

100% Billable!



A NOTE FROM JULES

It seems as if so much is going on all around the world these days, most of which is very upsetting and worrisome. With difficult economic times looming ahead, it may be difficult for everyone to stay on track, both financially and emotionally. TPS is an affordable solution for any business that wants to maintain stability in their workflow, without compromising the quality or professionalism available to clients.

It is my sincere hope that everyone will also take time to spend with their loved ones and friends. It may just help you let the world go by at a more leisurely pace and make the worries seem more manageable, even if it is only for a little while. And remember, when you need assistance, whether it is paralegal in nature or administrative, call TPS today to further help you ease your stress.

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TPS

Real Brief

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Outsource & Save with 100% Billable Support

Recession Protection

There's no sugar-coating it anymore. The economy really is bad. So how do you make your business recession-proof?



The good news for the legal field is that it is one of the industries that won't suffer quite as much as other types of business. That does not mean that you shouldn't take some steps to protect yourself from these tough times.

First, don't panic. Look at the economic downturn as an opportunity to re-evaluate your business practices. Cut costs carefully to maximize efficiency. Be strategic. Remember that the recession is not permanent so only make changes that ultimately make sense in your big picture.

Consider diversifying your services. Some areas of the law are not only recession-proof, but even see a marked increase when the economy tanks. If you're not already specializing in these areas, look into adding them to the menu: estate planning; bankruptcy; personal injury.

There will be hard decisions to make – cutbacks, downsizing – and strong leadership is critical to survival. Trimming the fat is unpleasant and unpopular and requires a delicate balance between firm and gentle. Communication with management, support

staff, and clients must be increased. And that communication must be direct and honest in order to maintain optimum motivation and productivity.

If layoffs are unavoidable, make sure you are prepared for the effect on workflow. Have reliable resources available for those times when your diminished staff can't fulfill all your needs. This could include administrative, paralegal, IT, marketing, and accounting.

Accountability is more important than ever in tough economic times. Continually seek out feedback from clients. Be more systematic in the execution of plans. Increase reporting. Is this tedious? Yes. Is this necessary? Absolutely! People will not only be much more alert to flaws and mistakes, but also less willing to forgive. Now, more than ever, is the time to never let your guard down.

So, at the end of the day, what does it all mean? The recession will not be easy for anyone. No industry is 100% recession-proof. It will require patience and hard work. It will require a commitment to maintaining a positive attitude. Look at it as an opportunity to be better and then be proactive about making that happen. That's the formula for recession protection.

Call 888-4-GR8-LGL for Professional Virtual Support

Cut Costs, Not Taste

If you have to cut back on eating out, stay in with this delicious meal that's easy on your budget. Serve with some crusty French bread and a nice chilled Chardonnay.

Stuffed Mushrooms

- 5 slices bacon
- 1 pkg. frozen chopped spinach
- 12 large mushrooms
- 5 TBSP butter
- 2 TBSP finely chopped onion
- 2 cloves garlic, peeled and minced
- 3/8 cup heavy cream
- 1/4 cup grated Parmesan cheese
- Salt and pepper to taste

Preheat oven to 400 degrees F. Cook bacon until brown. Drain, crumble, & set aside. Cook frozen spinach according to package directions. Drain and set aside. Remove stems from mushrooms. Arrange caps in baking dish. Finely chop stems. Melt 3 TBSP butter in medium saucepan over medium heat. Mix in onion & garlic. Cook 5 minutes, then mix in bacon, spinach, mushroom stems & heavy cream. Bring to a boil. Remove from heat. Mix in cheese, salt and pepper.



Stuff mushroom caps. Drizzle with 2 TBSP melted butter. Bake 30 min.

Poached Cod with Butter Sauce

- 4 pieces cod cut into 1 inch chunks
- 2 quarts water
- 1/2 cup sugar
- 1/2 cup salt
- 1 cup Melted butter

Put sugar and salt in water and bring it to a boil. Drop in cod chunks. In 30 to 45 SECONDS they'll float. When they float (in 30-45 seconds, immediately take them out of the water and serve. Divide melted butter into individual dipping bowls.

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

*Maximize productivity and increase
your bottom line with virtual support.*

Contact TPS today!

Top 5 Advantages of Outsourcing

1. You only pay for actual work completed.
2. You'll immediately increase productivity.
3. You can "test the waters" with a short term, no-obligation trial period.
4. You don't pay for insurance, vacation, holidays, overtime, etc.
5. The cost of outsourcing is 100% billable.

Real Brief Bits

OUTSOURCING CAN HELP FIRMS STAY RECESSION-PROOF

Times are getting tougher and, for many businesses, that means downsizing will be inevitable for survival.

Whether you need to cut hours or lay people off, be kind and be quick. Your staff needs to feel secure that they know what is going on so there is minimal disruption to your workflow.

Even though business may slow down, it's not going to stop entirely. In fact, there may be busy times where you need to bridge the support gap created by downsizing. This is where outsourcing can come to the rescue.

Having a reliable resource like TPS in your rolodex can be a lifesaver when you need fast, professional support.

If it's time for you to consider outsourcing, contact TPS today for a free evaluation of your support needs.

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

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QUOTE OF THE MONTH

You'll have to break it gently to the children, but there will be no Halloween this year. The Bureau of Ghouls and Horrors - no - and that isn't the IRS - has decided that the year has been frightening enough without designating one more night to scare the wits out of the people. It's a responsible civic gesture when one thinks back on some of the terrors in the news.

~Roger Rosenblatt, Satirist

REAL BRIEF TRIVIA

In some parts of Virginia, trick-or-treating is banned on Halloween.

In Rehoboth Beach, DE, children may only trick-or-treat from 6PM to 8PM on Halloween, and if Halloween falls on a Sunday, they must "trick-or-treat" on October 30 during this same times.

