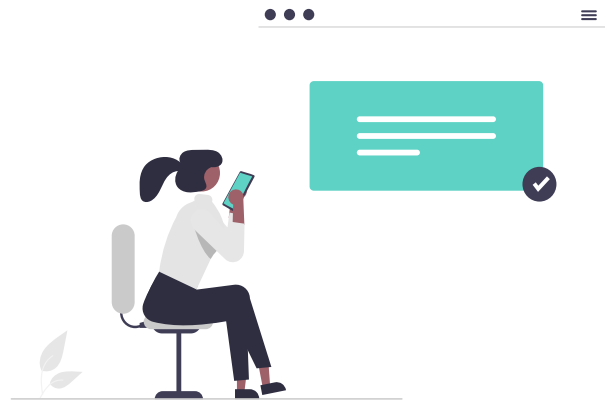
If you want even more inspiration, or are interested in learning more about the roots of the Digital Nomadic movement, check out our article [here](#).

II. Creating a Productive Work Environment— The Nomad's Tools



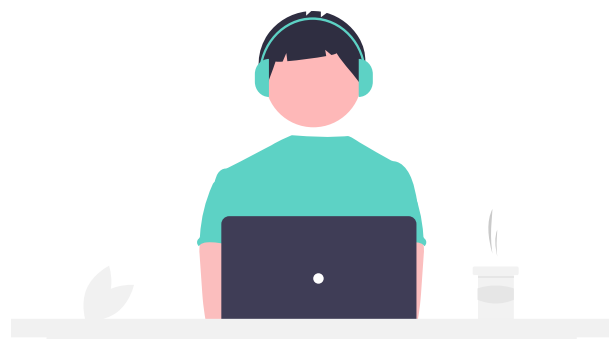
Create a Productive Workspace

As a digital nomad, being able to set up a productive workspace while on the go is essential. Building that portable workstation will help you to maintain focus and produce the same quality output as you normally would if you were working from an office or from home like the rest of the world. Let's jump into some items and tools that will set you up for success.



The Foundation: A Good Laptop and Extra Hardware

Firstly, invest in a reliable laptop. Let's face it, this will be the backbone of most Digital Nomads' workflow, so even though this may be the most expensive step in becoming a Nomad, don't skimp out on it. We also encourage purchasing a backup battery and/or an extra charger to ensure uninterrupted work time if you decide to go out and adventure during a portion of the work day. Yep, that's actually a possibility for many jobs within the Digital Nomad's sphere.



For those of you who, like me, enjoy working on two or even three monitors—portable monitors will be your best friend as a Nomad. Check out this list [here](#) which breaks down some of the best current portable monitors. It can also be helpful to have secondary devices like tablets that are even more portable and can substitute for your laptop when needed. And, for work or pleasure, Kindle can be an excellent tool for reading on the go.

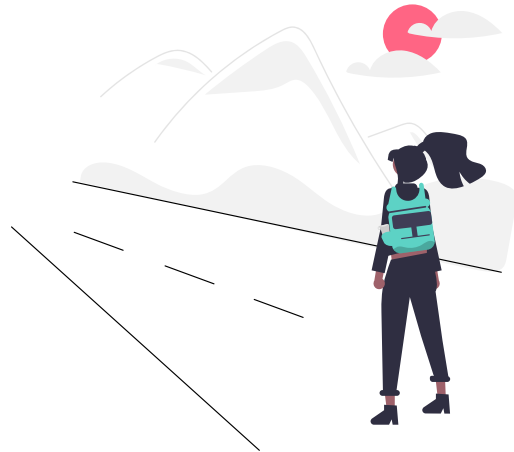
Finally, this goes without saying for many but having a smart phone of some kind will make an extraordinary difference in the amount of flexibility you have. With apps for almost anything, a smartphone can help you when it comes to translating foreign languages or making calls back to the motherland.

Suitcases and Backpacks and Water Bottles Oh My

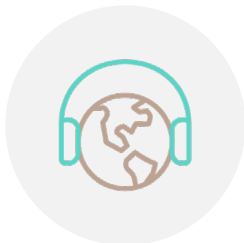
As important as any one tool is, how you carry and transport all of your items is equally important. Nice luggage will be a foundational item—another area where it's probably best not to skimp. Outside of a suitcase, make sure to invest in an excellent backpack or bag, for example this REI bag [here](#) is great for multi-day trips or larger excursions. Feel free to bring two bags, one large and one small, as a day trip won't call for the same sized bag as a weekend away. As a digital nomad you live in a funny cross section in that you can



often find useful tools and equipment from both tech geeks and outdoors enthusiasts, so check out how both communities tend to pack and travel!



