

# CTTS TECH TALK

*For Humans  
Not Geeks!*

Your resource for the latest technology updates and opportunities for your success.

## Breaking Bad Habits



### Secure Browser

THIS BROWSER IS PROTECTED.



START BROWSING

## 4 Ways Your Employees Are Putting Your Business At Risk Of Cyber-Attack

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#### The 2 Best Investments You Will Ever Make

#### 3 Time Management Tips For The Busy Entrepreneur

#### How Cleaning Out Your Closet Will Save You Money!

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While employees are instrumental when it comes to protecting your business from cyberthreats, they can also become targets for hackers and cybercriminals, without even knowing it.

Here are four ways your employees might be endangering your business and themselves — and what you can do about it.

#### 1. They're Not Practicing Safe And Secure Web Browsing.

One of the most basic rules of the Internet is to not click on anything that looks suspicious. These days, however, it can be harder to tell what's safe and what isn't.

A good rule of thumb is to avoid websites that do not have "https" in front of their web address. The "s" tells you it's secure – https stands for Hypertext Transfer Protocol Secure. If all you see is "http" – no "s" – then you should not trust putting your data on that

website, as you don't know where your data might end up. Another way to practice safe web browsing is to avoid clicking on ads or by using an ad blocker, such as uBlock Origin (a popular ad blocker for Google Chrome and Mozilla Firefox). Hackers can use ad networks to install malware on a user's computer and network.

#### 2. They're Not Using Strong Passwords.

This is one of the worst IT security habits out there. It's too easy for employees to use simple passwords or to reuse the same password over and over again or to use one password for everything. Or, worse yet, all of the above.

Cybercriminals love it when people get lazy with their passwords. If you use the same password over and over, and that password is stolen in a data breach (unbeknownst to you), it becomes super easy for cybercriminals to access

virtually any app or account tied to that password. No hacking needed!

To avoid this, your employees must use strong passwords, change passwords every 60 to 90 days, and not reuse old passwords. It might sound tedious, especially if they rely on multiple passwords, but when it comes to the IT security of your business, it's worth it. One more thing: the "tedious" argument really doesn't hold much water either, thanks to password managers like 1Password and LastPass that make it easy to create new passwords and manage them across all apps and accounts.

**"Education is a powerful tool and, when used right, it can protect your business and your employees."**

**3. They're Not Using Secure Connections.** This is especially relevant for remote workers, but it's something every employee should be aware of. You can find WiFi virtually everywhere, and it makes connecting to the Internet very easy. A little too easy. When you can connect to an unverified network at the click of a button, it should raise eyebrows.

Unless your employee is using company-issued hardware, you have no idea what their endpoint security situation is. It's one risk after another, and it's all unnecessary. The best policy is to prohibit employees from connecting to unsecured networks (like public WiFi) with company property.

Instead, they should stick to secure networks that then connect via VPN. This is on top of the endpoint security that should be installed on every device connecting to your company's network: malware protection, antivirus, anti-spyware, anti-ransomware, firewalls, you name it! You want to put up as many gates between your business interests and the outside digital world as you can.

**4. They're Not Aware Of Current Threats.** How educated is your team on today's cybersecurity threats? If you don't know, or you know the answer isn't a good one, it's time for a change. One of the biggest threats to your business is a workforce that doesn't know what a phishing e-mail looks like or doesn't know who to call when something goes wrong on the IT side of things.

If an employee opens an e-mail they shouldn't or clicks a "bad" link, it can compromise your entire business. You could end up the victim of data breach, or a hacker might decide to hold your data hostage until you pay up. This happens every day to businesses around the world – and hackers are relentless. They will use your own employees against you, if given the chance.

Your best move is to get your team trained up and educated about current threats facing your business. Working with a managed service provider or partnering with an IT services firm is an excellent way to accomplish this and to avoid everything we've talked about in this article. Education is a powerful tool and, when used right, it can protect your business and your employees.

## Your Tech Tip of the Month Restart Your Computer!



**"Have you tried restarting your system yet?"** We've all heard this phrase when dealing with technical support, but have you ever wondered why? View the link below to find out! In the meantime, here are 7 instances when a reboot can really help:

- If your computer feels hot
- If the fans inside your device are making excessive noise
- After completing a software or firmware update
- After you've installed new hardware
- You're experiencing application crashes
- Things are freezing or taking extra long to respond
- A file or application won't open

If you're still experiencing issues with your system after a couple reboots, give the experts at CTTS a call today at: (512) 388-5559. Read more here: <http://bit.ly/Tech-Tip-225>

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# Eliminate Workplace Distractions To Maximize Your Productivity

While most of us accept that distractions will be a part of our day, if your intention is to get things done and to stay productive and focused, you'll need to minimize those distractions.

