**Dedicated Help to Overcome the Challenge of Work-Life Balance.** Your attorneys are busy serving your clients throughout the day and into the night. As a result, attorneys can find it challenging to find time for important personal responsibilities, such as finding the right pre-school for their children, buying gifts for their family over the holidays, or identifying contractors to remodel a kitchen. Attorneys with childcare or eldercare responsibilities are disproportionately impacted by the dueling stresses of balancing personal and work responsibilities. Personal projects can take up attorney time during the workday and increase stress levels.

Equivity has the answer. We offer dedicated virtual assistant services to organizations looking for innovative solutions to increase employee productivity and recruit and retain top talent.

**What is a Dedicated Virtual Assistant?**

A virtual assistant is an assistant that works remotely and performs a wide variety of

administrative and personal tasks. Our virtual assistants are dedicated because one virtual assistant handles all of the tasks for any given attorney.

Our virtual assistants are not concierges or task completers. They are true personal assistants that can handle the long-term, ongoing projects that require organization, management, and regular follow up. Equivity virtual assistant services can complement an existing concierge program by handling higher order projects unsuitable for concierges.

**Why Virtual Assistant Services?**

Because you recognize that personal stresses on your attorneys – concerns like searching for a new house to finding a suitable doctor for an aging parent – take up their time and distract their attention. Allowing your employees to delegate these projects to a virtual assistant frees up their time, allowing them to focus on an important project or to better manage their work and personal responsibilities.

Equivity’s services can provide value to your business in a variety of ways.

**• Retain and promote a diverse workforce.** High-end legal practice can be a challenging career for employees with significant at-home and childcare responsibilities. Providing virtual assistant services assists these attorneys in balancing work and personal life responsibilities.

**• Strengthen recruiting.** Differentiate your business from competitors by demonstrating

a tangible commitment to aiding attorneys in managing their personal lives.

**• Increase productivity.** Time spent handling personal concerns inevitably reduces the time attorneys spend working for clients. By offering these services, attorneys can

focus on the task at hand and avoid distractions.

**• Improve attorney morale.** Providing services sends the message that your company recognizes the demands on your employees and appreciates their commitment.

**Why Equivity?**

We hire only the most qualified and experienced candidates. Our selective hiring process ensures that your employees are aided by assistants that are intelligent, proactive, and organized. Our virtual assistants are US-based, college educated and experienced in a wide array of industries from start-ups to multinational corporations.

Equivity’s virtual assistant services provide measurable benefits. You will receive periodic reports summarizing how many hours of service are used, how many requests are being made, and which groups of attorneys are utilizing the service.

Attorneys login through a web portal customized with your law firm’s lbranding. Through the portal, they can make requests, track existing requests, and see how many hours they have remaining to use. The web interface also allows administrators to modify the attorneys that participate in the plan and to re-allocate plan hours.