

100% Billable!



A NOTE FROM JULES

Fall seems to be approaching quickly this year and it has me thinking of change. This month marks my one-year anniversary of being in business for myself. While TPS was actually founded in April 2007, this is the month that I chose to take that "leap of faith" and commit to pursuing TPS on a full-time basis. I can't thank my clients enough for placing their trust in me and for their willingness to try something new. It has been an incredible journey so far, and I'm looking forward to continuing this great adventure. I feel very blessed for having the opportunity to do what I love, because I love what I do.

I hope that everyone is enjoying this beautiful time of year and the changes all around, and maybe even making some changes of your own.

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TPS

Real Brief

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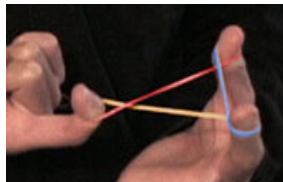
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Stretch For Success

For those of you who read this newsletter every month, it's no secret that I am a firm believer in continuing to learn and try new things.

Seven years ago, I made a decision to go back to college after 20 years and study to become a paralegal. As I approached five years working as a paralegal, I began to feel like I wasn't achieving everything I could be. After months of research and planning, I started TPS. I began by testing the waters, pursuing it part time, but it soon became apparent that my business wouldn't succeed without my full-time commitment. That was one year ago this week.



As I mark the one-year anniversary of launching TPS full-time, I find myself looking back at the path that led me here and I find that each step

on that path was a leap of faith, a calculated risk, a stretch.

Stretching isn't an easy business. It requires hard work, research, planning, training, and usually leads to more hard work. You'll discover new strengths and talents, but you might also discover you're not so good at some things.

Risk often goes hand in hand with stretching yourself.

When you risk trying something new, you risk failing and that can be scary. Use your fear as a motivator to keep you moving towards your goal, not as an excuse not to try.

Think about exercising. Stretching is the preparation for physical activity. Don't stretch and you will surely find yourself injured. Stretch too little and your muscles won't strengthen. Do it properly, you will steadily grow more powerful. In life, stretching prepares you to reach your next level of success. It's a step in the process that can't be skipped or glossed over.

When you decide to branch out and try something new, it's important to plan ahead. Determine your goals, how far you are willing to go to reach them, and at what point, you will be willing to concede and move on to your next challenge. Think of your goals like a rubber band. Imagine how far you can stretch that rubber band before it snaps. In other words, don't give up too soon.

True success is a result of stretching yourself. See what you want and dare to reach out and grab it. If one thing doesn't work, regroup and try something else. It may sound trite, but the only real failure is not trying.

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

An Apple A Day...

Apples are abundant in autumn and nothing is quite as inviting as the aroma of apples and cinnamon coming from the kitchen. Here are a couple of my favorite apple recipes.

Baked Apples

- 4 Apples (your favorite kind)
- 1/2 Cup Brown Sugar
- 4 Tbsp. Butter
- 2 Tsp. Ground Cinnamon

Preheat oven to 350 degrees F. Scoop out core from top of the apple, leaving a well. Do not cut all the way through. Stuff each

apple with 2 tablespoons brown sugar and 1 tablespoon butter. Place in a shallow baking dish and sprinkle with cinnamon. Bake for 15 minutes, until sugar begins to caramelize and apples are tender.

If you want to jazz up your baked apples, add dates, raisins, or granola when you stuff them. Serve warm with ice cream.



Apple Waffles

- 2 medium eggs
- 2 Cups milk
- 2 Cups pancake mix
- 1 Cup finely chopped apples
- 1 Tbsp. finely chopped almonds
- 1/4 Cup of melted butter
- 1 Tsp. cinnamon

Mix eggs, milk, pancake mix and melted butter in bowl. Beat with a mixer until batter is fairly smooth. Stir in apples and almonds. Bake in a hot waffle iron until steaming stops. Serve warm with powdered sugar sprinkled on top.

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

Contact TPS today!

TPS Referral Rewards

For every referral that results in work, you will receive a \$50 gift certificate to the merchant of your choice. So what are you waiting for? If you're happy with the service you're receiving from TPS, spread the word!

Real Brief Bits

IS OUTSOURCING RIGHT FOR YOUR FIRM?

Use this simple tool to help identify your needs.

1. How many hours per day do you personally spend performing administrative tasks?
2. How much payroll do you spend per year on administrative support?
3. How much do you spend per year on insurance, retirement, taxes, holidays, vacations, sick time, overtime, training, equipment, and other miscellaneous expenses for you support staff?
4. How many hours a week do you actually need administrative support?
5. How many hours a week of support time are you able to bill out?

If the numbers add up to a profitable bottom line, congratulations! You're on the right track. If they don't, it's time for a reality check and an urgent call to TPS.

**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

"If you put yourself in a position where you have to stretch outside your comfort zone, then you are forced to expand your consciousness."

*~ Les Brown, American Author
and Entrepreneur*

REAL BRIEF TRIVIA

In Beaumont, TX, Collegiate football is banned at Lamar University.

In Rhode Island, professional sports, except ice polo and hockey, must obtain a license to play games on Sunday.

In Massachusetts, it is unlawful to injure a football goal post, doing so is punishable by a \$200 fine.

