



## Insider Tips to Make Your Business Run Faster, Easier and More Profitable

**INSIDE THIS ISSUE:**

Get More Done In Less Time Tech Tips To Improve Productivity And Focus	Page 1	Why Smart People Make Dumb Career Moves	Page 3
Cyber Insurance 101 for Small Businesses	Page 2	Virtual Appointments In Microsoft Teams	Page 4
Shiny New Gadget of the Month	Page 3	Do You Know What Your Microsoft Office 365 Agreement Says?	Page 4
6 Things You Should Do To Handle Data Privacy Updates	Page 3		



We love technology and We love helping people.  
Give me a call to find out whether we can help you better secure your data and get more out of technology.  
-John Hill  
Founder CEO

## Get More Done In Less Time

### Tech Tips To Improve Productivity And Focus

Technology has become essential to our society. We use it for nearly every aspect of our lives, from entertainment to personal security. Unfortunately, it's not all good, and over time, many of us have developed some negative tech habits. When we're supposed to work or stay productive, we might turn to our phones or tablets and scroll through social media or the news. There's no better time than the present to shake these harmful habits so we can become more productive. The good news is that technology can actually help improve our overall productivity.

The pandemic forced many of us to start working remotely or in a hybrid environment, which makes it even

more important for us to use technology to stay focused and productive. Technology does not have to be a distraction: it can help us stay on task and achieve our goals. Below, you'll find a few ways to use technology to improve productivity.

**Cleaning Up Your Digital Space**

For many of us, our workdays revolve around our electronic devices. We spend nearly eight hours each day bouncing from our computers to our cell phones, trying to stay in touch with everyone while keeping up with our workload. Over time, our digital areas can become cluttered with unnecessary documents, e-mails and other information.

Take time to review and reorganize your computer's desktop, smartphone's home screen, e-mail inbox and cloud storage accounts. Delete any unnecessary files, e-mails and apps you no longer need. By doing this, you'll have an easier time navigating through your digital space and locating necessary documents when they're needed.

**Using Time-Tracking And Focus Apps**

Time can easily slip away from us if we're not paying close attention. We've all gotten lost in a project or task and spent way too much time on it. One of the best ways to stay focused and productive is to track your time. Many apps are available that

*Continued on pg.2*

help you do this, including Toggl, RescueTime and Harvest. These apps allow you to track how much time you spend on specific tasks and can help you identify where you might be wasting time. By tracking your time, you can make adjustments to your schedule and ensure you're making the most of your hours.

Focus apps like Freedom, Cold Turkey and Self Control can also help you stay productive, as they'll ensure you aren't wasting your time on social media or other websites that take you away from your work. These apps allow you to block access to certain websites or apps for a specified amount of time. In fact, using a focus app is one of the best ways to remove distractions from your workday.

### Automating When Possible

Automation has truly revolutionized the way many businesses operate. You can use automation for e-mail communication, marketing efforts, data collection and so much more. Introducing automation to your business can help streamline repetitive, time-consuming tasks that previously had to be done manually. By automating various processes and functions, you'll free up more time for your employees to focus on higher-

**“Technology does not have to be a distraction: it can help us stay on task**

level tasks and improve their productivity. Automated systems are also less prone to errors than human beings, so you won't have to spend as much time going back through your work to fix simple mistakes. Automation improves productivity by reducing the time, effort and resources needed to complete a task, while providing valuable data insights.

### Strengthening Your Cyber Security Practices

A successful cyber-attack can completely dismantle your business. It can take days, weeks or even months to recover from a cyber-attack, which can put an end to your hopes of improving productivity. Cyberbreaches, such as malware infections or ransomware attacks, can cause significant downtime for any business. Employees may be unable to access necessary files or systems, leading to delays in work and missed deadlines. Just the risk of a cyber-attack can take you away from your work, as you may constantly worry about the security of your systems or the safety of personal data. When it comes to improving cyber security practices, you must be proactive. Don't wait until a cyber-attack has already occurred; start boosting your cyber security practices as soon as possible.

Improving focus and productivity is not something that happens on its own. It takes time, effort and dedication to make a change that has an impact on your work style. Stop using technology as a distraction and find ways to use it to improve productivity and focus.

## Cyber Insurance 101 for Small Businesses

Cyber insurance is a type of insurance that protects businesses against financial losses caused by a cyberattack or data breach. While it cannot prevent cyber incidents, it can assist businesses in recovering from the monetary turmoil following a breach.



Download the Infographic below:

[www.techsagesolutions.com/what-is-cyber-insurance/](http://www.techsagesolutions.com/what-is-cyber-insurance/)

## Shiny New Gadget Of The Month:

### Apple's AirTag

Losing an important item can be distressing, and Apple is trying to ensure its users will never lose anything again with the Apple AirTag. Apple's AirTag is a small, compact tracking device that allows users to locate their misplaced items effortlessly. With its sleek and minimalist design, it easily attaches to any item and connects to the Find My app on your Apple devices. The AirTag uses Bluetooth technology to provide precise location information, and it even has a built-in speaker that emits a sound when you're trying to locate your lost item. The AirTag only works with Apple devices and requires the latest operating system to function correctly. Overall, the Apple AirTag is a useful tool for anyone looking to keep track of their personal belongings.



## 6 THINGS YOU SHOULD DO TO HANDLE DATA PRIVACY UPDATES

Once data began going digital, authorities realized a need to protect it. Many organizations have one or more data privacy policies they need to meet.

