



2025 Support Catalog for Therapists & Life Coaches

Timeless Moments Assistant

Curated by Team TMA 💛

Welcome

Hey there! I'm LaTonya, founder of Timeless Moments Assistant. Together with my daughter, we provide virtual admin and digital support for therapists and life coaches who are ready to simplify their business backend and focus more on their purpose-driven work.

This 2025 catalog was created to offer calm, clear, and aligned service options that meet you where you are—whether you're starting fresh or building on what you've already created.

💎 Philosophy for the New Packages

- You deserve clarity, consistency, and a peaceful business foundation.
- We design support that feels nurturing and spacious—never overwhelming.
- Our services are tailored to fit the way you work and what your practice needs to thrive.

📁 The Grounded Practice – \$250 (One-time)

A calm, clear start to getting your business organized.

Includes:

- 60-minute strategy call + intake audit
- 1 onboarding form or welcome packet setup
- Email signature + autoresponder setup
- Google Drive folder system setup

📅 The Rhythm Package – \$475/month

Consistent support to stay on track and free up your focus. (Max 3–4 clients)

Includes:

- Weekly inbox review + email support
- Calendar & appointment check-ins

- 2 social media posts scheduled/month
 - 1 Canva graphic (quote, tip, or promo)
 - Monthly progress message or mini check-in call
- *Already have tools in place? We can customize this.*

The Aligned Business – \$875/month

Full-spectrum backend support for your thriving practice. (Max 1–2 clients)

Includes:

- Everything in The Rhythm Package, plus:
- 2 more scheduled posts + 2 extra graphics (4 total)
- Email newsletter (1 per month)
- Client flow & form update (1 per month)
- Monthly 30-min strategy session
- Launch or digital product prep support (1 project/month)

Let's co-create a version that aligns with your flow.

The Intentional Support – Starting at \$375/month

Custom-fit admin support that meets you where you are—built around your current systems, strengths, and stress points.

Offered after Discovery Call.

Discovery Call – Free

A gentle, no-pressure conversation to map out what support could look like.

Perfect first step for any of the above.

→ Book your session at: <https://www.timelessmomentspa.com/book-online>