



WorkLife Concierge

A Time-Saving Resource to Improve Work/Life Balance



As a medical professional, the demands on your time can make it difficult to maintain a healthy work/life balance. WorkLife Concierge is an all-purpose, virtual assistant offering the personal attention and first-class service you typically only receive at a five-star resort. Your time is valuable, and WorkLife Concierge can help you make the most of it by managing every day and special occasion tasks for you and your family.

WorkLife Concierge can make your life easier

You can complete tasks in just a few minutes by working with a WorkLife Concierge representative, freeing up more of your valuable time for what matters most to you.

Available anytime, WorkLife Concierge includes convenient and accessible "white glove" services.

In partnership with:



How to access your WorkLife Concierge:

First, register using your preferred email address and access code. Once you've registered, you can access your WorkLife Concierge in many ways, including:



Phone:

Call **888.316.6616** to speak with a dedicated WorkLife Concierge representative directly.

Online:

Visit **VITALWorkLifeConcierge.com** to browse our comprehensive menu of services, send a message or live chat with a WorkLife Concierge representative.

Google Chrome is recommended for the best user experience.

Email:

Service@VITALWorkLifeConcierge.com

Fax:

888.993.0600

VITAL WorkLife App:

Connect directly to the WorkLife Concierge site to make requests.

Pathways to Well Being

877.731.3949 | VITALWorkLife.com

WorkLife Concierge: One Resource to Improve Work/Life Balance

Your WorkLife Concierge is available anytime, day or night, to support you and your family with almost any task – **from the everyday to the extraordinary.**



Personal Services

Spa reservations, nanny or babysitter, messenger & courier, interior design, personal trainer, massage therapy, sports lessons and more.



Auto Services

Car pick-up and delivery for repairs, DMV registration, detailing for cars, boats, RVs and motorcycles.



Home Services

Property maintenance, organization projects, repair management and construction projects, attic & garage clean out, liaison with home vendors (plumber, electrician, etc.) and more.



Party & Event Planning Services

Wedding coordination/ planning, research & organize party themes, specialized chefs, photographers, catering management, invitations, writing thank you notes and more.



Travel Arrangement Services

Airline tickets, rental car, hotel, pet sitter, reward point management, security assistance, destination information and more.



Appointment Scheduling Services

Business and personal appointments including doctor, dentist, home repair estimates and more.



Shopping, Return, Exchange Services

Gift purchasing & wrapping, locate hard to find items, unique gift ideas, holiday shopping, client gifting and more.



Entertainment & Leisure Services

Restaurant reservations, movie tickets, theatre, sporting events and golf tee times. City and sightseeing tours, museums, private wine tasting, lectures and more.



Errand Services

Grocery shopping, dry cleaning, prescription pick-up, post office & mailing, car wash and more.



Senior/Elder Care Services

Alzheimer's & dementia care, personal hygiene assistance, medication reminders, walking assistance, customized care plans and more.

We help organizations, teams and individuals to be their best.

VITAL WorkLife, Inc. is a national behavioral health consulting practice supporting all dimensions of well being in the workplace. For over 35 years, our proven solutions have helped to reduce workplace conflict, facilitate culture change, strengthen interpersonal communication and build well being.



In partnership with:



Pathways to Well Being

877.731.3949 | VITALWorkLife.com

25 Ways to Use Your WorkLife Concierge

Go ahead, indulge in convenience!

WorkLife Concierge is an all-purpose, virtual assistant offering the personal attention and first-class service you typically only receive at a five-star resort. Your time is valuable, and WorkLife Concierge can help you make the most of it by managing every day and special occasion tasks for you and your family.

Call VITAL WorkLife anytime at **888.316.6616** to:

1 Score points by planning a glamorous surprise date night and scheduling a babysitter

2 Book fun things to do during your next trip

- 3** Find a pet sitter to walk your energetic dog
- 4** Buy tickets to your alma mater's next game
- 5** Find a vintage baseball card to round out your collection
- 6** Purchase holiday gifts for your staff — and have them wrapped and sent
- 7** Have a florist send an "I miss you!" bouquet to sister who lives across the country
- 8** Book airline, hotel and rental car reservations for your upcoming trip
- 9** Find a top-rated sushi restaurant in San Francisco — and get a reservation
- 10** Arrange regular medication reminders for your elderly mother
- 11** Arrange tree-trimming and spring yard cleaning services
- 12** Plan a family reunion

13 Schedule your overdue dentist appointment

- 14** Get tickets to the Broadway show, "Hamilton" for you and your daughter
- 15** Find a replacement for your leaky 15-year-old dishwasher and clean up the mess
- 16** Schedule a liaison for home vendors (plumber, electrician, carpet cleaner, cable, etc.)
- 17** Plan an adventure vacation to Costa Rica for your family
- 18** Research local golf pros and schedule summer lessons
- 19** Find a lawn or snow removal service

20 Schedule house cleaning services

21 Arrange to have your car detailed and the oil changed while you're at work

22 Order gifts for your spouse's birthday week

- 23** Schedule a reminder for when you have to leave for your son's basketball games — all season
- 24** Have your prescriptions and dry cleaning dropped off and picked up
- 25** Purchase movie tickets

See anything you'd like to delegate?

These are just some of the services your WorkLife Concierge can do for you. You can access your WorkLife Concierge in many ways, including:

Phone:

Call **888.316.6616** to speak with a dedicated WorkLife Concierge representative directly.

Online:

Visit **VITALWorkLifeConcierge.com** to browse our comprehensive menu of services, send a general message or live chat with a WorkLife Concierge representative.

Google Chrome is recommended for the best user experience.

Email:

Service@VITALWorkLifeConcierge.com

Fax:

888.993.0600

VITAL WorkLife App:

Connect directly to the WorkLife Concierge site to make requests.