

## Home & Life Management Services

I am your personal assistant, virtual in nature, providing a range of services that enable you to have time to focus on your life as you see fit. Services available include administrative, creative, scheduling, and organization assistance for families and individuals. With affordable rates and different pricing options, I will create a plan that works for you, your to-do list, and your budget. Let me take over some of your workload so you can . . . Simplify, Organize, Smile.

### Banking –

- Pay bills, all or only those desired
- Provide income, expense, savings reporting

### Organizational Support –

- Develop long & short term “to-do” lists
- Prioritize & modify your lists based on changing events in your daily life
- Create itemized steps spelling out plans for accomplishing each task on list
- Identify “delegate-able” items
- Provide reminders as due dates approach

### Follow Up –

- Document & follow up on insurance company, credit card, etc. requests, complaints and questions
- Bring open questions to closure in various areas based on your request

### Correspondence –

- Generate/respond/follow through, written & electronic
- Order, process, mail invitations, RSVPs, birthday, anniversary cards, etc.
- Process electronic invitations - Evite
- Develop/organize/maintain guest lists for social/business events

### Home and Office Organization -

- Filing systems (electronic & paper)
- Offices, work spaces
- Kitchens
- Closets

### Scheduling –

- Assume scheduling responsibility for specified period of time to:
  - Provide timely reminders of key appointments & events
  - Schedule car maintenance, lawn service, pool service, etc.
  - Set up annual/semi-annual doctor, dentist, vet appointments
  - Arrange for haircuts, massages, manicures
  - Provide notice when due for CPA, attorney appointments
  - Process prescription renewals before supplies are depleted
  - Coordinate school conferences, car pool arrangements

### Mail & Phone Support –

- Receive, sort, organize US & electronic mail; respond as instructed, discard “junk”
- Make calls as needed for meeting/party/event support - invitations, RSVPs, deadlines, follow-up, etc.

### Travel Support –

- Research/book
  - For weekend getaways, extended vacations, in-town guests, business travel
  - Airline, train, car reservations
  - Accommodations
  - Sightseeing options
- Directions & mapping support

### Consumer Research –

- Perform online searches for available stores/websites for specific purchases including price comparisons
- Identify vendors for projects, such as plumbers, landscapers, etc.
- Obtain estimates & references for services, such as house painting, gutter installation, etc.
- Research nanny and day care options

### Entertainment Coordination –

- Purchase ticket (sports, movies, theater, concerts, etc.)
- Make reservations for golf, tennis courts, exercise classes, etc.
- Research dinner recommendations & book reservations

*Long or short term,  
ongoing or periodically –  
whatever works for you.*

I do the numerous time-consuming and sometimes tedious tasks that do not actually require YOU to do. Removing chores from your “mental inbox” allows you to concentrate on doing what really matters to you.

This is not a luxury only for the wealthy. We’re all busy - too busy. As your “Gal Friday”, I balance your life on my time, not yours. I am your virtual assistant working from my own office completing your requests.



[www.providingtime.net](http://www.providingtime.net)

301-538-5993  
[Kim@providingtime.net](mailto:Kim@providingtime.net)

Forgot to RSVP for an important event?

Paying late fees because there’s no time to pay bills?

So unorganized that it’s impacting your life?



Let *Providing Time* remove some of the stress you experience by simplifying and organizing your life.

**Simplify, Organize, Smile**