

100% Billable!



A NOTE FROM JULES

It's finally summer and it's vacation time! Next week I will take my first vacation since TPS opened. I am truly excited, but mixed in there is a lot of apprehension. In the past, there were others in the office to cover my workload and I could just escape and return refreshed and focused. Now I'm the boss, secretary, bookkeeper, and gopher. There is no putting my work in someone else's inbox. This week has been spent tying up loose ends and making peace with the fact that the world will still turn in my absence. I've read all the reports on how vacations are necessary for optimum performance, and I'm no exception. So, even though I will have my cell phone and access to my email next week, the sign on my vacation cabin by the lake is **not** going to say "TPS." It's going to say, "Gone Fishin!"

P.S. I'll be back June 23.

In this issue:

- A Note from Jules
- A Laugh a Day = Increased Productivity
- Outdoor Eats
- Real Brief Bits including:
 - Legal Briefs*
 - Real Brief Trivia*
 - Quote of the Month*
- Gone Fishin': Jules' Summer Vacation Dates

TPS

Real Brief

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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

A Laugh a Day = Increased Productivity

Recent research has found that injecting the workplace with laughter creates a healthy and productive workplace.

Including fun and humor as part of a work atmosphere has many benefits, including increasing productivity, relieving stress, and building stronger bonds with co-workers that prove valuable for teamwork.

It's easy to lighten things up at the office without disrupting the important work at hand. Some simple ways to start are allowing employees the freedom to put their own personal stamp on their work space with photos, humorous calendars and cartoons, and funny pens.

In meetings, start with a joke or a humorous anecdote to set the mood and get attention. End meetings in the same way to energize your staff as they head

back to their desks. Invite staff members to submit the jokes and stories to be used in the meetings and give a small prize for the best contribution. Use the same technique for interoffice memos.



Make common areas, such as break rooms, warm and inviting. Keep simple games there that can be played during breaks. Post a Humor Board – a bulletin board where employees can put up amusing pictures, quotes, or cartoons for everyone to see.

If necessary have a meeting or send out a memo instructing your staff on what type of mate-

rial is appropriate for your office. Don't forget the rules for keeping the meeting fresh.

Once a month or even once a week, if workflow allows, take time out of the day for a fun team building event. Let clients know that you will be having a mandatory staff meeting and let calls go to voice mail. Make sure to allow at least 2 hours. Plan games and activities that focus on teamwork and creativity. This will strengthen working relationships and spark quick, resourceful thinking.

Some other fun suggestions:

- Pot luck lunches in the office
- Unusual tie/accessory days
- White elephant gift exchanges (gifts must be \$5 or less)

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

Outdoor Eats & A Summer Fun Contest

Outdoor eats are in season!

EASY ALL-AMERICAN POTATO SALAD

- 3-4 med. potatoes, peeled & cubed
 - 1 ½ Tbsp. salt
 - 2 Tbsp. distilled white vinegar
 - 1 med. celery rib, finely chopped
 - 2 Tbsp. minced red onion
 - 3 Tbps. sweet pickle relish
 - ½ Cup mayonnaise
 - ¾ tsp. powdered mustard
 - ¾ tsp. celery seed
 - 2 Tbsp. minced fresh parsley leaves
 - ¼ tsp. ground black pepper
 - 2 lg. hard-boiled eggs, cubed.
- Boil potatoes over medium-high

heat; add 1 Tbsp. salt, reduce heat to medium and simmer until potatoes are tender (about 8 minutes). Stir occasionally. Drain potatoes and place in large bowl. Add vinegar and toss gently with rubber spatula. Let stand about 20 minutes. Meanwhile, in small bowl, combine celery, onion, relish, mayo, powdered mustard, celery seed, parsley, pepper, and ½ teaspoon salt. Gently fold in with eggs and potatoes using rubber spatula. Cover and refrigerate until chilled



(about 1 hour). Serves 4-6.

WIN FREE SERVICE FROM TPS

Guess how Jules likes to eat a hot dog and get a FREE hour of TPS' services. Winner selected from random drawing of winning entries. Email your guess to jthompson@tpslegal.com.

- a) Plain - no bun, no toppings.
- b) Bun, ketchup, spicy brown mustard.
- c) Bun, dill relish, diced onions, ketchup, mustard, Cheez Whiz.
- d) Bun, chili, cheddar cheese, diced onions, a dash of Tabasco.

Earn a bonus hour if you can guess whether Jules prefers Wimmer's Skinless or Oscar Mayer Wieners.

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

*Maximize productivity and increase
your bottom line with virtual support.
Contact TPS today!*

Gone Fishin': Summer Vacation Dates

TPS will be closed June 16-20 and July 4.

Jules may be reached via email or
cell phone at 402.841.0280.

Real Brief Bits

LEGAL BRIEFS

By using the virtual assistance of TPS, you can avoid an interruption of workflow while your employees are on vacation.

American workers receive the least vacation time among wealthy industrial nations and there are no laws mandating vacation time. Most industrial countries get five or six weeks off. European workers get twenty days of paid vacation after the first year on the job.

While reducing or eliminating vacation time might show short-term gains, American businesses that have adopted a policy of two and three week vacations are experiencing big dividends. Workers return energized and focused. Many companies have reported significant sales increases, reduction in employee turnover, and some have even been able to eliminate overtime.

If maintaining continuity of workflow is critical during these times, a virtual assistant can provide the solution without jeopardizing the well-being and performance of full time employees .

**Contact TPS today for comprehensive virtual
paralegal and administrative support:**

888 - 4 GR8 LGL (888.447.8545)

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QUOTE OF THE MONTH

"The probability that we may fall in the struggle ought not to deter us from the support of a cause we believe to be just; it shall not deter me."

~ *Abraham Lincoln*

REAL BRIEF TRIVIA

In Alabama, You may not have an ice cream cone in your back pocket at any time.

In Oklahoma, no baseball team can hit the ball over the fence or out of a ballpark.

In Rochester, Michigan, anyone swimming in public must have the bathing suit inspected by a police officer.

