

100% Billable!



A NOTE FROM JULES

Here it is February and this year we get a "bonus" day...that's right, February 2008 is a Leap Year and that means an extra day for everyone! I think it's a great opportunity for people to take a day to re-charge their batteries, energize, and revitalize. We've all been going strong since the holiday season, and many people don't get another day off until Memorial Day in May! I believe that working hard is one key to success, but I also feel strongly that a little well-timed rest and relaxation is a key component to success. It's all about creating balance. So, I say take some time for yourself, your family, friends, pets – whatever renews you. Use your extra day to your advantage. Make it special, make it fun, make it memorable!

P.S. Let's schedule a Virtual Face-to-Face. Call me!

In this issue:

- A Note from Jules
- Administrative Support Outlook 2008
- Leap Day Menu
- Real Brief Bits including:
 - Legal Briefs*
 - Real Brief Trivia*
 - Quote of the Month*
- The Virtual Face-to-Face

TPS

Real Brief

VOLUME 2, ISSUE 2

FEBRUARY 2008

Thompson Paralegal Services, LLC

1216 Elm Avenue · Norfolk, NE 68701

P: 888-4-GR8-LGL · F: 866.336.9593

Email: jthompson@tpslegal.com · Web: www.tpslegal.com

Outsource & Save with 100% Billable Support

Administrative Support Outlook 2008

With constant changes to the labor market, traditional jobs are evolving. One thing that will not change is the need for administrative support. The old cliché still holds true: Great help is hard to find and, as such, top notch assistance will be in even higher demand than ever.

The ebb and flow of business has led to an increase in temporary staff and contract employees. In the short term, this may seem fiscally responsible. It saves significantly on the expenses of maintaining full-time employees. However, there is a downside. The best qualified, most skilled administrative pros can afford to be selective and will go where they command the best pay and benefits.

Just as critical as keeping up to date with technology are what human resources managers call

"soft skills." Administrative support jobs require outstanding people skills and the ability to stay on top of a wide range of details and tasks.

Another key is diversity and flexibility. While industry-specific skills must be honed, the ability to do everything from answering phones and typing correspondence to designing PowerPoint presentations and planning multi-day conference itineraries is a necessity.



All these factors are contributing to the increase of virtual

assistants. Outsourcing is an efficient solution. Businesses can still save money on overhead, benefits, and other expenses while hand-picking the support that is best suited to their needs. The best virtual assistants are up-to-date on current technology, have top notch people skills, and offer diverse skill sets. In addition, they are in business for themselves which makes them much more able to relate to the issues and concerns of the business owners who hire them.

Not all administrative support staff is created equal. In 2008, experience, broad skill sets, flexibility, and people skills will make all the difference.

Call Thompson Paralegal Services at 888-4-GR8-LGL for Professional Virtual Support

Leap Day Menu

Believe it or not, Leap Year has its own special recipes. In 1928, the Savoy Hotel created a cocktail that is said to spark Leap Day marriage proposals. Many people also like to serve Caesar Salad on Leap Day in honor of Julius Caesar, the founder of Leap Year.

Leap Year Cocktail

- 2 ounces gin
- 1/2 oz. Grand Marnier
- 1/2 oz. sweet vermouth
- 1/4 oz. fresh lemon juice

Shake with cracked ice and strain into a chilled cocktail glass. Garnish with a twist of lemon.

Traditional Caesar Salad

- 4 cloves garlic, peeled
- 1/2 tsp. salt
- 2 tsp. lemon juice
- 1 tsp. Worcestershire sauce
- 3/4 tsp. anchovy paste
- 1/2 cup extra virgin olive oil
- 2 large eggs, boiled for 2 minutes
- 1/2 C. parmesan cheese, shredded
- 2 cups croutons
- 2 heads romaine lettuce, torn



In large wooden salad bowl, rub garlic clove around inside of the bowl. Mash garlic, salt, and pepper to form a paste. Whisk in lemon juice and Worcestershire sauce. Add anchovy paste and whisk well. Add olive oil in a slow steady stream, whisking constantly. Add eggs and whisk until blended. Add lettuce and croutons. Toss until coated with dressing. Sprinkle on Parmesan cheese and toss lightly.



100% Billable!



Thompson Paralegal Services, LLC

1216 Elm Avenue • Norfolk, NE 68701

P: 888 - 4 GR8 LGL (888.447.8545)

F: 866.336.9593

Email: jthompson@tpslegal.com

Web: www.tpslegal.com

**Outsource & Save with 100%
Billable Support!**

*Contact TPS today to schedule a
virtual lunch with Jules.*

The Virtual Face-to-Face

Virtual doesn't have to be cold and faceless. TPS has just installed a new webcam. Schedule a Virtual Face-to-Face with Jules and get to know your support staff!

Real Brief Bits

LEGAL BRIEFS

TPS has added some of the latest legal software programs to the TPS Software Sharing Program. Here's how it works. Anyone interested in trying the software should contact TPS. TPS will then purchase the equipment and offer you a 14-day free trial. If you like the software after the free trial and want to keep it, you pay half the cost. By working together with the same software, we will both increase our efficiency and reduce expenses.

TPS is offering software sharing on Philips SpeechExec Dictate 4.3 and Philips Digital Pocket Memo. In addition, TPS has acquired the E-Z Filing Bankruptcy software and will be expanding to include this area of document preparation, as well as all your other paralegal and administrative needs. This is still in the early stages, but should be ready to go by Spring! Contact TPS today to learn more.

Get information on this software at:

www.philips.com/dictation

www.ezfilling.com

QUOTE OF THE MONTH

In honor of President's Day...

"I am rather inclined to silence, and whether that be wise or not, it is at least more unusual nowadays to find a man who can hold his tongue than to find one who cannot."

~ Abraham Lincoln

"Associate with men of good quality if you esteem your own reputation. It is better to be alone than in bad company."

~ George Washington

REAL BRIEF TRIVIA

- In Idaho, boxes of candy given as romantic gifts must weigh more than 50 pounds.

Valentine's Day must be rough on the guys in Idaho!