

PC Tips & Tricks

1. Encrypt your laptop's hard drive to prevent access to your data in the instance your machine is lost/stolen. You can encrypt your mobile phone, too!
2. If an online shopping deal seems too good to be true, it probably is.
3. Use a hosted email quarantine solution to help cut back on the amount of spam you may receive and most importantly reduce risk of infection due to malicious links and attachments within phishing emails.
4. If you have many open windows cluttering your PC's screen, simply minimize them all and access your desktop by using the shortcut

Windows Key + D

November 2020



This monthly publication provided courtesy of Shane Brown, CEO of DigeTekS, LLC.



Making This One Mistake With Your Computer Network Could Put You Out Of Business

How do you handle network issues? If you're like most small businesses, you wait until something breaks or goes wrong before getting an IT services company on the phone. At a glance, it makes sense. Why pay to fix something if it isn't broken?

Sadly, this way of thinking can do more harm than good, and it has taken many businesses out of commission.

When you get right down to it, there are two primary ways to handle network security:

- **By being reactive**
- **By being proactive**

One of these costs *significantly* more than the other and can destroy a business. You can probably guess which one we're talking about.

When you're reactive with your IT services, which includes data security, it means something bad has already happened. There are many different things that can harm your data and your business, like an employee accidentally downloading malware onto their computer, you getting hit by a data breach or a power surge occurring late in the night after a thunderstorm hits.

However, being reactive basically opens the door to these threats. It's the one mistake that can put you out of business *for good*.

Hackers, for example, are a HUGE threat to small businesses. These cybercriminals will stop at nothing to break into your network to steal whatever they can get their hands on or do whatever damage they can.



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Happy
Thanksgiving!!

We hope everyone is able to
have a safe and healthy holiday!



As a reminder, our office will be
closed Thursday, November 26th
in observance of the holiday.

We will have someone on call for
any urgent matters! Please feel free
to reach out to us by phone. Some-
one will return your call to assist
with your issue as soon as possible!

4 Ways Leaders Can Identify And Overcome Blind Spots



One of the biggest challenges leaders face in their personal and professional development is identifying blind spots, the unseen obstacles that hold them back from achieving their full potential.

Unfortunately, many leaders don't take the time to find out if they have blind spots. Research by Zenger Folkman found that 30% of leaders had at least one major flaw that they did not know about.

Finding and fixing blind spots isn't for the faint of heart. It takes a lot of effort, courage and discipline to identify them and course-correct. But going through the process will help you and your business to keep moving forward. Here are four tips to guide you.

1. LOOK IN THE MIRROR.

Conduct a self-assessment and categorize your known strengths and weaknesses. Block out time on your calendar and don't allow interruptions. Force yourself to answer tough questions about your abilities and limitations. Then, write down the answers so you have a better understanding of where you are succeeding, where you are falling short and what steps you need to take to improve. The inventory you create during the self-assessment will be incredibly helpful when you compare it to information collected from other sources.

2. GAIN INSIGHT FROM PERSONALITY TESTS.

Standardized personality tests are another tool to help uncover blind spots. Wiley's DiSC and the Myers-Briggs Type Indicator are two popular tests that provide insight into your

leadership style. Most of these assessments are based on the "Big 5" personality traits: agreeableness, conscientiousness, extroversion, neuroticism and openness. When compared to your own self-assessment, the tests can shed more light on your tendencies and preferences in communication, decision-making and problem-solving.

3. SEEK INPUT FROM OTHERS ABOUT YOUR BLIND SPOTS.

This is where the process gets tough, but it's also the most important step to take. Ask several members of your team and peers to list your strengths, weaknesses and blind spots. Ask them to recommend ways that you can improve. If you are unsure that team members and peers will share their true feelings for fear of looking critical, then use online tools like Google Sheets or Survey Monkey to obtain anonymous feedback.

4. CREATE A PLAN AND ACT ON IT.

The most effective personal and professional development initiatives have a written plan that includes the information collected in the previous steps and identifies tasks to be completed and milestones to be achieved. It's your blueprint for success and will keep you on track to achieve your goals. Make sure every goal is SMART (specific, measurable, attainable, relevant and time-bound) and that tasks and milestones are reviewed on a weekly, monthly and quarterly basis so you can quantify your progress.



Andy Bailey is the founder, CEO and lead business coach at Petra, an organization dedicated to helping business owners across the world achieve levels of success they never thought possible. With personal experience founding an Inc. 500 multimillion-dollar company that he then sold and exited, Bailey founded Petra to pass on the principles and practices he learned along the way. As his clients can attest, he can cut through organizational BS faster than a hot knife through

Become A Pro At Videoconferencing From Home

At the start of the year, most of us weren't prepared to take video calls at home. We just didn't have the right setup. Now we're practically at the end of the year, and we're out of excuses! Here are four quick tips to transform into a videoconferencing pro:

1. Boost your sound. A dedicated microphone is going to sound much better than the mic in your phone or laptop. Creating an optimal sound environment can make a difference, so turn off external speakers and hold the call in a quiet zone.
2. Adjust the video. Keep your camera at eye level with a simple background. This not only looks more natural, but it also minimizes visual distractions and instantly looks more professional.
3. Light it up. This can get complicated fast. You want a light source in front of you, but your

computer monitors are not enough. However, you don't want harsh, direct lighting. Diffused lighting is best, but ring lights are popular among YouTubers and work great for video calls.

4. Look good! Keep simple button-down shirts, ties, blouses and other items near the computer so you can dress and look professional for a call. Keep it business casual and avoid complicated patterns and harsh colors that can look awkward on camera. *Small Business Trends*, May 28, 2020

Are Your Employees Leaving This Backdoor Wide Open?

Most of your employees have wireless networks set up in their homes.

Unlike your business WiFi, many home wireless networks lack proper security, leaving a backdoor open to hackers. WiFi signals often broadcast far beyond your employees' homes and out into the

streets. Drive-by hacking is popular among cybercriminals today.

Here are a few tips for securing your employees' WiFi access points:

- Use stronger encryption and a more complex password.
- Hide your wireless network name.
- Use a firewall.

These security measures are not difficult to set up. If you have any questions or need assistance, we will be happy to help get your employees set up remotely.

How Do I Know If My Security Camera Has Been Hacked?

Yes, hackers can access security cameras; are yours at risk? Here are three signs to look for to identify a compromised security system.

You hear voices or other odd sounds. Some hackers love to scare people and will speak through your camera's speaker system. Sometimes, the hacker might not realize the sound is on. Either way, strange sounds can mean your camera needs to be shut off immediately.

The camera moves. Generally speaking, the average security camera doesn't move, but there are many models that can be adjusted remotely. If you see a camera move or you find it in a new position, check on it!

There's unusual data traffic. Accessing your camera remotely uses data. Many wireless routers let you track data usage. So, if someone is accessing your camera remotely, that data usage should be logged.

