

# Technology Today

"Insider Tips To Make Your Business Run Faster, Easier, And More Profitably"  
Since 1984

## Streamline Your Tech Habits



Technology can be both a blessing and a curse. It all depends on how it's used. I've recently finished reading a book by habit and efficiency expert James Clear called *Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones*. This quote stood out for me, especially as an entrepreneur and small business owner, "Success is the product of daily habits – not once-in-a-lifetime transformations."

It's really the small things in business (and life) that add up to make a significant difference over time. This month's article is about technology that can streamline your day-to-day habits and limit tech-related distractions during a workday to help increase your team's productivity.

## April 2022



This monthly publication provided courtesy of Ryan Haislar, President of Computerease.

*"As a business owner, you don't have time to waste on technical and operational issues. That's where we shine! Call us and put an end to your IT problems finally and forever!"*



## Work Smarter, Not Harder – Tech Tips That Will Take You To The Next Level

Most business owners want nothing more than for their businesses to be successful. This is much easier said than done since there are so many variables involved. One of the most frequent that can be difficult to control is employee productivity. With so many businesses operating remotely, productivity has become more of a concern than ever before.

Even for employers who have employees working in a physical office, there has always been a concern over how to increase productivity. In the age of the Internet and cellphones, distractions are everywhere. Additionally, employees seem more prone to burnout these days, and working them too hard will lead to turnover or even a decrease in productivity and quality of work.

If you want to ensure that your business stays as productive as possible, you must have the right tools in your toolbox. There are many

different apps and websites designed to increase productivity, and we've gathered five of the best.

### Barracuda

Have you ever caught yourself or your employees scrolling through social media during work? Social media is incredibly addictive and even the most productive employees can find themselves drawn to Facebook or Instagram when they have the opportunity. Barracuda will allow you to ensure that this never happens in your workplace. If you have employees who are constantly on websites that are irrelevant to their job, you can block their access with Barracuda. Now those minutes spent scrolling through Instagram can be spent on more productive tasks.

### SharePoint

Have you ever needed an important document that you didn't have access to? Did you have to e-mail someone

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and ask them to send you the file or share access with you? If this is a common problem in your workplace, you need to try SharePoint.

SharePoint will serve as a database for important files that anyone in your business may need at any time. You won't have to wait for someone to share the files with you anymore. Keep in mind that SharePoint still requires a level of organization so that files are easy to find.

### TimeCamp

TimeCamp is one of the most useful productivity apps available right now. With TimeCamp, you can track how much time your team is spending on any given project. It will break it down by specific apps and websites so you can see where most of their time was spent. You'll also get to see analytics and determine how they are performing. TimeCamp will help you keep your budget in check and ensure that no task or project goes over budget.

If clocking has been an issue in your business, TimeCamp can help there, too. This program can be used as an easy attendance-tracking tool as it has functions for clocking in and out, tracking overtime, automating payroll and reporting leaves. It's simple to use and comes with endless benefits.

**“To get the most out of your business, you must ensure that productivity is maximized wherever possible.”**

### Slack

If your company is operating remotely, or if you have certain employees who aren't working in the office, how are you communicating with each other? E-mails can be easily missed, and unless you provide your teams with work phones, texting is iffy at best. Slack takes all of the confusion out of the mix and gives you the best group messaging option.

Employees will stay up-to-date on recent developments within the company. You can also create specific groups if you need to get a message out to a particular team or group of people. Slack has worked wonders for many organizations throughout the pandemic and is a foolproof way to increase productivity.

### Asana

Asana is one of the best project management tools on the market. With this program, you can plan projects in advance and set up task lists to ensure that everything gets completed on time. You can also keep your team informed about any new developments with Asana's messaging and commenting system. If you're overseeing a team that is working on the same project, then Asana is a must-have for your company.

To get the most out of your business, you must ensure that productivity is maximized wherever possible. There are many new websites, apps and programs designed to encourage productivity in the workplace. You just have to find what works best for your business. If you're unsure of where to begin, give some of these programs a try.

## Do You Safeguard Your Company's Data And Your Customers' Private Information BETTER THAN Equifax, Yahoo and Target Did?



If the answer is "NO" – and let's be honest, the answer *is* no – you are leaving yourself and your company open to massive liability, *millions* in fines and lost business, lawsuits, theft and so much more.

Why? Because you are a hacker's #1 target. They know you have access to financials, employee records, company data and all that juicy customer information – social security numbers, credit card numbers, birth dates, home addresses, e-mails, etc.

Don't kid yourself. Cybercriminals and hackers will stop at NOTHING to steal your credentials. And once they have your password(s), it's only a matter of time before they destroy your business, scare away your customers and ruin your professional and personal life.

### Why Not Take 4 Seconds Now To Protect Yourself, Protect Your Company And Protect Your Customers?

Our 100% FREE and 100% confidential, exclusive CEO Dark Web Scan is your first line of defense. To receive your report in just 24 hours, visit the link below and provide us with your name and company e-mail address. Hopefully it will be ALL CLEAR and you can breathe easy. If your company, your profits and your customers are AT RISK, we'll simply dig a little deeper to make sure you're protected.

