



consider it done

Consider it Done is a lifestyle management company. We organize and coordinate projects for busy individuals and corporations worldwide. Whether it's juggling an overbooked schedule or carrying out an unusual task that seems impossible, we make it our business to assist you with yours.

personal organization services + bookkeeping and accounting + personal shopping, gift selection and delivery + locating hard to find items + business and personal travel arrangements + private jet charters + security services + moving and relocation coordination + hiring and training household staff + art and collectible auctions + restaurant reservations + sporting event and concert tickets + private fitness and yoga instruction + massage and spa treatments + hair, makeup and stylists + chefs and catering + pet services + errand running + party planning and custom events + invitations, change of address and birth announcements + media + meeting planning ... anything and everything!

New York office

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New York, New York 10017

Aspen office

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To Do List? Consider it Done!

Personal Assistants

We do whatever you don't have time to do. Maybe you need a personal assistant a few hours a week, someone you know you can rely on to come by and get things done. Or perhaps it's just one request or task that needs to be handled. With a Consider it Done personal assistant, you can clear that stack of paperwork off your desk, book a family trip to Hawaii or shop for and send out the perfect baby gift. We get you organized and keep you organized.

VIP Services

Consider it Done offers the ultimate in VIP services for corporate executives, diplomats, politicians, celebrities or anyone on the move. Our service provides you with the very best in research, logistics, arrangements and much more. Whether it's scheduling meetings, planning press conferences, arranging security, coordinating transportation or booking media, our team handles each request with poise and discretion.

Consider it Done's client list is always kept private. Confidentiality is a top priority.



Events

Consider it Done coordinates special events worldwide with a personal touch and your signature style. Having a small private party or putting together a charity benefit? We can spearhead your event from start to finish. Our team handles everything from conception to completion or can jump in at any point along the way. We are experts at not only advance planning, but execution and follow-up.

Concierge Services

Our high-end concierge program consists of a broad range of services that make your life easier in so many ways. We arrange for tickets to concerts, theater and sporting events. We make dinner reservations, arrange for a car service or find you a housekeeper, interior decorator or private chef. We book massages, spa treatments and personal trainers. When you need something reserved, booked, bought or arranged, we can assist with all of your daily affairs.