

**PHILIPS**

Dictation



## **Words of Advice:**

**Tips, Tactics and Lessons  
Learned from Senior Partners  
and Associates**

# Grow Your Career with Tips from the Experts

For legal professionals eager to make a splash in their new careers, the daily realities can seem daunting at times. Even the best and brightest attorneys must contend with quick-turn client demands, loads of paperwork and long hours. The plain truth is that it takes more than just legal knowledge to get ahead. In today's highly competitive environment, you need to be more efficient, more productive and better organized to catch the eye of senior partners and gain an advantage over your competition. In many cases, that means leveraging innovation and technology.

We spoke with senior lawyers, managing partners and experienced chief legal executives at firms in the U.S., Canada and Europe to ask what words of advice they would pass along to help legal professionals trying to grow their careers.

*Here's what they told us:*

- » Put your communication skills to work
- » Make the most out of every minute
- » Save clients - and your firm - time and money
- » Efficiency impresses clients and supervisors

# Put Your Communication Skills to Work

By training, attorneys are highly skilled verbal communicators. Capitalize on your communication skills by using voice technology to achieve greater levels of efficiency. For example: arrange prospective client meetings or provide substantive information to a prospect in a matter of minutes simply by dictating. Attorneys who take advantage of such technology-enabled workflows may find that they can win new client business without ever having to enter a keystroke.

In fact, most attorneys can speak seven times faster than anything they can accomplish on a keyboard – and without the common, frustrating errors and autocorrections. Don't waste valuable time on old-school processes. Using enterprise software, attorneys can securely share dictations with their assistants even while still on the road. Dictation and speech recognition apps can facilitate the creation of letters, memos, briefs and other documents all while being able to edit and add comments on the go. That frees up time that could be better spent helping clients and colleagues — demonstrating your value to the team.



# Make the Most Out of Every Minute



Legal professionals just starting out in their career are often required to travel, whether to visit clients or attend depositions and hearings. That requires tools-of-the-trade that are light, portable and don't slow you down. With professional dictation recorder apps now available on smartphones, attorneys can respond faster, more securely and more accurately to client needs and requests – proving a higher level of responsiveness.

Using a dictation recorder app on a smartphone lets legal professionals easily create documents and capture thoughts from anywhere, making the most of transitions between meetings or downtime while traveling. Mobile digital dictation supports an efficient document creation process, which is important because it enables you to spend more time developing genuine relationships with clients.

## Save Clients – and Your Firm – Time and Money

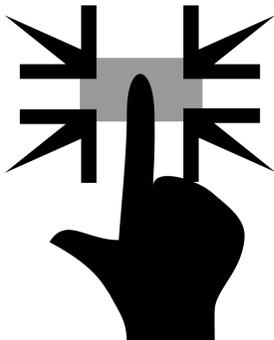
Every attorney wants to show their value by doing more in less time. Improving workflows and turnaround times on documents is a good way to increase productivity. Leveraging speech recognition technologies, for instance, is one easy way legal professionals can create materials quickly.

It starts with an attorney recording notes or tasks into a dictation recorder app connected to the cloud — double-encrypted to safeguard sensitive audio files as they are being recorded, as well as when they are sent, received and stored. The voice files are transcribed almost immediately into a document format, without the need for staff intervention. The finished document is attached to the audio file and can be opened through the mobile phone or web browser. Furthermore, advanced speech recognition software recognizes legal terminology and is highly accurate — with up to 99 percent recognition rate — to minimize the need for time-intensive correction.



The ability to create documents in less time through dictation and speech recognition apps helps attorneys better serve more clients in less time, which brings value to the firm. That's why professionals in the industry need to continually explore new technologies that can improve efficiency.

## Efficiency Impresses Clients and Supervisors



Modern technology lets attorneys get more done throughout the day, creating additional bandwidth that allows them to develop genuine relationships with their clients. By freeing up time and headspace from simple tasks, technology also enables them to better understand individual client needs and gain an edge on the competition.

Voice technology does just that. It is one tool many attorneys use to save time and become more responsive to client and partner requests. This helps increase visibility to senior leadership and actively advances the skill set of legal professionals who are just starting out. Consider the ways you can leverage technology and your voice to set yourself apart and jumpstart your career.



To learn more about our extensive suite of hardware and software that supports the unique needs of legal professionals, please visit [www.dictation.philips.com](http://www.dictation.philips.com) or contact a member of our team at [info.na@speech.com](mailto:info.na@speech.com)