

**PHILIPS**

Dictation

# 5 minute tips

Time-saving tactics that give you hours back in your day



Working in an industry that's as rewarding as it is demanding, legal professionals spend a significant amount of time each day staying on top of documentation, correspondence, and related tasks. These are all necessary part of the workday, but can be very time-consuming and labor-intensive.

However, it doesn't have to be a burden – technology and software can help ease legal professionals' work load, reduce time spent on administrative tasks, and improve efficiency. Finding and implementing easy "plug and play" solutions reduces workloads and streamlines workflows throughout the day to free up their time. Read on for five quick examples of easy tactics that deliver big impacts in productivity.

### 1 Enhance workflow management and cross-organizational coordination

The first example focuses on one of the key components in saving time across the organization – managing vast amounts of data. Managing briefs, transcripts, statements, and more must be executed with consistency and accuracy. While many firms utilize technology to support various areas of the business, many are not yet fully leveraging dictation software, which can be an untapped area for workflow optimization.

This is where technological innovations can help. By centralizing the administration of dictation software, firms enable all workflow and user settings – including the settings on any hardware input devices – to be quickly and easily installed, configured, updated, and maintained for all users. This helps keep all the team members within the firm on the same page and reduces the sometimes cumbersome process of collaborating on projects with numerous contributors.

### 2 Streamline and accelerate the document creation process

Another easy way to optimize the day is simplifying document creation. Digitized transcription and related workflow software allows legal professionals to skip multi-step and multi-channel handoff processes to legal assistants and other support staff in creating documents. As magnetic cassettes are also prone to damage and deterioration, they can make storage and preservation of raw data difficult and costly over time.

With intuitive, digitized voice recording solutions, attorneys can send recordings by simply docking their device to a laptop or sending it from their smartphones, with no need for new hardware. Utilizing a digital voice recorder or simply a professional voice recorder app on their smartphone allows them to easily prioritize recordings, eliminating the need for separate emails, calls, or handwritten notes. It also facilitates one-step file sharing within the dictation software, as in many situations multiple authors and reviewers need access to shared information.

Attorneys and other legal professionals can leverage technology designed to meet the needs of the industry to get valuable time back in their day, including time for additional productivity, client services and billable hours. Implementing easy-to-use solutions within various workflows is a way to make immediate and meaningful positive impacts.

# 3

### Work smarter, not harder, to provide superior service

Most legal professionals welcome any tips to do more with limited time in the day, and again, tactics around leveraging technology can be helpful. The time and energy it takes to type documents, give direction and guidance to support staff, and execute administrative tasks, are better spent dedicated to higher-value legal analysis and other services for clients. Speech recognition technologies cut down on the amount of time spent on administrative tasks by mitigating manual processes.

When urgent client needs arise, these technologies can also cut down on the scrambling and coordination in getting materials created quickly. This empowers legal professionals to be more responsive and meet their clients' needs with less friction.

# 4

### Utilize mobile and web to get things done anytime, anywhere

An equally important tactic is to maximize mobility. Today's workforces are increasingly mobile, and those in the legal profession are no different. Being able to make the world their office allows legal professionals more flexibility in their schedules and enables them to make their time work better for their individual needs.

Whether they are used to prepare for client meetings while commuting or to quickly draft a document at home, secure smartphone apps with capabilities for instant transcription and data transfer to the office mean dictation becomes as accessible as email, text, and other commonly used applications. Using such robust tools directly from their smartphones, legal professionals are able to deliver the same work product on the go as they do in the office.

# 5

### Automate security controls to safeguard sensitive information

Lastly, it's important to consider tactics for increasing security. Especially in industries such as the legal sector, where safeguarding client information is paramount, controlled access to confidential data is crucial. Physical records and transcripts are more vulnerable than digital files as it is easier for breach or theft to go undetected or untraced.

Here too, voice technologies can protect both clients and firms with state-of-the-art security measures. Devices and apps are available that digitize recordings and store them in the cloud, where data is encrypted in real time using Advanced Encryption Standard (AES) that has been approved for the most highly classified government information. In addition, PIN codes and other access-restricting features protect the device itself against unauthorized use. Capabilities like these help give legal professionals greater peace of mind in keeping sensitive information safe.

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