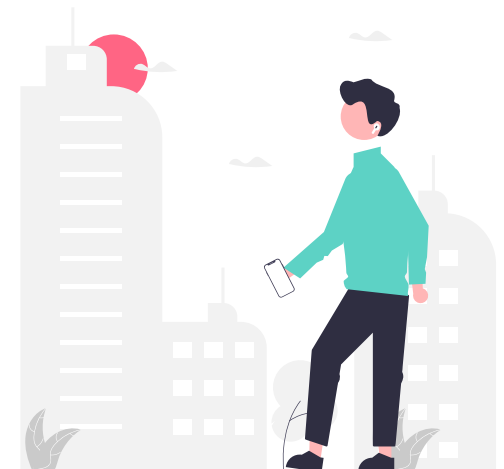
Also, while you're out and about chances are you'll get thirsty. We recommend you invest in a great water bottle that you can use over and over again. Not only is it more convenient, but it's also an eco-friendly choice that is way better for the environment than buying plastic bottles (on that note, check out this article [here](#) if you're interested in some great eco-friendly travel tips).



Sight and Sound: Headphones and Blue Light Glasses

Focus is everything for so many professions. Minimize distractions as much as you can when working by selecting a quiet location to stay in during your tenure in whatever destination you choose. Sometimes this is impossible, especially when you're hopping from place to place or out on a daytime adventure between meetings, and so we also recommend investing in some nice noise-canceling headphones. Here's a list of the [best noise canceling headphones currently on the market](#). Trust me, they'll help you when you're writing that article out by the pool.

On that note, your eyes are just as important as your ears. A pair of blue light glasses can make all the difference when you're staring at screens for a large portion of your day. Here's a recent article on some of the [best blue light glasses](#) out there—some of them are even kind of stylish!



Organizing your Adventure

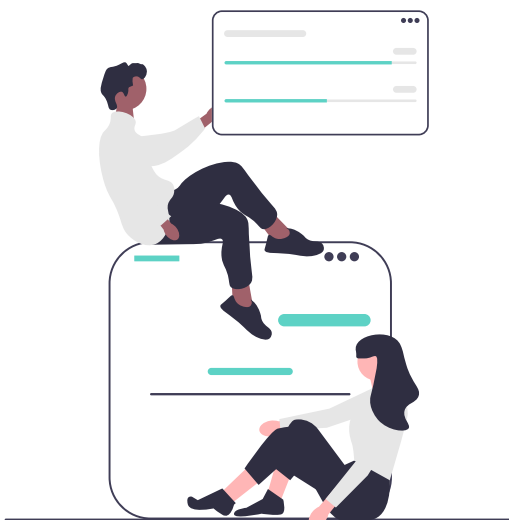
Maintain a clutter-free workspace in the physical world so that you can prosper when working in the virtual world. We highly recommend getting yourself a Cable Organizer or Tech Pouch (two words for the same thing)—this is a bag where you can store all your cables and we promise you it's a game changer for this lifestyle. Here's one relatively cheap example of a [Tech Pouch](#). On that note, be sure to invest in a universal travel adapter like this one [here](#). It doesn't matter how many cords you have if you can't plug them into the wall!



III. Streamlining Remote Work



So, we've established the essential items that should be brought with you as you trek from destination to destination—but how about actually doing the work? What sort of tools can help you lean into the digital aspect of being a Digital Nomad? We'll cover a few bases from communicating with your team to managing and automating your tasks below.



Communicating From Across the Globe

One of the biggest fears that many had before moving from the office to a remote position was that communication would totally break down. Now, in a post-covid world, many people who aren't necessarily traveling the globe have decided to work remotely—and because of it the tools for such remote digital communication have become considerably more ubiquitous. In short, we live in a world that is much more primed for being Digital Nomad than ever before.

That being said, you do need to be familiar with the correct tools. Zoom is a live video meeting software that most people have used at this point—whether in school

or at work. Some version of live video calling will be extremely useful to you, whether that's Zoom or Google Meet or one of the other competitors out there.

Slack is an essential for many teams. This free web based messaging platform is optimized so that you can stay connected outside of the zoom meeting, allowing you to create particular groups within your organization that can all communicate or just allowing you to directly message any one member of the team. It's a great way to ping people quickly, to send them links or documents, or even just to chat without needing to hop on a call.

