



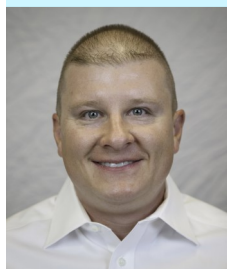
Long-time Office user? You've probably noticed the tremendous changes Microsoft has made over the years.

Since 2000, you've worked with Office 2000, XP, 2003, 2007, 2010 and 2013. Each version introduced new improvements to your work day. If you are still using one of these outdated versions, Office 365 might be right for your organization. Here are a few good reasons to upgrade now:

**Seamless Coordination with the Tools You Already Know** - Office 365 works effortlessly with the programs you already know and use, including Outlook, Word, Excel, OneNote, Publisher and PowerPoint.

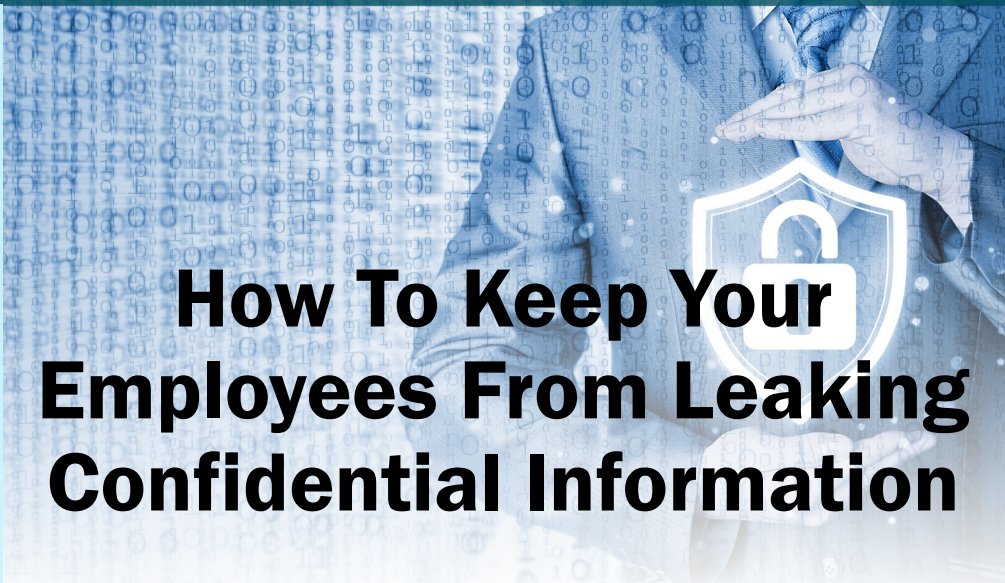
**Flexibility for Your Business** - With Office 365, you get pay-as-you-go pricing options that give you predictability and flexibility for your business.

**Anytime, Anywhere Access** - Office 365 provides web-enabled access to email, important documents, contacts, and calendar on almost any device—including PCs, Macintosh computers, iPhones, Android phones, and BlackBerry smartphones. Call me today to discuss if Office 365 is right for you! **(512) 388-5559**



This monthly publication provided courtesy of Josh Wilmoth, CEO of CTTS, Inc.

"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!"

A background image for the article showing a person's hands typing on a keyboard. Overlaid on the image is a large, semi-transparent shield icon with a padlock in the center. The text "How To Keep Your Employees From Leaking Confidential Information" is written in large, bold, black letters across the middle of the image.

## How To Keep Your Employees From Leaking Confidential Information

**B**ack in 2014, Code Spaces was murdered. The company offered tools for source code management, but they didn't have solid control over sensitive information — including their backups. One cyberattack later, and Code Spaces was out of business. Their killer had used some standard techniques, but the most effective was getting an unwitting Code Space employee to help — likely via a phishing attack.

When it comes to cybercrime that targets businesses, employees are the largest risks. Sure, your IT guys and gals are trained to recognize phishing attempts, funky websites, and

other things that just don't seem right. But can you say the same thing about the people in reception, or the folks over in sales?

Sure, those employees might know that clicking on links or opening attachments in strange emails can cause issues. But things have become pretty sophisticated; cybercriminals can make it look like someone in your office is sending the email, even if the content looks funny. It only takes a click to compromise the system. It also only takes a click to Google a funny-looking link or ask IT about a weird download you don't recognize.

Just as you can't trust people to be email-savvy, you also can't trust them to come up with

good passwords. It may sound so 2002, but plenty of people still use birthdays, pet names, or even “password” as their passcodes — or they meet the bare-minimum standards for required passcode complexity. Randomly generated passcodes are always better, and requiring multiple levels of authentication for secure data access is a must-do.

Remember, that’s just for the office. Once employees start working outside of your network, even more issues crop up. It’s not always possible to keep them from working from home, or from a coffee shop on the road. But it is possible to invest in

security tools, like email encryption, that keep data more secure if they have to work outside your network. And if people are working remotely, remind them that walking away from the computer is a no-no. Anybody could lean over and see what they’re working on, download malware or spyware, or even swipe

the entire device and walk out — all of which are cybersecurity disasters.

