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A NOTE FROM JULES

In observance of Administrative Professionals Week, I want to recognize all those who work so hard to make others successful. Without their hard work and dedication, offices would just not run as smoothly as they should! It's necessary for Administrative Professionals to keep moving forward with their careers in our ever-changing business environment. Education is a key component in accomplishing this and helps us to be better communicators, organizers, and invaluable assets to any business. Downtime is also a key component to success. Everyone needs to clear their minds in order to function efficiently. So, remember that work, education, and play are all important parts of being successful. We all have someone without whom we wouldn't be as successful. I hope you will take a moment to thank those essential people in your lives and help them succeed, as well.

P.S. I now provide support for bankruptcy cases.

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TPS

Real Brief

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Have a Great Relationship With Your VA

Administrative Professionals Week is April 21-25. For all your assistants do to keep your world running smoothly, here are some tips for maintaining a great relationship with your Virtual Assistant. Once you find that perfect fit for your outsourcing needs, make sure you make them happy because everyone knows that happy translates to loyal and productive.

The Virtual Assistant Networking Association (VANA) has a list of the top 10 ways to make sure your VA sticks with you.

Communication. Be clear and concise. Whether phone or email is your main form of communication, take notes throughout the day and communicate once with all the information.

Pay on time. If your VA has to wait for money that's owed or chase it down, the relationship

will be strained and you might not get your work turned around on time.

Give clear instructions. When you give your VA new assignments make sure the information is clear and your expectations stated plainly.

Give an occasional bonus. It might be something as small as rounding up an invoice. Or perhaps a bonus check for an outstanding job.



Give referrals. If you're happy with your VA, send referrals his/her way.

Pick up the phone. You should speak with your VA at least once a month to facilitate communication and ensure you avoid misunderstandings later.

Say thank-you. These two little words are important in every relationship and when you don't see your VA on a regular basis, a little reminder can go a long way.

Respect his/her time. Be reasonable about deadlines. Your VA likely has other clients to fit into a schedule.

Provide feedback. If you have an issue with the work your VA has done, bring it up immediately. Everyone wants to do their job well and constructive criticism, is an important part of that process.

Give a gift. A small token that shows you appreciate the hard work your VA does for you, can establish a lot of loyalty.

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The Perfect Cup of Coffee

Not only are assistants usually responsible for making the coffee in the office, but coffee is also our life's blood without which documents would not be typed, messages would not be taken and life as we know it would stop.

THE PERFECT CUP OF JOE

Purchase coffee beans as soon after they have been roasted as possible. Ideally you should purchase your coffee fresh every 1-2 weeks. You'll find the

freshest beans at your local specialty coffee roasters.

The quality of your coffee is heavily dependent upon the quality of the water you use. Use only fresh cold filtered water, do not use distilled or tap water. Remember, coffee is made of approximately 98-99% water.

Always grind your beans right before brewing and grind only the amount you are going to use at one time.

Use precisely enough coffee.



Professional coffee tasters use exactly two tablespoons of

ground coffee for each six ounces of water. Keep the water temperature between 195-205° F.

Brewed coffee should be enjoyed immediately! Use a heated mug to maintain the temperature as long as possible. It begins to lose its optimal taste moments after brewing, so only brew as much coffee as you need. It can be kept warm for 45 minutes, but after that, it should be poured out.

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**Outsource & Save with 100%
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*Contact TPS today to schedule a
virtual lunch with Jules.*

New Service Added: Bankruptcy

Julie Thompson is now CM/ECF Certified in the State of Nebraska. Contact TPS for professional paralegal and administrative support on bankruptcies.

Real Brief Bits

LEGAL BRIEFS

Over the years, Administrative Professionals Week has become one of the largest workplace observances. The event is "celebrated" worldwide, bringing together millions of people for community events, social gatherings, and individual corporate activities recognizing support staff with gifts of appreciation. In the United States, the day is often celebrated by giving flowers, candy, small gifts, lunch at a nice restaurant, time off, or a monetary bonus for outstanding performance.

The International Association of Administrative Professionals (IAAP) is the sole official sponsor of Administrative Professionals Week and Administrative Professionals Day. IAAP members say while traditional gifts are appreciated, recognition and professional development are more important to them. They suggest that employers observe Administrative Professionals Week by providing training for their administrative staff through seminars, continuing education or self-study materials.

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paralegal and administrative support:**

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QUOTE OF THE MONTH

"Accomplishing the impossible means only that the boss will add it to your regular duties."

~ *Doug Larson*

REAL BRIEF TRIVIA

National Secretary's Week was created in 1952 by Harry F. Klemfuss, a public relations executive, and the National Secretaries Association to promote the value and importance of the job and encourage more women to become secretaries.

In 2000, the name of the holiday was changed to Administrative Professionals Week, with Administrative Professionals Day being celebrated on the Wednesday of the last full week in April.

