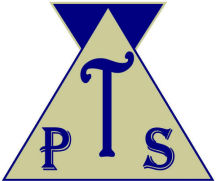


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A NOTE FROM JULES

Well, here it is back-to-school month already! It's hard to believe that the summer is rapidly coming to a close. This issue of TPS Real Brief marks our 1st anniversary of publishing this newsletter. I hope that you who receive the newsletter have found it informative, as well as fun. This has been a very challenging year for me, in that I didn't really understand fully what owning a business meant. The most meaningful thing I've learned through the various processes of business ownership is that marketing is ongoing and never ending. In order to spread the word about my business and getting new clients, it has been essential that I stay in touch and always accessible. I want to thank all of you who continue to receive the newsletter and I really look forward to keeping in touch with you each and every month.

In this issue:

- A Note from Jules
- One-on-One with Julie Thompson
- Fun with Kebabs
- Real Brief Bits including:
 - TPS Referral Rewards*
 - Real Brief Trivia*
 - Quote of the Month*
- Areas of Specialty

TPS

Real Brief

VOLUME 2, ISSUE 8

AUGUST 2008

One-on-One with Julie Thompson



1. What made you decide to start TPS?
When I lived in Southern California, I worked for Douglas Aircraft before Boeing bought them. I was involved in the launching of the MD-11 aircraft program from start to finish. I really missed that feeling of accomplishment. When I moved back to Nebraska to be near my parents, I knew I needed to go back to school and start a new career. I worked 7 days a week for six years to put myself through school and earn my degree. After doing that, it was hard for me to be content sitting in a cubicle every day and I needed a new challenge. I decided, once again, to change my life. When I discovered that Nebraska didn't offer this type of service in the legal field, I took a leap of faith and created TPS.

2. What is the best part of TPS for you?
Being my own boss definitely has its perks. But, more importantly, I get to work for a wide variety of clients and get to work from my home office. If I get stuck on something, I can walk away from my desk for as long as it takes to clear my head and I don't have to worry about punching a time clock. When I'm able to do that, my work actually gets done much more efficiently and accurately.

3. What is the biggest challenge in your business?
That's an easy one...getting clients. It has definitely proven to be a challenge letting people know that this

type of service is now offered in Nebraska and then trying to educate them as to what it is and how it works. Making clients comfortable with outsourcing critical projects and assuring them that the work will be done cost effectively and on time with the utmost attention to detail, confidentiality, and conflict of interest issues can be an obstacle, but those concerns go away quickly once we begin working together.

4. What advice would you give to someone thinking about becoming a virtual assistant?
You need to have discipline to work from home. I can honestly say that this is the hardest job I've ever had. When I'm not working on projects, I'm constantly working on generating new business. When you work from home, work is always foremost in your mind. You can't just clock out and leave work behind so you have to learn to maintain a balance. Finally, put the clients first, no matter what!

5. What has been your best moment with TPS?
When I got my first client and that first check.

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Fun with Kebabs

One of my favorite things to grill in the summer are kebabs. Not only are they quick and easy, but they're a fun way to get creative with your food. They're even more fun with friends!

Before grilling season ends, invite your friends over for a kebab party. Fill your table or counter-top with bowls of meats and vegetables, hand everyone a skewer, and let them start building their own kebabs. Here are some ideas for your party:

Diced Chicken, Steak, & Pork

- Shrimp
- Scallops
- Salmon
- Fresh Mushrooms
- Cherry Tomatoes
- Red, Green, & Yellow Peppers
- Jalapeno Peppers
- Red, White, & Yellow Onions
- Sliced Zucchini
- Sliced Carrots
- Snow Peas
- Broccoli
- Cauliflower

Set out plenty of spices, sauces, and marinades so everyone can create the flavor mix they love.



These are going on the grill, so you don't have to cook the meat first, but make sure everyone is very careful about washing their hands and their work space after handling raw meat. Your kebabs will cook better if you lay them on non-stick aluminum foil and drizzle them with a little olive oil.

Surprise your guests by making some fruit kebabs in advance and chilling them for dessert. Don't forget the whipped cream!

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Real Brief Bits

TPS REFERRAL REWARDS

Most businesses get a large percentage of their clientele through referrals. In fact, most of us wouldn't be where we are today without those oh-so-important referrals.

TPS understands how vital maintaining good relationships with your colleagues is. When we receive referrals, it is not taken lightly. That business opportunity is given immediate attention and dedication to ensure that your contact receives the same top notch service that prompted you to make the referral.

And to thank you for your confidence in entrusting us with your valuable business contacts, TPS has established a Referral Rewards program. For every referral that results in work, you will receive a \$50 gift certificate to the merchant of your choice. So what are you waiting for? If you're happy with the service you're receiving from TPS, spread the word!

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QUOTE OF THE MONTH

"If you work just for money, you'll never make it, but if you love what you're doing and you always put the customer first, success will be yours."

~ Ray Kroc

REAL BRIEF TRIVIA

In Long Beach, CA, it is illegal to curse on a mini-golf course.

In Pueblo, CO, it is illegal to let dandelions grow within the city limits.

In Sarasota, FL, it is illegal to sing while wearing a bathing suit.

In Newark, NJ, it is illegal to sell ice cream after 6pm unless the customer has a note from his or her doctor.

