

# Local Women

Joan Charlton - TimeWise



*Joan set up TimeWise a year ago after her youngest child graduated from university, having spent 25 years raising a family and working, latterly as Area Manager of the former Area Tourist Board in the Argyll & Isles area.*

Many of the small business operators Joan met over the years were overwhelmed with paperwork which was eating into the time they need to spend running and developing their businesses.

With this in mind Joan set up TimeWise offering general office support, administrative, secretarial, and book-keeping services by the hour or as required to help make life easier for the many small businesses in the Argyll area. Her first customer was her husband Charlie, who has a gardening & landscaping business – sorting out his paperwork was her biggest challenge with his filing system consisting of a drawer stuffed full of invoices and receipts in the family kitchen!

Joan now works with a number of businesses in the area providing a range of services, she will either work within your own office or from her own home office, to arrange a free initial consultation just give her a call.

## Small Businesses Services

- ✗ Do you need support but can't afford to employ help?
- ✗ Are you losing time and money?
- ✗ Is paperwork your worst nightmare?
- ✗ Is administration strangling your business?
- ✗ Is time management a big problem?

### Contact Joan at TimeWise

**Small Business Services - tailored to suit your business requirements, By the hour or by arrangement**

**Free initial consultation**

#### Services Include:

- ✓ Word processing
- ✓ Invoicing
- ✓ PA Services
- ✓ Ordering supplies and materials
- ✓ Call handling
- ✓ Emergency cover
- ✓ In fact everything you need to organise your business!

**Tel: 01631 710359**

**E-mail: [timewise.services@tiscali.co.uk](mailto:timewise.services@tiscali.co.uk)**

**TOUCHWOOD - TRADING - D**

- Importers of Fair Trade
- Solid Wood Furniture
- Jewellery
- Soft Furnishings
- Lighting
- Outdoor Furniture

**Try Touchwood for individual interiors**

Lochavullin Road, Oban, Argyll PA34 4PL  
Tel/Fax: 01631 564722  
[www.touchwoodtrading.co.uk](http://www.touchwoodtrading.co.uk)  
Monday - Saturday 10am - 6pm