

Technology Today

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

Meeting Cyber Insurance Requirements

Cyber liability insurance agents and companies will hand you a list of 25+ security requirements along with a detailed questionnaire to fill out before issuing you a policy. If you don't meet some of the requirements, they won't issue you a policy.

We frequently get calls from business owners who either need help in understanding their cyber insurance paperwork or need to upgrade their security strategy to meet the insurance requirements.

Insurance companies are cracking down on payouts from cyber attacks because they happen so often to small and medium businesses! If your business doesn't meet the requirements, you won't get a policy.

And, you absolutely need a cyber liability insurance policy. Too many businesses have closed after a cyber event. Your business shouldn't be one of them. Give us a call today if you have questions about meeting requirements for your cyber insurance policy.

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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!"



Keep Your Information Secure

By Using Strong Passwords

We use passwords for just about everything. Most of us have to enter a password to get into our computers, then enter more passwords to access our e-mail, social media profiles, databases and other accounts. Even our cell phones and tablets can and should be password-protected. In fact, if you aren't securing all of your devices and accounts with passwords, you should definitely start. It could help prevent your business and personal information from becoming compromised.

Why Passwords?

We use passwords to ensure that those who don't have access to our accounts can't get access. Most of our devices hold large amounts of personal information. Think about the potential harm someone could do if they gained access to your personal cell phone. They would immediately be able to see all of your contacts, pictures and applications. They might even be able to log in to your e-mail,

where they could obtain your banking information. If this type of access falls into the wrong hands, it could be detrimental to your life. Passwords offer the first line of defense to prevent others from obtaining sensitive information.

This becomes even more important if you own a business. Each of your employees should be utilizing strong passwords to access company information. If your business is not using passwords – or is using simple passwords – you could be opening yourself up to hackers and cybercriminals. If a cybercriminal gains access to your company's private information through a weak password, they will gain access to customer information, which could damage your reputation and open you up to lawsuits. That being said, everyone within your business needs to utilize complex and unique passwords.

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Making A Strong Password

Not all passwords are created equal. When it comes to making a strong password, you must think about it. If you use a password that you can't remember, then it's essentially useless. And if you use a password that's too easy to remember, your password probably won't be strong enough to keep cybercriminals out. Your password should be long, have a mix of lowercase and uppercase letters, utilize numbers and special characters, have no ties to personal information and should not be a word from the dictionary.

In the grand scheme of things, it's not enough to just create complex passwords. They also need to be unique. In addition to this, you should use a different password for each and every one of your accounts to help maximize their effectiveness. Think about it this way: let's say you use the same password across your business e-mail accounts, social media accounts and bank accounts. If someone decrypts the password for your Facebook page, they now have the password for more valuable accounts. If you can't tell that your social media account was compromised, the cybercriminal could try to use that same password to gain access to more important accounts. It's a dangerous game that can be avoided by using unique and complex passwords for every account you use.

“You should use a different password for each and every one of your accounts to help maximize their effectiveness.”

Remembering All Of These Passwords

You may be worried about remembering all of your passwords if you have to create a unique one for each of your accounts. Your first thought may be to write them down, but that might not be the most secure option. If someone gets their hands on your little black book of passwords, they'll immediately gain access to all of your accounts with a handy directory showing them exactly where to go. Instead, you should utilize a password manager to help keep track of all of this sensitive information.

With a password manager, you only have to worry about remembering the master password for your password manager. All of your other passwords will be securely hidden. Password managers also give you the option to create random passwords for your accounts to bolster their security. That way you can have the most complex password possible without worrying about forgetting it. Additionally, password managers can also help remember the answers to security questions and more so that you never get accidentally locked out of one of your accounts. They're easy to use, convenient and secure.

Passwords are an important part of your cyber security plan. Make sure you and your employees are using complex and unique passwords. It can also help you to implement some training so your employees understand the importance of secure passwords. When used correctly, passwords will help deter any would-be cybercriminals from accessing your sensitive information.

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.

