



Lisa's Hands of Time

PERSONAL CONCIERGE SERVICES

LISA'S HANDS OF TIME CONCIERGE: Virtual Concierge Services

Lisa's Hands of Time Concierge, LLC
is **NOW** offering remote or virtual
personal concierge work!

617.281.7606

www.LisasHandsOfTime.com

lisa@lisashandsoftime.com

✓ Virtual Organizing/Coaching

- organizing office / closets / kitchens / basement / garage / pantry
- tips, ideas, products, coaching, walk through process via FT / Zoom / Skype
- streamline storage spaces: office, basement, garage
- declutter your spaces
- help with time management and work/life balance (WFH and kids)
- productivity at home, at work, scheduling

✓ Research Projects

- products, services, future projects
- filling out forms, sign ups, applications
- take items off your ongoing "to-do" list
- home inventories (for insurance etc)

✓ Travel Cancellations

- wait on phone with airlines, hotels, tours
- cancel future appointments
- make phone calls, write letters, get back refunds

✓ Ordering Items

- online orders (groceries, other necessities), dry goods, water
- help older generation with Peapod/Roche/Instacart, CVS/Walgreens delivery

✓ Admin Work

- help teachers prepare worksheets/online activities for students
- excel spreadsheets
- virtual tax prep and calculations/tallies
- scanning docs
- dictation, writing, editing, proof-reading
- help set up online billpay
- go electronic > address lists/contact lists
- organize & streamline passwords



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