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## Shiny New Gadget Of The Month:



### Garmin Venu 2 Plus Smartwatch

One of Garmin's newest smartwatches is setting the standard for the industry. The Garmin Venu 2 Plus smartwatch comes in three different sizes and in various colors. With the Venu 2 Plus, you can connect the smartwatch to your mobile device, make phone calls and send text messages - all hands-free. The best functions of this smartwatch all relate to health and wellness since it gives you greater insight into your stress, hydration and respiratory levels. It can also keep track of your sleep patterns, heart rate and so much more. The smartwatch holds nine days of battery life, so it's perfect for backpackers and hikers. If you're looking for a great smartwatch, look no further than the Garmin Venu 2 Plus.

# Remote Work Is No Joke



Not long ago, I read an article in The New York Times titled *We're Kidding Ourselves That Workers Perform Well From Home*, which I felt urgently needed a counterpoint. The article discussed the Houston-based law firm Ahmad, Zavitsanos, Anaipakos, Alavi & Mensing as they navigated the pandemic, avoided layoffs and achieved their best year on record. It's an inspiring story, and I don't mean to take any credit away from it.

That being said, the heart of the story is that Zavitsanos attributed the success of his business to when his colleagues returned to the office during the pandemic. He stated that "ambitious lawyers at firms like ours simply couldn't thrive in a virtual setting." That's true for your firm, but I fear your case might scare off leaders who are considering a more flexible work arrangement for their workforces.

I want you to consider the alternative experience that my company, ghSMART, saw when we offered flexible and remote work before and during the pandemic; we produced similar results! At ghSMART, every employee has worked from home since day one, and we have never doubted that ambitious professionals can function with remote and flexible work.

At ghSMART, we achieved record revenue and profits throughout the pandemic, completing a 10-year average annual revenue

growth of 21% and profit growth of 24%. Client-satisfaction metrics reached all-time highs. Our clients are board members and CEOs of some of the largest companies in the world, as well as government leaders and private equity investors of the largest funds.

If you think a remote firm can't build a successful culture, you'd be wrong. ghSMART recently won an award for being the best management consulting firm to work for. This was out of 100,000 firms and was based on overall employee satisfaction. We also hold a Glassdoor culture rating of 4.9 out of 5, which is #1 in our industry.

You'd also be mistaken if you thought a remote firm would struggle to attract top-tier talent. We have four New York Times best-selling authors and two Rhodes Scholars - and many of our colleagues have performed at the top of their peer groups. It's clear that you can attract and retain top talent at a remote firm.

For the leaders of those organizations who are considering flexible and remote work, I say give it a chance. It offers a level of freedom and flexibility your employees will be incredibly grateful for, and you may even see an uptick in productivity.



*Dr. Geoff Smart is the chairman and 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.*

## 5 Ways To Keep Your Business Eco-Friendly

For years, “going green” has been a huge trend for businesses. And 2022 will continue this trend, so it’s important for entrepreneurs to consider the effect their businesses have on the environment. We’ve gathered five ways you can make your business environmentally sound.

### Account And Offset Your Carbon.

If you don’t know the carbon footprint of your business, you should take some time to figure it out. Once you know, you’ll need to make a consistent effort to offset it.

### Don’t Use Paper.

Most things you do in your business can be completed digitally now. Stop using paper for basic situations and let your computer do the work instead.

### Allow Employees To Work Remotely.

When your employees have to commute, emissions from their vehicles are harmful to air quality. If

your employees can responsibly work from home, let them.

### Perform An Audit.

It might be difficult to tell which practices are harmful to the environment, but it can help to perform an audit so you can pinpoint any waste management and consumption issues.

### Incentivize Environmentally Friendly Practices.

Give your employees even more of a reason to be environmentally conscious. Encourage and reward them for their efforts.

## 3 Security Practices That Businesses Are Adopting In 2022

Cyber security, a huge focus for small businesses, may cause feelings of risk and confusion about how to protect data, employees, clients and a reputation. If you’re worried about cyber security in your business, implement one of these safety practices:

### Adopt A Zero-Trust Framework.

Many IT security programs will

require steps to access the system, but you’ll have access to everything once you’re in. That means one small breach and a cybercriminal will have full access. A zero-trust framework will close any gaps, keeping your information protected.

### Utilize 2-Factor Authentication.

An experienced cybercriminal can get through password gates with ease, so you’ll need to create additional roadblocks. Two-factor authentication will add an extra layer of security that most hackers can’t break through.

### Train Your Staff.

Your employees must know the basics when it comes to cyber security. Make sure they are trained – even incorporate training into your new-hire orientation so you can create a cyber-secure culture.

## Protect Your Company’s Future By Following Samsung’s Methods

In this day and age, if you stand still in the world of business, you’ll get left behind. Samsung is doing everything in their power to ensure they’re around for a long time. In fact, Samsung’s CEO, Jong-Hee Han, recently explained three methods they are using to keep their customers happy for years to come. While Samsung is known for developing new technology and devices, their methods can be applied to any product. If you want to ensure customers will continue to purchase your products in the distant future, give these methods a try:

- Make sure your products are easy to use.
- Create sustainable products.
- Ensure your products are energy-efficient.

