

100% Billable!



A NOTE FROM JULES

Living great in 2008!!! With a new year comes a renewed sense of hope, purpose, goals, and a sense of good things to come. At least, that's what it means to me. I set my sights on trying new things and hoping for a year of great adventures! It always seems to be a chance for revitalization and positive thinking. I try to take all the fresh energy I feel and put it to good use, especially for my clients and friends!

I set and met a lot of new goals in 2007 and spread my wings further than ever before. My number one goal for 2008 is to not lose that momentum.

My wish for all of you in 2008 is to be prosperous, happy, joyful, and please try to squeeze in some fun and excitement, too!

P.S. Call me to schedule a virtual lunch.

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TPS

Real Brief

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The Office of the Future

According to *Office of the Future: 2020*, a research study by OfficeTeam, the office of the future will be increasingly mobile, with technology enabling employees to perform their jobs from virtually anywhere. However, this won't necessarily translate into more free time. Forty-two percent of executives polled said they believe employees will work more hours in the next 10 - 15 years.

Other findings include: Mobile technology will continue to allow people to work outside of the office with greater ease. Additionally, virtual environments and web-based conferencing services will provide off-site employees with real-time access to meetings, reducing travel.

Improved wireless connectivity will allow for an increasingly flexible workforce. Eighty-seven percent of executives surveyed believe telecommuting will increase in the next 10 to 15 years. The concept of going to work will be redefined as employees use portable, wireless tools to communicate from any location. For businesses, investment in technology

will be offset by substantial savings on traditional overhead expenses.

People may put in more hours, but they will do so using tools that provide more control over their schedules and enable them to better balance priorities. There will be an increasingly blurred line between work and other activities; people will need to multitask to meet all of their obligations efficiently.

With the transformation of the workplace, the role of administrative professionals will continue to evolve. Many positions will require sophisticated skill sets and experience in specific areas such as technology, human resources and business processes. Administrative professionals will become specialists rather than generalists.



Flexibility and adaptability will be required of employees at all levels. Employees will find added pressure to adapt quickly to change, work smarter, and increase productivity.

Industry experts identified six key skills professionals will need to succeed in the new office environment. They form the acronym ACTION.

Analysis: Analyzing information and exercising good judgment.

Collaboration: Establishing rapport and facilitating team building.

Technical aptitude: Selecting the best technical tools and using them effectively.

Intuition: Identifying and adapting to the needs and work styles of others.

Ongoing education: Engaging in continual learning.

Negotiation: Participating in business discussions that produce positive results.

Visit www.officeofthefuture2020.com to find additional information.

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

Healthy Crock Pot Comfort Foods

White Chili

- 2 cans white northern beans
- 2 cups chicken, cooked and cut in bite size pieces
- 1 can white corn
- 2 cans chicken broth
- 1 can chopped green chilies
- 2 cloves garlic, minced
- 1 cup celery, chopped
- 1 cup white onion, chopped
- 1 tbsp. olive oil
- 1 tbsp. each of kosher salt, ground black pepper, and ground cumin.

Combine beans, chicken, broth, corn, and chilies in crock pot. Sauté celery,

onion, and garlic in olive oil for 5 minutes. Add to crock pot with salt, pepper, and cumin. Cook on low for 8 hours. Serve sprinkled with chives and reduced fat shredded Monterey jack cheese.

Beef & Black Bean Chili

- 1 tbsp olive oil
- 1 medium yellow onion
- 1 large red pepper, chopped
- 1 jalapeno pepper, chopped
- 1 large carrot, chopped
- 2 tbsp chili powder
- 1 tbsp cumin
- 3/4 pound lean ground beef, cooked
- 1 can crushed tomatoes
- 1 can beef broth

- 1 can low sodium black beans, drained
- 2 cups frozen sweet corn

Combine cooked ground beef, tomatoes, broth, corn, and black beans in crock pot. Sauté onion, peppers, and carrots for 5 minutes in olive oil. Add to crock pot with chili powder and cumin. Cook on low for 8 hours. Serve sprinkled with reduced fat shredded cheddar cheese.



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virtual lunch with Jules.*

100% Billable Defined

Call TPS for the latest dollar to dollar comparison:
Virtual Assistant v. Full-time Employee

Real Brief Bits

LEGAL BRIEFS

The American Freelance Paralegal Association debuted on January 8, 2008. It was founded by a group of like-minded paralegal business owners who wanted to offer freelance, contract and independent paralegals working throughout North and South America a place to call home. Due to the substantial growth in the industry, in particular the field of freelancing, AFPA's founding members felt that it was crucial to unify paralegal business owners and give them a system to provide each other information and support.

The American Freelance Paralegal Association's goals and purposes are as follows: (1) Promote the Freelance/Independent/Contract Paralegal Business Owner, (2) Provide seminars for the continuing business education of American Freelance Paralegal Association Members, (3) Provide a forum for the exchange of information between American Freelance Paralegal Association Members, (4) Communicate with the legal community and the general public on behalf of American Freelance Paralegal Association Members, and (5) Participate in local and national issues that affect American Freelance Paralegal Association Members.

*From The American Freelance Paralegal Association
www.freelanceparalegal.org*

QUOTE OF THE MONTH

"Our defense is not in our armaments, nor in science, nor in going underground. Our defense is in law and order."

~ Albert Einstein

REAL BRIEF TRIVIA

- In Michigan, it is illegal to swear in front of women and children.
- Fireman are required to practice for 15 minutes before going to a fire in Fort Madison, Iowa.
- In New Hampshire, it is illegal to sell the clothes one is wearing to pay off a gambling debt.