No, we'll never be able to eliminate 100% of distractions, but we can certainly try. Here are 3 things you can do to cut down distractions and promote productivity.

**1 Major Management** - Thanks to technology, there are a plethora of applications and software designed to improve your time management. Here are 3 of our favorite productivity tools for a more organized, consistent, and efficient work routine:

- **Teams** - This chat-based workspace makes communication and collaboration a breeze.

- **Outlook** - Outlook streamlines email, calendar, contacts, tasks, and more.

- **Password Manager** - Generate, store, and remember all of your passwords, making them easily accessible only to you.

**2 Rinse & Repeat** - Every decision you make during the day uses brainpower. To save energy for important decisions, routinize small ones. Take one afternoon and plan the next 5 days. Start with your daily exercise routine, what you intend to wear, and what's for dinner. Plan for a great week!

**3 Don't Distract** - Technology is here to make our lives easier and better, but it can distract us from working effectively. Turn off notifications on your personal device and enable do not disturb. Block off time during your day to focus and work on your most pressing project and set time aside later to accomplish the small tasks that typically interrupt you.

Is troubleshooting your computer, your phone, or your printer compromising your productivity? Give the technology experts at CTTS a call now: (512) 388-5559.



## The 2 Best Investments You Will Ever Make

There are 2 things every successful person has in common. Millionaires and billionaires share these habits – habits that are absolutely crucial if you want to achieve the success that's on your mind.

**1 Read, Read And Read Some More.** Warren Buffett and Bill Gates are prime examples of this, but it's one of the most common traits among the most successful businesspeople in the world ... They are constantly reading: books, blogs, newspapers, magazines and anything else that enriches their personal and professional lives.

**2 Get Educated.** Whether you hire a private coach, take courses (like continuing education) or hire consultants, there are pros who can teach us more about what we do (or want to do) and how to improve ourselves or our businesses. While we may be good at what we do, there is always room for improvement – you just have to be open to it.







## 3 Time Management Tips For The Busy Entrepreneur

Face it, there will never be enough hours in the day to accomplish everything. When you methodically review how you

spend your days and instill focus and discipline while completing daily priorities, you'll soon find more time to work on the long-term success of your business. Here are three ways to do it.

### 1 CONDUCT A TIME AUDIT.

Sit down and review three months of activity. Analyze where you spent your time (which projects, tasks and priorities demanded your attention) and with whom you collaborated. Use this to shed light on areas where you were distracted or more productive and how your time was divided.

### 2 ELIMINATE TIME DRAINS.

Are you not delegating tasks, not managing meetings efficiently (tip: always have an agenda!) and spending too much time writing/responding to e-mails? If you've done your job as a leader, members of your team can handle a majority of meetings and e-mails. You hired great people. Now let them do their jobs.

### 2 HOLD YOURSELF ACCOUNTABLE.

Share your tasks, priorities and deadlines with a colleague. Meet with that person weekly or at least monthly to review how well you managed your time. The probability of success increases when you have someone watching your progress and sharing in your challenges.

Now, it's time to stop feeling overwhelmed and start feeling accomplished!

*My Wi-Fi is working but my computer keeps disconnecting...*

It's possible that your PC's network card isn't receiving full power. Go to advanced settings in power options. Click 'Wireless adapter settings', and 'Expand power saving mode'. Set this to maximum power, and you should see some improvement.

*My keyboard is making weird noises and won't type words correctly*  
You may have accidentally enabled toggle keys and filter keys. To disable them, go to your control panel and select 'Ease of access,' click on 'Change how your keyboard works,' then uncheck the boxes next to Toggle keys and Filter keys.

*My monitor is blank - I promise it's plugged in!*  
Try replacing your power cable with one that is definitely working. If it's still blank, try connecting your monitor to another PC. Still not working? It's probably a problem with the monitor. If it works on another PC, it's likely a problem with computer's graphics card.

**Submit Your Question Here:**  
[Marketing@CTTOnline.com](mailto:Marketing@CTTOnline.com)



**This is how you can get in touch with us:**

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