Last but not least, you need to consider the possibility of a deliberate security compromise. Whether they’re setting

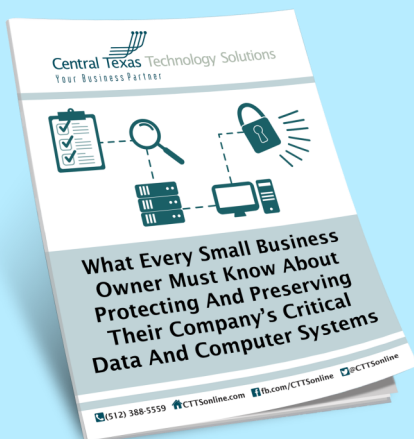
themselves up for a future job or setting you up for a vengeful fall, this common occurrence is hard to prevent. It’s possible that Code Space’s demise was the result of malice, so let it be a warning to you as well!

Whenever an employee leaves the company for any reason, remove their accounts and access to your data. And make it clear to employees that this behavior is considered stealing, or worse, and will be treated as such in criminal and civil court.

You really have your work cut out for you, huh? Fortunately, it’s still possible to run a secure-enough company in today’s world. Keep an eye on your data and on your employees. And foster an open communication that allows you to spot potential — or developing — compromises as soon as possible.

***When it comes to  
cybercrime that  
targets  
businesses,  
employees are  
the largest risks.***

## **Free Report: What Every Small-Business Owner Must Know About Protecting and Preserving Their Company’s Critical Data and Computer Systems**



This report will outline in plain, nontechnical English common mistakes that many small-business owners make with their computer network that cost them thousands in lost sales, productivity and computer repair bills, as well as providing an easy, proven way to reduce or completely eliminate the financial expense and frustration caused by these oversights.

**Download your FREE copy today at [www.CTTOnline.com/protect](http://www.CTTOnline.com/protect) or call our office at (512) 388-5559**

## Amazon Recommendation Of the Month



Most of us spend hours each day sitting at our desk, attached to our keyboard, getting the day's work done. You might even be using the inexpensive keyboard that came with your brand new computer – 2 years ago. Isn't it time you invested in a new, more comfortable, keyboard?

Below are a few of our recommended choices based on Client popularity:

### **Logitech MK550 Wireless Wave Keyboard and Mouse Combo**

- Includes a contoured laser mouse with rubber grips for precise cursor control
- Long battery Life
- Operates up to 30 feet

### **Microsoft Natural Ergonomic Keyboard 4000**

- Split ergonomic design
- Cushioned palm rest provides support
- Media keys for music and video control

### **Logitech Wireless Illuminated Keyboard K800**

- Backlit keys with illuminated characters
- No batteries needed: rechargeable

For more information and direct links visit: [Bit.ly/Amazon-June](http://Bit.ly/Amazon-June)

# Goal Setting Doesn't Work

*(And Santa Claus May Not Exist)* **By Darren Hardy**

When we were kids, we thought we could write down a list of everything we wanted and mail it to the North Pole. When we grew up, we realized there wasn't really a big roly-poly guy who delivered presents. A real person had to earn the money, march through shopping malls, wrestle the presents home, wrap them up, and place them under the tree. But I think many people still believe in Santa Claus. Why else would they write down a list of wants on New Year's Day, stick it in a drawer for the rest of the year, and wait around for their lives to change?

Sorry, but it's time to grow up. Most people know how to write down goals, but few ever achieve them. Want to stop chasing rainbows, wishing on stars, and rubbing lamps, and instead achieve real results? This article will help you start.

**WARNING:** Achievement requires work, discipline, commitment, and maybe some heartache and a stiffened spine. If any of that makes you queasy, I invite you to continue reading.

## **The Cause of All Your Problems — and the Solution**

When I ask people what they want to improve in their lives, I hear things like, "I need to make more money," or "My marriage is unhappy," or "I need to lose weight."

But these are simply symptoms or outcomes of the problem. The cause of the problem is you — and this is probably one of the most sobering understandings you can reach as you work toward your stated goals.

Whatever it is you want to change, whether it's your marriage, financial situation, or weight, you'll never achieve lasting change until you change. Once you improve, everything else around you will improve.

In life, you don't get what you want; you get in life what you are. The success you have in life correlates with your level of self-worth. But the human tendency is to engage in the study of effects, while giving little attention to causes.

I see this travesty play out every day. People complain about their terrible marriage, so they leave it. Oddly enough, they end up with similar problems in the next relationship. Why? Because they didn't address the real problem. The same set of circumstances and patterns of behavior will create the same outcome. Some people go from diet plan to diet plan, losing weight and then gaining it all back. Why? Because the plan and the weight aren't the issues or the solutions; they are effects, and the weight will ultimately meet them back where they are.

