

## 100+ Ways to use a Concierge (Personal Assistant)

***There never seems to be enough time!***

At some point in your business and career, there is just no MORE of you to go around. The daily tug of getting things done at home and work can be overwhelming and stressful, right?

When your fridge is bare, you have a big deadline looming, and you have 3 gifts to buy for upcoming birthday parties... Task Complete can help you get some of those items OFF your to-do list.

Sanity can be restored more easily than you think!

Here are 101 ways (or more) you can use a TC personal concierge to help you get it all done.

At Task Complete<sup>SM</sup>, we uphold a mission of giving families and busy professionals reliable and compassionate assistance so they can meet the demands of everyday life. We do so with the same care, diligence and thought YOU would!

We want to not only support you, but also ***become “part of the family”!***

This allows us to truly integrate in your life and be there when you need us the most... And by doing so, we quickly become adept at understanding all your unique requests and needs.

Our clients are like snowflakes, no two are alike 😊

**Our team truly values the relationships we have built with each of our clients and welcomes the opportunity to work with you.**

### GENERAL ERRANDS & SHOPPING

- Grocery shopping
- Dry cleaning pick up/delivery
- Prescription pick up
- Pick up and drop off items from Post office, UPS, or Fed Ex
- Personal shopping
- Bulk shopping such as BJ's and Sam's Club or Costco's
- Make timely Returns and exchanges
- Holiday shopping
- Gift shopping and wrapping
- Have those favorite shoes repaired
- Watch repair (for those that still wear one 😊 )
- Jewelry Repair
- Pick up items from the Hardware store that you've been meaning to do
- Are you working hard from home? Need a healthy meal delivered?

Keep reading... 😊

- Library books returned
- Liquor store run (Everyone can benefit from that!)
- Fresh snacks and treats from the Bakery
- Snack delivery to school for events/parties, etc. (for those super rushed mornings!)
- Deliver local packages with a personal touch
- Make personal gift baskets (you just set the budget)

## IN HOME MANAGEMENT

Do you “work from home” but have constant interruptions? Do people in your home expect you to meet with vendors and repairman but you find this gets in the way of you finishing your own projects?

**OR:** *Can't be there?* We have you covered.

- Schedule and arrange your service calls
- Liaison with home vendors
- Gather and present estimates
- Manage home projects so you don't have to
- Wait for the Cable guy
- Wait for the phone or utility company
- Wait for appliance or furniture deliveries
- Accept packages that require a signature
- Wait for (and even supervise) contractors

## KEEPING YOUR HOME OR OFFICE ORGANIZED

Does the normal hustle and bustle of life trickle down your front stairs and all over the kitchen counters? Does having a clean and neatly organized home improve your personal and business productivity? Many of our clients' love the feel of an organized home but they just don't have the time to “maintain” it.

Our Organization specialists LOVE maintaining order in your home or office!

- Home organization projects
- De-cluttering cabinets & drawers
- Packing/unpacking
- Moving assistance
- Garage clean out & organization
- Help rotating seasonal clothes for family members
- Make Arrangements for donation pick ups
- Mail management

- Banking
- Bill paying

### **BUSINESS SUPPORT SERVICES**

Take the overwhelm out of keeping up with administrative tasks in your business! With our services we not only help organize your personal needs, but we are adept at helping you keep up with your necessary business tasks as well. These are things that too often get forgotten, which can even affect your bottom line!

- Send weekly thank you cards and warm letters to your prospects
- Send out birthday cards to your clients systematically (we keep the dates, you can forget about it )
- Help assist, plan and set up for live events
- Wrap and ship gifts to clients for special occasions and thank yous
- Wrap and ship gifts to key business partnerships

### **LOCAL BUSINESS CONCIERGE SERVICES (Improve your employees Morale!)**

- Organize work space/files
- Courier services
- Schedule meetings & appointments
- Assist with mailings
- Incentive/recognition packages for your staff
- Assist with arranging conferences & meetings
- Conference attendee registration
- Deliver office lunch/snacks (A fave at Tax time for accountants!)
- Pick-up and deliver gifts for co-workers or your assistant
- Shop for and deliver office supplies (keeps your staff IN the office)
- Attend to needs of out of town guests

### **HOUSE SITTING:**

Our clients rely on us to manage their homes while they're away. From just a few days to several months, we provide the peace of mind people are looking for while traveling. The home, garden, and pool are in good hands.

