



**Time**managers

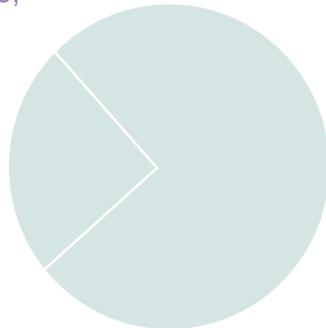


## Delegate

You work long hours and have a busy life, it makes sense that you would want to make the most of what little leisure time you do have to relax and enjoy yourself.

But how do you fit in all the mundane tasks of everyday life from cleaning and maintaining your home to shopping around for the right holiday, car, insurance, plumber and so on?

Wouldn't it be great to offload the time consuming chores and make your life simpler and easier?



**Time**managers provide the services of a personal assistant for busy people, who just can't fit any more into their day and would like some help.

Delegate your task list to us and we will organise all those arduous jobs that you don't have the time, energy or the inclination to do.



**PAs**

for your personal life

**Time**managers help busy people like you get a better balance between the things you need to get done, and the things you would rather be doing.

Once you get used to the fact that you have someone you can trust to help you, you'll wonder how you ever managed without us!



**Time**managers work around your busy schedule so you can spend more time doing the things you enjoy



## Personal Assistance

**HOME** - need to wait in for a delivery or organise a serviceman?

**DOMESTIC** - you may require a cleaner, gardener or laundry service?

**DELIVERIES** - forgotten to send a package or buy the groceries?

**SOCIAL PLANNING** - need to organise a dinner party and caterers?

**PRODUCT RESEARCH** - research for theatre tickets or restaurants?

**TRAVEL PLANNING** - no time to organise last minute weekend breaks?

**LIFESTYLE** - source health clubs, personal trainers or yoga coaches?

**PERSONAL ADMIN** - help with filing or organising insurance?

**TRANSPORT** - need a chauffeur, car service or parking permits?

**HOUSEHOLD** - require a house-sitter or dog walker?

or anything else you need help with

## Services

- Coordinate domestic projects
- Book holidays and trips
- Recommend restaurants and make reservations
- Remind you of appointments and birthdays
- Find and purchase that special gift
- Source quotes and find the best deal
  - Arrange transportation
  - Collect and deliver dry cleaning
  - Tidy attic spaces or cupboards

**Time**managers go that extra mile to provide a stress free life for you



**Time**managers are covered with all necessary insurance, providing you with the knowledge and guarantee that we can perform any duty professionally, safely and responsibly.



## **Time**managers

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