Wherever you are in life right now is your own doing — good or bad.

Darren Hardy is the creator and visionary behind SUCCESS magazine as well as the



New York Times best-selling book "The Compound Effect." His newest book is "The Entrepreneur Roller Coaster." For more, visit:

[www.darrenhardy.com](http://www.darrenhardy.com)



### ■ Use This App To Pinpoint Dangerous Drivers.

The open road is full of jerks and road rages, and a new app is taking them on. Nexar asks you to mount your phone to your dashboard, and it will monitor surrounding traffic. If someone starts driving dangerously, it will ask if you want to record what's going on with a 30-second video. The goal is to capture license plates of bad or hostile drivers. This is useful if you witness a crash or a criminal offense. According to [trafficsafetystore.com](http://trafficsafetystore.com), Nexar also uploads data to a central database. It will let you know if someone with a bad driving history enters the camera's field of vision, helping you spot potential bad drivers. In the future, Nexar plans to use GPS to identify dangerous cars to the side and behind them, too. *Safety Resource Center - December 1, 2016*

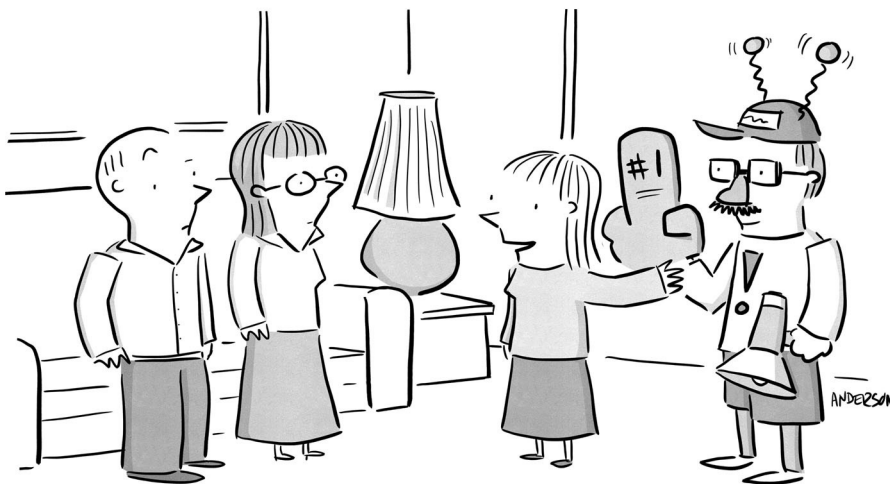
### ■ Where Have Tablet Sales Gone?

Remember when they said tablets would outsell desktop and laptop computers? That now seems a tad optimistic. In March, [Techcrunch.com](http://Techcrunch.com) reported that tablet sales are going down. But why? It turns out that folks treat tablets like computers —meaning

they don't upgrade them nearly as often as smartphones. "The iPad 2 is still in use today," IDC Senior Analyst Jitesh Ubrani tells [TechCrunch](http://TechCrunch). "The [original] iPad Minis and Air are all still in use today. They were being supported by Apple until very recently. People have been hanging onto these devices and they're finding that they work just as well as they did when they were released." That's bad news for the tablet giants, who are still releasing new versions of tablets at least once a year. In the future, don't expect big releases or online unveilings for slates. *Techcrunch.com March 21, 2017*

■ **Should You Have A Mobile App For Your Business?** One of the great things about apps is that you don't need to be a big developer or company to build one. In fact, according to [www.smallbusinesscomputing.com](http://www.smallbusinesscomputing.com), 42 percent of small businesses in the United States have their own mobile app. By the end of the year, that figure is expected to hit 67 percent! Somewhat unsurprisingly, the most cited reason SMBs said they decided to build mobile apps is to increase sales (39 percent), followed by improving customers service (30 percent). Others

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"This is Tom. He creates awareness."






turn to mobile apps as a competitive advantage in specific markets (22 percent) while for some organizations, their parent company suggested an app (10 percent). But with apps becoming more affordable than ever, there are lots of reasons to invest in your own app —and lots of ways to recoup that investment. What would your ideal app do?

*SmallBusinessComputing.com March 09, 2017*

### ■ Awesome tech you can't buy yet: Airport Jacket – Cargo jacket for Travel.

If you always find yourself forking out for excess baggage every time you take a flight, then an Aussie-based startup has come up with an ingenious solution that'll have you confidently packing the kitchen sink for your next trip. The "Airport Jacket" is, for all intents and purposes, a wearable suitcase. With a whopping 14 pockets and two detachable pocket panels capable of taking up to 15 kgs. (about 33 lbs.) of stuff, your only concern will be ensuring your legs don't give way as you stagger toward the check-in desk. The jacket —with all the stuff inside —can be quickly transformed into a small bag so you only need to put it on when you arrive at the airport. Once you're through check-in and on the plane, you can fold it back up again before throwing it into one of the overhead bins. *Digital Trends – February 26, 2017*

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