Industry and international data privacy regulations are just the tip of the iceberg. Here are a few things you should look into to handle data privacy updates:

1. Identify the Regulations You Need to Follow
2. Stay Aware of Data Privacy Regulation Updates
3. Do an Annual Review of Your Data Security Standards
4. Audit Your Security Policies and Procedures
5. Update Your Technical, Physical & Administrative Safeguards As Needed
6. Keep Employees Trained on Compliance and Data Privacy Policies

# Why Smart People Make Dumb Career Moves

I love helping people land their dream jobs, but even smart people can make dumb career moves. They do this for two reasons: not having a career strategy and not putting enough time into the job search. For those unfamiliar with the idea of a career strategy, it's a written document that states what your career wishes are, the three paths you are considering and the actions you'll take to make this a reality. And for those wondering how much time is needed to find their dream job, I believe a half day per week for six months will give you a 90% chance of landing whatever position you wish.

Does this sound far-fetched? Perhaps at first it could, but let me give you some examples. I recently spoke with a few business leaders about their job search and how it was coming along. I think you may benefit from hearing their stories.

I first talked with the CEO of a fashion designer brand who felt ready for his next gig but seemed unsure about which direction to take. He did not have a career strategy and spent virtually no time hunting for his dream job.

We discussed the positives and negatives of various paths until he settled on his No. 1 path of "finding a mid-size private company to own, run and grow" in a specific industry niche. The more specific his career strategy became – and the clearer the criteria for what he was looking for – the easier it became for us to think of key people he should meet. We identified 20 people to contact, and he committed to contacting them within a couple of months. The more specific you can be in searching



*Dr. Geoff Smart is chairman & founder of ghSMART, a leadership consulting firm that exists to help leaders amplify their positive impact on the world. Dr. Smart and his firm have published multiple New York Times best sellers. He stays active in his community and has advised many government officials.*

***Dreams do not come true just because you dream them.  
It's hard work that makes things happen.***

**- Shonda Rhimes**



for your dream job, the easier it is to generate more opportunities.

Another leader I had a chance to talk with was a senior executive who ran a government agency. She knew her job would end after an election and she needed to find something new, but she had no career strategy because she put absolutely no time into her job search. She said she felt guilty doing a job search while in her current position. She eventually had a job opportunity fall into her lap, but she didn't feel too excited about it. After I talked with her, she decided against it and instead chose to devote more time to searching for the perfect role and creating a career strategy.

The challenge of finding your dream job is to do the hard work to make a career strategy, then invest a half day per week for six months. Once you do, you will put yourself in a leadership role in which you can amplify your positive impact on the world, be successful and have fun in this next stage of your career.

# VIRTUAL APPOINTMENTS IN MICROSOFT TEAMS

In today's fast-paced world, the need for efficient and effective communication has never been more critical. With the rise of remote work and the increasing reliance on technology, virtual appointments have become an essential tool for businesses and organizations worldwide. Microsoft Teams, a powerful collaboration platform, has emerged as a game-changer in this arena, offering seamless virtual appointments that redefine the way we connect, collaborate, and communicate.

## The Rise of Virtual Appointments

The global pandemic has accelerated the adoption of remote work, with businesses and organizations scrambling to find ways to maintain productivity and communication while keeping their employees safe. Virtual appointments have become the go-to solution, allowing teams to connect and collaborate without the need for physical presence. Microsoft Teams, a platform designed to facilitate teamwork and communication, has risen to the challenge, offering a comprehensive suite of tools that make virtual appointments a breeze. From video conferencing to file sharing, Microsoft Teams has everything you need to conduct successful virtual ap-

pointments, all in one place.

## Benefits of Virtual Appointments in Microsoft Teams

### 1. Enhanced Collaboration

Microsoft Teams allows users to collaborate in real-time, making it easier than ever to work together on projects, share ideas, and make decisions. With features like screen sharing, whiteboarding, and file sharing, virtual appointments in Microsoft Teams enable teams to work together seamlessly, no matter where they are located.

### 2. Increased Flexibility

Virtual appointments in Microsoft Teams offer unparalleled flexibility, allowing team members to join meetings from any device, anywhere. This means that employees can participate in important discussions and decision-making processes even if they're on the go or working from home.

### 3. Cost Savings

By eliminating the need for physical meeting spaces and reducing travel expenses, virtual appointments in Mi-

crosoft Teams can result in significant cost savings for businesses and organizations. Additionally, the platform's robust features and integrations eliminate the need for multiple software subscriptions.

### 4. Improved Communication

Microsoft Teams' virtual appointments facilitate clear and effective communication, thanks to high-quality video and audio capabilities. The platform also offers features like live captions and translations, ensuring that language barriers and accessibility issues are no longer a hindrance to effective communication.

### 5. Enhanced Security

Microsoft Teams is built on the secure and reliable Microsoft 365 platform, ensuring that your virtual appointments are protected by enterprise-grade security measures. This means that you can conduct your meetings with confidence, knowing that your data and conversations are safe.

## Do You Know What Your Microsoft Office 365 Agreement Says? *About Member Account, Password, and Security*

**Microsoft has this statement below in their agreement:**

*....You agree to notify Microsoft immediately of any unauthorized use of your account or any other breach of security. Microsoft will not be liable for any loss that you may incur as a result of someone else using your password or account, either with or without your knowledge. **However, you could be held liable for losses incurred by Microsoft or another party due to someone else using your account or password.....***

<https://www.microsoft.com/en-us/legal/terms-of-use>

To make this simple, do not share your Office 365 password. This also states, if your Office 365 account is compromised, Microsoft could hold you liable. Even though Office 365 is in the cloud, Microsoft does not guarantee they can restore your data. It is up to the company or user to add a third party backup to ensure you protect the data.

If you have any questions concerning the above, please reach out to us, 210-582-5814.