

Personal Assistant Tasks

Hi there! I'm a certified Health Coach, business owner and mom with 12 years of experience managing projects, and five years serving my wellness clients. My goal is to help organize your home and lifestyle to reduce your stress and add time back to your week. With a variety of items being managed by me, in addition to developing a customized lifestyle system that fits your needs, you can have more time to focus on self-care (rest, hobbies, movement, relationships, etc.). In order to better manage our lives, sometimes we need coaching or guidance, and sometimes we need an extra set of hands. Live Happier provides you with both so you can enhance your health and happiness.

Organize your home and lifestyle to DECREASE STRESS and have more time for SELF-CARE

- Create systems and automate tasks
- Outsource tasks
- Create clarify goals; develop action plans to reach your goals
- Set up accountability and support

WELLNESS PERSONAL ASSISTANT SERVICES	
HOME ORGANIZATION	<ul style="list-style-type: none">• Perform weekly/monthly walkthroughs to identify household action items.• Identify and organize various household projects as needed. Maintain a household vendor list.• Keep an inventory of personal items for the home. Manage inventory lists.• Create and maintain an approved product list for home and personal items, including sourcing information.• Shop for household items as needed.*• Maintain a database system for important documentation (licenses, contracts, warranties, sentimental items, etc.).• Create a comfortable driving system - equip vehicles with: water, tissues, umbrellas, etc.• Home decor management – creating spaces that bring peace, that help for focus time or inspire movement

	<ul style="list-style-type: none"> ● Project organization/clear clutter - create plan to organize household & personal projects using Asana (and I have a create professional organizer referral)
LIFESTYLE PLANNING	<ul style="list-style-type: none"> ● Create a personal manifesto - a "How I want to live my life" document ● Develop systems for daily routine and calendar - workouts, self-care rituals, bedtime routine, morning routine, etc. ● Research and purchase products, as well as book services, classes, find groups, etc. ● Accountability - reminders, alerts, due dates, invites, check ins ● Rest, relaxation and travel planning – research, bookings, etc. ● Send daily/weekly text reminders for important due dates
HEALTH/ROUTINE ORGANIZATION	<ul style="list-style-type: none"> ● Habit audit and modification, positive mindset work ● Provide stress management and health/nutrition related tools and exercises ● Organization of fridge/pantry – tasks needed to prepare and plan for healthy meals ● Grocery shopping, menu planning and meal prep organization ● Managing exercise services/memberships ● Management of health maintenance, appointments, health history ● Non-toxic and eco-friendly household transition (switching out products) ● Product/Service research and shopping – Researching/purchasing necessary health products and services, gym memberships, food, equipment, clothing, etc.
FAMILY PLANNING	<ul style="list-style-type: none"> ● Plan and coordinate family activities and events to incorporate more family experiences and adventures. ● Fun/Traditions/History - <ul style="list-style-type: none"> ○ Assist with planning and executing traditions and fun activities for the family ○ Assist with personal archival and documentation projects. ● IVF Management - organize and support your IVF tasks

RELATIONSHIPS	<ul style="list-style-type: none"> • Personal relationship management – Creation/management of birthdays, purchase gifts, cards, holiday tasks, décor, reminders. • Keep track of birthdays and other important dates.
VOLUNTEER	<ul style="list-style-type: none"> • Organize volunteer initiative - list of organizations, donations, calendar of events, contacts, etc.
HOLIDAYS/EVENTS	<ul style="list-style-type: none"> • Prepare home for occasional events/holidays. Create decor and activity plans. Crafts, outings, traditions, etc .
CAREER/BUSINESS	<ul style="list-style-type: none"> • I do offer a variety of organization and marketing tasks for businesses, but this would be a separate project.
TRAVEL	<ul style="list-style-type: none"> • Research/Book wellness related activities and efforts to enhance vacation/travel.
TECHNOLOGY	<ul style="list-style-type: none"> • Coming soon

*If you require a service not listed, don't hesitate to reach out to see if that can be covered.

I look forward to speaking with you.



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HAPPIER

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