Don't let this happen to you, your employees and your customers. *Reserve your exclusive CEO Dark Web Scan now!*

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Get More Free Tips, Tools and Services At: www.computer-service.com
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Shiny New Gadget Of The Month:



Bril

It might be surprising to hear, but our toothbrushes are some of the dirtiest items in our households. There's a good chance that there are more than a million kinds of bacteria living on your toothbrush right now.

Unfortunately, rinsing your toothbrush after brushing is only so effective. That's why Brill was invented.

Bril is a portable toothbrush case that sterilizes your toothbrush after every use. It contains an all-natural ultraviolet light that kills 99.9% of germs on contact. It's simple to use as all you have to do is place your toothbrush inside and close the lid. Brill does the rest. It's the quickest, most effective and easiest way to ensure your toothbrush head stays clean.

Holding Your Team Accountable



Leaders often fail to hold their team accountable. During research for our book, *Powerscore*, we found that only 8% of leaders are good at holding people accountable. One of the main reasons that leaders fail in this area is that when it's done wrong, it makes things more difficult for everyone.

Here's an example: I was giving a keynote speech at a *Fortune* conference a few years back and asked the audience, "How many of you have goals for your teams that are written down?" Only 10% raised their hands. Failure to write down goals opens the door to confusion. It becomes nearly impossible to hold someone accountable for delivering a result when you have failed to articulate what you're looking for.

In order to hold your team accountable, you need to be specific with goals and use numbers that others provide to measure performance. When I was still a young CEO with ghSMART, I struggled to hold a consultant accountable. She was brilliant and had great technical skills but failed to call clients proactively and didn't follow up with them. Many clients did not ask for her to come back as their trusted advisor.

I called her into my office and told her that she needed to work on her client relationships. She

disagreed and stated that her clients loved her work. I said, "Well, one client told me that although he values your work, he feels you treat him like 'processed cheese' and that you rush to finish projects with him and then you move on to your next client project." She said that her work spoke for itself, and the meeting abruptly ended.

This was a huge failure on my part as I failed to set specific, mutually agreed upon goals and used vague wording. I talked about this with a mentor, and he said, "Make sure you have clear goals, in writing, so your consultants know what 'great' looks like. Then have somebody other than you collect data on their performance. Then you can sit down as a coach to review their results vs. their goals."

It was great advice that I immediately put into practice. When you properly hold people accountable, high performers will know they are performing, and they will keep doing what they are doing. And lower performers will know they are not performing well, long before anybody has to sit them down to have a conversation.



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 bestsellers. He stays active in his community and has advised many government officials.

■ Leave An Impression On Your Employees And Customers With The Proper Gratitude

How many times do you thank people every day? When a customer buys a product or service from you, you probably say, "Thanks for shopping with us. Please come again!" When a team member completes a task or helps out in any way, you probably also thank them. But are your thanks to customers and coworkers being received as well as you hope? In a time when competitors are right down the street and employees are looking for a company culture that suits their needs, gratitude becomes ever more critical.

It's essential that you work on your thanking skills so your

gratitude is well received. You can do three things when thanking someone to make sure your appreciation leaves an impression: always use their name so that they feel personally acknowledged, include what you are specifically thanking someone for and thank people as soon as possible. When your thanks are personalized, specific, and prompt, they mean much more to the person receiving them.

■ Make Your Meetings More Productive

You're probably in meetings every day if you're a business owner. They can quickly become time-consuming if there is not a solid plan beforehand. If you are always leading meetings, here are a few things you can do to

ensure they are as productive as possible.

- Invite only the necessary individuals and teams to the meeting. There's no point in having every employee attend every meeting.
- Create an agenda to keep your meeting from coming off the rails. Send the agenda to the relevant people before the meeting and make it conversational with a step-by-step plan.
- Set a start and end time to keep your day on track. This will tell your employees that you believe their time is valuable.
- Set the time for the meeting when everyone will be alert and ready to discuss the topic at hand. Also, utilize a note keeper so your team can reflect later on what was discussed in case they miss something.
- Set deadlines and create an action plan for your team during the meeting. This sets up accountability so you can ensure everyone will pay attention and play their part.



"Hello, tech support?"