

Support for Independent Seniors



**Practical help for staying organised,
connected and in control**

Life admin can be overwhelming, that's where I come in.

As we get older, everyday tasks can become more tiring, especially when they involve paperwork, technology or juggling appointments.

With over 30 years experience in admin, community services and health — including working with older people in both clinical and non-clinical roles — and as a JP (Qual), I offer friendly, professional support to help you or your loved one stay on top of life's admin.

I'm not a carer or cleaner, but I do offer trusted, reliable help with the time-consuming tasks that make a big difference to quality of life and independence.

PEACE OF MIND FOR FAMILIES TOO

I also work directly with family members who want to ensure their loved ones stay organised and supported - especially if they live remotely or are time-poor.

➔ TURN OVER TO SEE SOME OF THE WAYS I SUPPORT INDEPENDENT SENIORS.



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How I Can Help:

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- ✓ **Paperwork & Admin** - Organising bills, insurance paperwork, form filling & other household admin.
 - ✓ **Appointment Scheduling & Reminders** - Keep track of important appointments & set reminders.
 - ✓ **Technology Help** - Assistance with phones, emails, Zoom calls & other devices.
 - ✓ **Household Management** - Coordinating cleaners, gardeners or home maintenance services.
 - ✓ **Subscription & Utility Management** - Reviewing, cancelling or updating service providers.
 - ✓ **Home & Lifestyle Coordination** - arranging service calls and help with pet needs.
 - ✓ **Photo & Memory Organisation** - Sorting, scanning or storing precious photos and keepsakes.
 - ✓ **Support for Downsizing or Moving** - From change of address tasks to notifying providers.

**Friendly, flexible admin help, with
patience and clear explanations**

NOT JUST FOR SENIORS...

I also help busy families and professionals who are short on time or juggling too much.

From admin to tech support, I offer flexible help, your way.

thetropicalpa.com.au



Flexible Support Options

Hourly Support – from \$70/hour

Monthly Packages – from \$130/month

Prepaid Task Bundles – 5 or 10 hour options

No lock-ins. Friendly, flexible, confidential support.

One-off or ongoing.