

100% Billable!



A NOTE FROM JULES

Spring is a great time of year for renewing just about everything! With the time change giving us longer evenings, it is nice to have time to spend outdoors after being inside all day. Planting flowers and gardens is a great way to relieve stress and think about the beautiful things to come. It is also a great time of year to start something new. For those of you who have been thinking of new ways to increase your revenue and bottom line, it would be a great time to contact TPS! It would be my pleasure to meet with you so we could discuss all the benefits of outsourcing and helping your practice or business to "spring" ahead! Remember to take some time for yourself and family to enjoy this wonderful time of renewal!

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

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TPS

Real Brief

VOLUME 2, ISSUE 3

MARCH 2008

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Outsource & Save with 100% Billable Support

Being There...Even When You're Not

Long distance relationships can be difficult. They often blow up or simple fizzle out.

The good news is that, when it comes to work, that couldn't be further from the truth. Technology has made it possible for working remotely to become a way of life where your administrative assistant is just as efficient across the country as across the hall.

The key to a successful virtual relationship is communication. Forget the old saying about silence being golden. Since the benefit of regular face-to-face contact is not an option, outstanding listening skills and extra TLC are required.

While the ability to work independently is critical for the virtual assistant, too much independence can hurt in a remote work situation. The new buzz-

word is "emotional intelligence" and it describes that rare intangible quality that the best virtual assistants possess. Not only do they provide consistent, excellent work product, but the communication is so comfortable and seamless that you don't miss the face-to-face element at all.



It's easy to have a finger on the pulse of a manager's moods, needs, and other factors affecting the working relationship when you're present every day. Being "present" from hundreds or thousands of miles away is a special skill. The trick? Knowing when to speak and when to

listen, when to keep it light and when to get serious, when to make suggestions and when to keep quiet.

While virtual assistants must have the same attention to detail, organizational skills, and professional demeanor as their in-office counterparts, they have a great deal more responsibility on their shoulders to make your work experience with them as successful as the old model that you're used to. By maintaining regular, but not intrusive communication, paying close attention to the details and tone of the communication, and NEVER assuming anything, you and your virtual assistant can cultivate a long and successful working relationship.

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

Scrumptious Spring Treats

Did you know deviled eggs & spring rolls traditionally symbolize the coming of spring? Use my basic deviled egg recipe & get creative by adding your favorite ingredients.

DEVILED EGGS

- 6 eggs, hard boiled, cooled, peeled
- 2 tbsp. mayonnaise
- 1 tsp. mustard
- 1 tsp. teriyaki sauce
- 1 tsp. finely chopped chives
- Hot pepper sauce (if desired)
- Salt and pepper
- Paprika

Parsley sprigs

Cut eggs in half. Remove yolks & place in bowl. Mix in mayonnaise, mustard, teriyaki sauce, chives, salt, pepper, & a few dashes of pepper sauce until smooth. Place mixture in pastry bag with large star tip. Fill egg halves. Sprinkle with paprika. Garnish with parsley.



SPRING ROLLS

- 1 tbsp. vegetable or olive oil
- 1 lb. pork sausage
- 2 stalks celery from the heart, finely chopped
- 1 can water chestnuts, finely chopped

- 1/2 small red onion, finely chopped
 - 1 can bean sprouts, chopped
 - 2 tbsp. dark soy sauce
 - 1/2 tsp. dried thyme leaves
 - 2 tbsp. melted butter
 - 1 pkg. egg roll wrappers
- Sauté celery, water chestnuts, & onion 2-3 min. in oil over med. heat. Veggies should still have a little crunch. Place in bowl. Add sprouts, soy sauce, & thyme. Cook sausage over med. heat until no longer pink. Combine well with veggie mixture. Scoop two spoonfuls of filling 2 inches from bottom of wrapper, leaving 2 inches at sides. Fold bottom flap up & side edges in, roll up and over. Seal edges & sides with melted butter. Deep fry until lightly golden.

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*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 is always looking for ways to become a more valuable and more profitable asset to your business. To that end, training and technology are priorities that are second only to providing the top quality virtual paralegal and administrative support services our clients are accustomed to.

Last month, we told you about the latest legal software programs that have been added to the TPS Software Sharing Program. This program allows us to work together with the same software to both increase our efficiency and reduce expenses.

This month, TPS is focusing on training. Julie Thompson will be attending a class on Bankruptcy Law in Lincoln, NE. By expanding our areas of specialty to include this type of document preparation, TPS will soon be able to address a broader range of your paralegal and administrative needs.

Contact TPS today to learn more:
888 - 4 GR8 LGL (888.447.8545)
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QUOTE OF THE MONTH

"We had never worked with a freelance paralegal firm during our twenty-eight year history. We needed immediate assistance because of a vacancy in our support staff. We contacted Thompson Paralegal Services. We found the experience to be so beneficial that we retained their services and work with TPS on a regular basis. We continue to get skillful document preparation in a timely and cost-effective manner from estates to discovery. TPS is professional and is always available to assist our firm. Email is processed quickly and TPS is always on track."

*~ Rick Boucher, Boucher Law Firm,
Lincoln, NE*

REAL BRIEF TRIVIA

St. Patrick's Day laws in some cities require police to wear green uniforms, citizens to wear green hats, and forbid anyone to lend or give away anything green.