- We'll get your mail
- Water the plants
- Take care of and harvest your garden
- Water outside landscaping
- Restock refrigerator upon your vacation return ( A client fave )
- Check house on a schedule to ensure heat and water are in working order

## **PET SERVICES**

Whether you are going out of town for just a day trip or an entire week, we keep your warm blooded and even cold blooded family members well cared for. From kitties, to dogs, hermit crabs, fish and full koi ponds we'll be there when you can't be. Not only do we look in on them, we gladly share text messages and photos at your request, so you know they are safe and in loving hands.

- Take care of your pets while you're away on vacation
- Visit your pets during the day when you have a late business meeting
- Change the litter box
- Schedule and take your pet to its grooming appointment
- Take your pet for routine Vet care and follow up
- Purchase pet food or supplies

## **SPECIAL OCCASION & HOLIDAY PLANNING AND COORDINATION**

Leave the planning of the special day to us so that you can enjoy the moment, stress free!

- Research venues
- Arrange catering/butler services
- Arrange photographer
- Flower/balloon delivery
- Prepare "goody bags"
- Invitations
- RSVP list coordination
- After event support: rental returns, merchandise returns
- Write thank you notes
- Send holiday cards
- Decorate for the holidays
- Put holiday decorations away

## **KEY DAY REMINDER SERVICE**

Afraid you'll forget an important appointment? Worry no more! (insert sigh of relief here.....)

- Anniversaries
- Birthdays
- Appointments
- Make dinner reservations for date night
- Flower deliveries
- Remind you of birthdays or special anniversaries of family members and friends
- Arrange housekeeper services

## SERVICES FOR SENIORS OR THOSE RECOVERING FROM SURGERY OR ILLNESS

Senior Concierge Services are specifically designed to enrich the lives of each individual, promoting healthy, happy aging with dignity.

When you can't be there yourself, call on us. With decades of caring for seniors and those recovering from illness or surgery, we are ready to be there for you or your loved one. Task Complete<sup>SM</sup> can help with the mail, serve meals and just spend time with them when they need a helping hand. Give us their to-do list, and we'll take it from there!

- Check in on elderly
- Schedule home visits for companionship
- Do the laundry
- Change the bed linens
- Daily errands so they can be safe at home
- Assist with bill paying
- Coordinate other outside services
- Pick-up or drop-off prescriptions
- Meal delivery
- Help organize medical claims
- Maintain contact with family and update them as requested
- Obtain post-operative medical devices (walkers, garments, etc.)

## SCHEDULING APPOINTMENTS

- Doctors
- Dentist
- Spa
- Golf
- Home repair
- Estimates
- Car service

## AUTO SERVICES

- Take for motor vehicle inspections
- Take car to car wash
- Wait to have new tires replaced
- Wait for oil change
- Wait for other maintenance and repairs
- Annual inspection reminder: We'll schedule AND even take in the car
- Take vehicle for estimates for repairs
- Bonus:** Pick up your car from you while you're working and return it before the end of the day

**Send us an entire list of "errands". Consider "all the things I have to do..." and make one master list. We will complete your entire list before you know it and free up valuable time to concentrate on other things.**

**Our clients feel such relief knowing they can call on us to free up hours in their day.**

**We are your resource to help manage the overwhelming demands and complexities of life.** We approach and take care of each client and their needs with the greatest of care and efficiency. Our mission is to improve the lives of our clients and their families' *one task at a time...*