



# Technology that delivers returns: Optimized productivity at your fingertips

*Working in an increasingly competitive field, today's legal professionals are often challenged to keep up with the many demands of the day. It seems like 24 hours is never enough for client commitments, meeting prep, document creation and a myriad of other tasks. With a finite amount of time available, it's important to make it as productive as possible. The right technologies can help enable that, easing the burden of time- and labor-intensive tasks to allow for more focus on higher-value priorities and creating more time for personal pursuits that are crucial in maintaining a healthy work-life balance.*



## Priority tasks get the spotlight

No matter what kind of law they may practice, legal professionals are expected to deliver thought leadership to the clients and organizations they serve. This is the optimal value they bring and their focus should be maximizing their work in this capacity. However, administrative and record-keeping tasks cannot go ignored as they are a necessary part of any successful firm.

In an age of unprecedented innovation, attorneys can **use technology to mitigate the time and energy spent on administration**, and instead devote themselves to legal analysis, client service – as well as dedicate time for interests outside of the office. Intuitive, user-friendly voice workflow solutions, from installed software to cloud technology, enables this by condensing and simplifying multi-step or multi-channel processes. Taking advantage of digital dictation, automated transcription and document creation, cloud-hosted data storage and transfer, and more, they can **facilitate collaboration** and accelerate throughout. This translates to more timely and responsive service and the ability to generate more quality work product.



## Improved productivity throughout the organization

Streamlining workflows is invaluable in an industry where urgent deadlines and last-minute client needs are commonplace. With voice workflow solutions, attorneys can use spare moments to make the workday more efficient. Dictating a note fresh out of court or a client meeting instead of waiting to get to the office, or recording and immediately issuing directions to launch projects among remote team members, are just a couple of examples illustrating how legal professionals can simply use their voice to expedite and manage work.

Further, **assistants and administrative staffers are able to better optimize their daily schedules** to support attorneys. Software solutions can help provide superior clarity regarding length and amounts of notes, memos, and other materials that need transcription or filing, as well as accompanying instructions and prioritization. With these resources, they can **more accurately gauge workloads** and divide tasks accordingly, and better organize their day to budget time to accommodate important or urgent projects.



## The “office” is anywhere

Today, the pace of business also calls for greater flexibility and location independence than ever before, and team members need to be able to **efficiently work together no matter where they are**. By using mobile workflows and centralized software management that covers everything from dictation to transcription to administrative processes, legal professionals are not limited to working within the walls of a building or within traditional office hours. Whether it’s working from the hotel while traveling or from the comfort of their own homes, they can **leverage robust technological solutions to stay productive**. Moreover, mobile technologies are valuable in supporting organizations where coworkers may be decentralized but need to work collaboratively.

Voice workflow solutions that seamlessly integrate work between colleagues and internal systems create a virtual, cloud-based “office” that crosses geographies and time zones. For instance, an attorney might use a smartphone application while waiting at the airport or rail station to voice-record a message to a client, which is then transmitted to the dictation workflow management system for speech recognition or assistants to review and further process. Transcriptionists can securely access files from any computer with Internet access to create a finalized document. Solutions like these reduce bottlenecks due to manual processes and handoffs, thereby increasing overall efficacy and throughput.

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While technology can’t add hours to the day, the right solutions can help maximize those hours. Philips is the leader in professional dictation workflow technologies. Through continuous innovation and real-world application, we help our clients across the globe realize the potential of their business. To learn more about our extensive suite of hardware and software supporting the unique needs of the legal industry, please visit [www.dictation.philips.com/industry-solutions/industry/legal/](http://www.dictation.philips.com/industry-solutions/industry/legal/) or contact a member of our team at [info.na@speech.com](mailto:info.na@speech.com)