

101 WAYS TO USE A PERSONAL CONCIERGE

WHAT CAN WE TAKE OFF YOUR TO-DO LIST? WHAT WOULD YOU DO WITH A FEW EXTRA HOURS EACH WEEK?

General Errands

1. Grocery shopping
2. Grocery order pick up
3. Dry cleaning/Laundry
4. Prescriptions
5. Post office, UPS, Fed Ex
6. Personal Shopping
7. Returns & Exchanges
8. Holiday Shopping
9. Gift Shopping & Wrapping
10. Jewelry repair
11. Watch repair
12. Meal delivery
13. Library
14. Liquor store run
15. Bakery orders
16. Food delivery to school or work for events or parties
17. Delivery of local packages
18. Pick up a last-minute gift

Home Waiting Service

19. Wait for deliveries
20. Accept packages requiring a signature
21. Wait for contractors or service providers (plumber, electrician cable, etc.)

Home Services

22. Home organization projects
23. Decluttering cabinets, drawers, and closets
24. Clean and organize pantry
25. Clean and organize medicine closet
26. Arrangements for donations
27. House sitting: mail, plants, pets, restock refrigerator prior to your return
28. Mail management
29. Personal Banking
30. Bill paying
31. Gather estimates for services
32. Manage home projects
33. Online research
34. Create physical albums from digital photos
35. Photos & mementos framed and hung
36. Holiday decorations put up and taken down
37. Polish silverware
38. Tidy up home before gatherings
39. Fold laundry

Lifestyle Support

40. Child pick-up/drop-off
41. Provide hospitality for guests
42. Airport transportation
43. Special event transportation (no need for parking!)
44. Vacation Assistant/Travel companion (have vacation space ready prior to arrival)

Event Planning & Coordination

(I will supervise & coordinate the event so you can enjoy it!)

45. Types of events:
 - a. Christmas
 - b. Birthday
 - c. Wedding Rehearsal
 - d. Wedding Reception
 - e. Graduation
 - f. Retirement
 - g. Team/Staff Appreciation
 - h. End-of-Year celebration
46. Research venues
47. Arrange catering/butler
48. Arrange photographer
49. Arrange Decorator
50. Flower/balloon delivery
51. Prepare party favors
52. Invitations addressed & sent
53. RSVP list coordination
54. Write/Send thank you notes
55. Send holiday cards
56. After event support: rental returns, merchandise returns

Personal Care Services

57. Prescription drop-off/pick-up
58. Meal prep before a procedure
59. Run errands during recovery
60. Organize medical claims
61. Maintain contact with family
62. Obtain post-operative medical devices (walker, garments, etc.)

Auto Services

63. Motor vehicle inspections
64. Schedule general maintenance
65. Pick/delivery for car wash, detailing, new tires, oil change, and other general repairs

Senior Care

66. In-person check-in
67. Companionship & outings
68. Daily errands & home needs
69. Assist with paying bills
70. Coordinate services
71. Out-of-state travel companion

Special Day Reminders

72. Anniversaries
73. Birthdays
74. Appointments
75. Special community events
76. School events
77. Special annual events/dates

Schedule Appointments

78. Doctors
79. Spa/Personal Services
80. Golf/Sports
81. Home/Office Equipment Repair
82. Landscaping
83. Cleaners
84. Estimates for repair or services

Corporate/Business Services

85. Organize work spaces/files
86. Data entry
87. Courier services
88. Client recognition (gifts/gift baskets)
89. Staff recognition (retirement, birthday, appreciation)
90. Schedule meetings & appointments
91. Assist with mailings
92. Conference/meeting planning & coordination
93. Outreach tent/event "manning"
94. Pick-up/Deliver lunch/snack
95. Pick-up/Deliver catered food for office events
96. Pick-up/Deliver office supplies
97. Attend to the needs of out-of-town business guests

Home Culinary Services

98. Cut up fresh veggies & fruit for the fridge
99. Help meal plan & preparation
100. Help prepare meals for the freezer
101. Prepare food for large in-home meals/events