Another extremely common and extremely useful service is Google Drive. An online cloud based storage platform, Google Drive is an excellent way for teams to share documents and

media between one another. Within Google Drive you can create spreadsheets, text documents, slide shows and much more. But, if you'd like to color outside those lines, LucidChart is another great web based tool that allows you to create charts which can be helpful for those of us out there who are visual learners (I know I am).

Finally, this probably goes without saying but having some version of web based email will be totally essential (Gmail is probably the go to). It can also be very useful to have an international texting app like Whatsapp to stay connected to the people you meet on your journeys and internationally.

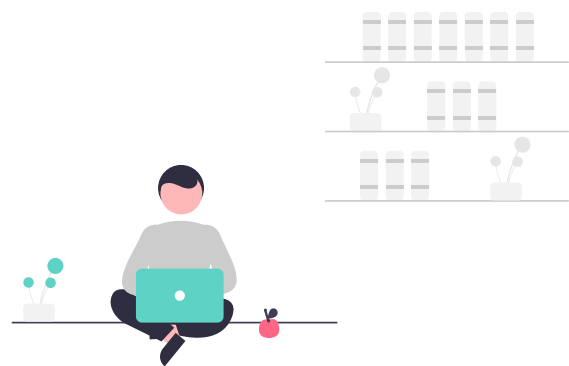


Managing Time and Tasks

The reality is Nomads tend to have a lot more adventures than the settled folk out there, but part of creating a life that allows for so much exploration is being able to juggle work and play with excellent time management. We recommend using some form of task manager to keep your life in flow. Both Trello and Monday are great task management tools, and of course some form of digital calendar like Google Calendar will be absolutely essential to you. Trello, Monday and Google Calendar can all also be integrated with your team—and thus are not only helpful for you managing your own time, but also for the team to stay connected and in communication.

Streamlining Workflows with Automation

Let's face it, a big part of the reason you're probably interested in becoming a Digital Nomad is so that you can get out there and see the world! But, if you're stuck behind a desk all day, it doesn't matter if you're typing away from Jamaica or Antarctica. So how can you work smarter and not harder? Use technology to automate some of the heavy lifting.



One of the most used softwares when it comes to automation is Zapier. Zapier allows you to connect different web applications together and automate workflows. For example, you can automatically create a new task in Asana when you receive an email, or add a new contact to your CRM when someone fills out a form on your website. Another similar service is IFTTT (If This Then That).

For those of you who are managing social media accounts as a part of your work, Hootsuite and other social media management programs are invaluable. Hootsuite is a social media management tool that allows you to schedule posts in advance across multiple social media platforms. You can also track mentions of your brand or keywords and engage with your audience from within the platform. Buffer serves a similar function.

And when it comes to email, services like Boomerang can plugin to your Gmail and allow you to schedule emails to be sent later, set reminders for follow-up emails, and even pause your inbox for a period of time to help you focus on other tasks.

Finally, let's talk about the new elephant in the room. AI. Services like Chat GPT can help you automate your copywriting by generating high-



quality content quickly and efficiently. As a language model trained on a vast amount of text, Chat GPT can understand the context of your writing and provide suggestions for phrasing, grammar, and tone. You can use Chat GPT to generate product descriptions, blog posts, social media updates, and more. That all being said, we recommend using AI as a blueprint and not a final product. It's always best to add a human touch to whatever generated content you create. Here's an [interesting article](#) on the importance of getting specific with your AI questions.

IV. Managing Travel Logistics



Now that we've covered the most important items to pack as a digital nomad and suggested some great tools for doing the work remotely, let's look at actually managing the travel side of the nomadic lifestyle.

Planning Your Trip

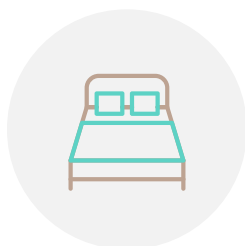
Efficient travel planning requires a systematic approach and an attention to detail. Start by identifying your budget and travel goals, including the destinations you want to visit, the activities you want to do, and the timeframe you have available. Research

transportation options, such as flights, trains, and buses, and compare prices and schedules to find the most convenient and cost-effective option. Book accommodations in advance to secure the best rates and availability, and consider staying in apartments or vacation rentals for more space and flexibility. Use online resources like travel blogs, forums, and review sites to find insider tips and recommendations from fellow travelers. Make a detailed itinerary with a list of places to visit,



