

SUGGESTED PROPOSAL PERSONAL ASSISTANT TASKS

HOUSEHOLD CO-ORDINATION

- ☐ ARRANGING REPAIRS/MAINTENANCE OF HOUSEHOLD APPLIANCES/PROPERTY
- ☐ RUNNING ERRANDS (RETURNING PARCELS, PICKING UP/DROPPING OFF ADHOC ITEMS)
- ☐ MANAGING HOME IMPROVEMENTS -CREATING PROJECT GOALS & TIMELINES
- ☐ COLLECTING POST, SORTING, PROVIDING BACK A LIST OF ACTION POINTS FOR EITHER YOURSELF OR MYSELF TO ACTION
- ☐ MANAGING INSURANCE, BILLS, SUBSCRIPTIONS ETC. CREATE LOG OF CURRENT SUPPLIERS, EXPIRY DATES.
- ☐ REMINDER GIVEN TO YOURSELF WHEN RENEWALS/PAYMENTS ARE DUE.
- ☐ RESEARCH INTO BEST DEALS, EXECUTE RENEWAL OR NEW CONTRACTS IF NECESSARY
- ☐ CREATE & MAINTAIN A CLEAR FILING SYSTEM FOR YOUR DOCUMENTS
- ☐ SCHEDULING APPOINTMENTS - DENTAL, MEDICAL ETC
- ☐ PET CARE - ARRANGING PET GROOMING, VETERINARY VISITS AND CARE

DOMESTIC SUPPORT

- ☐ CLEANING
- ☐ GARDENING
- ☐ DECLUTTERING AND ORGANISING LIVING SPACES
- ☐ WASHING, DRYING & PUTTING CLOTHES AWAY
- ☐ HELPING WITH ITEMS FOR SELLING/BUYING, POSTING ON RELEVANT SOCIAL MEDIA, ARRANGING COLLECTION/DELIVERY OF ITEMS

MEAL PLANNING AND PREPARATION

- ☐ HELPING TO PLAN WEEKLY MEAL SCHEDULE
- ☐ GROCERY ORDER/SHOPPING, DELIVERY, PACK AWAY
- ☐ ORGANISATION & MAINTAINING HOUSEHOLD INVENTORY (GROCERIES, SUPPLIES ETC)
- ☐ BATCH COOKING MEALS OF CHOICE TO KEEP IN FREEZER - OR COOK EVENING MEAL IN THE AFTERNOON FOR YOU TO REHEAT IN THE EVENING



SUGGESTED PROPOSAL PERSONAL ASISSTANT TASKS

CHILDCARE

- ☐ CREATING CHILDRENS SCHEDULES/PLANNER/CALENDARS FOR SCHOOL EVENTS/IMPORTANT DATES
 - ☐ SCHOOL PICK UP AND DROP OFFS
 - ☐ ASSISTING WITH HOMEWORK AND EDUCATIONAL ACTIVITIES
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