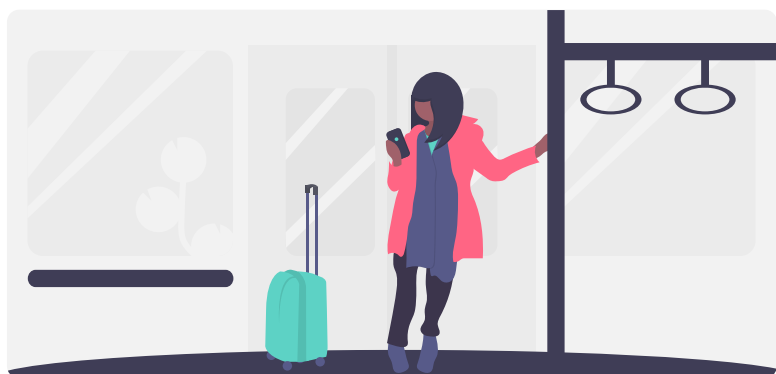
transportation schedules, and reservation details to stay organized during your trip. Finally, be flexible and open to unexpected changes, as they can often lead to the most memorable travel experiences.

One service that can give you added security when booking a trip is insurance. There are a few Nomadic insurance options, with Safetywing being one of the most reputable options. It also can be helpful to use a credit card that rewards in travel points or in sky miles.



Transportation and Accommodations: Getting Around and Staying Around

If you're going to live your life as a Nomad, one of the most essential things to get right are both your methods of transportation and the places you are staying. To find good accommodations, research the area you'll be visiting to determine the best neighborhoods and search for reputable hotels or apartments on sites like Airbnb or Booking.com. Read reviews from previous guests to get an idea of the quality of the property and its amenities. Safety is extremely important too, so make sure you're doing your homework and not staying in a dangerous area or doing things that make you a target as a traveler.



If you're looking for a way to stay at some of the best hotels and resorts on the planet at a discounted cost, [check out our service, HelloVacay](#). Obviously we're biased, but that being said our partnerships with large travel companies like Priceline and Booking.com have gotten us [wholesale rates of up to 60% off](#) at all the same spots you would usually stay at.

For transportation, consider renting a car or using ride-sharing apps like Uber or Lyft, and research public transportation options in the area. Plan ahead and book in advance to save money and ensure availability during peak travel times. It's also a good idea to join online communities or forums for digital nomads to get insider tips and recommendations from fellow travelers.

[>>> I'm a frequent traveler and interested in airport lounge access](#)

[>>> I'm a frequent traveler and interested in the best deals on hotels](#)



Great Cities for the Digital Nomad Lifestyle

So, you have all the tools you need to be your best nomadic self, BUT, one big question remains— where do you want to stay? This may be the most obvious part for you, maybe you've always had one location on your mind, but if you're unsure here are some great resources for finding that next location.

One resource that you should definitely familiarize yourself with is Nomad List. It's an excellent website in the same vein as Tripadvisor except that it is particularly built for nomads to share their experience of certain cities and their top recommendations.

Outside of any particular site, some of the most popular cities for digital nomads include Chiang Mai in Thailand, Bali in Indonesia, Lisbon in Portugal, and Medellin in Colombia. These cities offer affordable living costs, great weather, reliable internet, a variety of coworking spaces, and a vibrant community of like-minded individuals. Other cities worth considering include Berlin in Germany, Taipei in Taiwan, Barcelona in Spain, and Buenos Aires in Argentina. Check out our article [here](#) which breaks down some of the best cities to live in for those working in the Web3 and Cryptocurrency spaces—after all many people in that field live full time as digital nomads.

VI. Conclusion



In conclusion, we hope this guide helped you explore and understand what digital nomads are and the reasons behind the growing trend of this lifestyle. We wanted to cover all of the bases and create a comprehensive guide for individuals considering a digital nomadic lifestyle, whether that be establishing the essential tools that will be necessary to set up an efficient workspace on the go or the importance of task management tools and technologies to keep yourself organized in your workflow. We explored some tips for finding the right cities to hop between, and some ways to stay at your favorite hotels and resorts at a seriously discounted price (thanks HelloVacay!).

But, amongst all of the tools and logistics, try to remember that part of the reason you chose to embark on this lifestyle (or at least do some research on it) was the freedom that can come with being nomad. So, do your due diligence, plan as much as you can, but at the same time always remember to be present to whatever is unfolding right in front of you. Part of the beauty of this lifestyle is in the spontaneity, and so in a way you can think of all of these tools as support systems to set yourself up to lose yourself in the moment more than ever before.

Journey on, wander free.

