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Volume 9, Issue 3

March 2017

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**Fred Holzager,  
 IT Director  
 Holzager Technology Services  
 and  
 Publisher of  
 The Tech Insider**

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**Snapple Real Fact # 326**  
 On average, you'll spend a year of your life looking for misplaced objects.

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# The Tech Insider



“Insightful Tips To Make Your Business Run Faster, Easier and Be More Profitable”

## Going Mobile - Without Risking Your Data

What if you could tap into the top talent in your industry, no matter where in the world they are? With the power of the mobile web, your all-star team is now – literally – at your fingertips.

Consider this: 83% of workers report that they prefer using cloud apps over those deployed on-premise. Millennials, who will make up almost 50% of the available workforce by 2020, are “digital natives.” And don’t forget how much money remote workers allow you to save on real estate and office equipment.

Yet, there are risks. Spreading your network around the world on a variety of devices you don’t control can expose your data in more ways than ever before. The key is to find the right balance between protection and productivity. Here, then, are five ways to effectively “mobilize” your workforce – *without* endangering your data:

**Collaborate In The Cloud** – A plethora of online collaboration tools have sprung up that make it easy for a geographically dispersed team to access and share the same files in real time. These tools not only make sharing easy and

instantaneous, they help your team communicate quickly and effectively. Tools like Slack, HipChat, Asana, Podio and Trello – to mention just a few of the most popular options – are proving to make teams more productive. And that includes keeping critical data safe and secure.

**Expand Elastically** – In-house investments in IT hardware, software and staff can lock you into a rigid structure that can’t easily adapt to changes on demand. A cloud-based mobile workforce is able to contract and expand more easily as needs arise, and with very little loss of capital. Bottom line: use a VPN (virtual private network) and cloud-based collaboration tools to remain agile, flexible and competitive.



**Optimize Expenditure** – Physical work areas, equipment, software and on-site security expenses can add up. Instead of spending money on office space, equipment and infrastructure, invest it in innovation and refinement. Combine the power of the cloud with a well-designed workflow to reduce the number of people needed to get things done. That will free up your key players to

*(Continued on page 2)*



## “We Love Referrals” 2017 Offer

**Keeping with the spirit of helping others,  
 if you refer a business to us and they become our customer,  
 we will donate \$100 to your favorite charity.**

**At Holzager Technology Services, we believe that referrals are the greatest form of flattery. By recommending your partners, associates, or professional contacts, you can help them enjoy worry-free IT and support a worthy cause of your choice!**

**For more information, please see our website at [www.tech4now.com/we-love-referrals](http://www.tech4now.com/we-love-referrals), contact us by phone at 201-797-5050 or email us at [info@tech4now.com](mailto:info@tech4now.com).**



## Quotations

*"Things turn out best for the people who make the best of the way things turn out."*

**John Wooden**

*"Take chances, make mistakes. That's how you grow. Pain nourishes your courage. You have to fail in order to practice being brave."*

**Mary Tyler Moore**

*"Never put off until tomorrow what you can do today, because if you enjoy it today, you can do it again tomorrow."*

**James A. Michener**

*"Be the type of person you want to meet."*

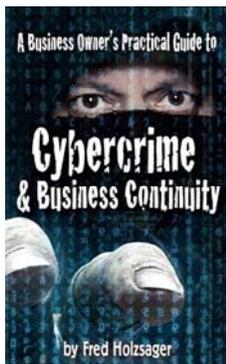
**Unknown**

*"The real voyage of discovery consists not in seeking new landscapes, but in having new eyes."*

**Marcel Proust**

*"What you do today is the history you make tomorrow."*

**Henry Ford**



**My New Book was just featured in the UAlbany Magazine under Alumni Authors & Editors!**  
For more details on the contents and how to get your copy, please visit our special web page at [www.tech4now.com/cybercrime](http://www.tech4now.com/cybercrime)

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## Going Mobile - Without Risking Your Data

*(Continued from page 1)*

focus on more important tasks – the ones that boost productivity and ROI.

**Deal Responsibly With BYOD** – Let's face it, BYOD (Bring Your Own Device) can be your greatest IT security threat. Yet, like it or not, workers will use their own devices on the job. Imposing strict controls without buy-in will just backfire. Yet, doing nothing simply makes you a sitting duck for a cyber-attack. Solution? First, audit how your employees use their devices. Note the data they access and the apps they rely on. Group them by the levels of security and compliance they need to be governed by. A CEO, for example, may need to abide by financial regulations. An HR manager must deal with employment laws. Armed with information from your audit, you can roll out new policies as well as technical and process controls. Train your team in safe



practices. And be sure to contact us for help in getting all this done securely and effectively.

**Go Remote Without Risk** – Whether you want to cut commuting time for your team, tap into the talents of experts outside your locale or simply accommodate a worker caring for family

members, mobilizing your workforce can have big benefits. The trick is defending it at all points. Make sure remote workers share files and communicate with other employees only via a secured network. Make sure they use adequate virus protection. And, if they are using Wi-Fi, either at home or on the road, make sure they do it safely. For instance, ensure that their tablet

isn't set to automatically connect to the default wireless network. That's often an easy access point for hackers.

For more tips or to "go mobile" safely, contact us today at [www.tech4now.com](http://www.tech4now.com) or (201) 797-5050.

## Accomplish More By Doing Less

By Darren Hardy

As I've considered what some of today's greatest achievers – Richard Branson, Arnold Palmer, Tony Hawk, John Wooden and Colin Powell, among many others – have accomplished in their lifetimes, I've thought about why many of the rest of us work harder and put in longer hours without achieving the same big results. What makes the difference?

After a great deal of thought, I realized the key is not to do more or work harder; the key is actually to find ways to do less and think more, to be less busy and more productive. In this, I have struck upon the very secret to what separates the super-achievers from the rest of us.

I've started applying this strategy in my own life and work. And I'd like to share with you three of the principles I have found to move from stress-filled "success" to super-achievement and a more balanced lifestyle filled with joy, harmony and personal fulfillment.

### **Learn to Stop Doing**

Reevaluate how you spend your time and stop doing the time-wasters. The only way you can gain more time is to stop doing something. If you don't like what your life has become, you need to figure out what to stop doing so you can concentrate on activities that bring better results in your life.

*Consider:* if you spent just 40% of your time on your high-value activities, you could double your

income. Spend 60% or even 80%, and you could multiply your income by four times.

### **Create and Protect Your Boundaries**

For a workaholic, these are dangerous times. The natural boundaries of time allocated to work, personal and family have been obliterated. Technology has penetrated the walled garden separating these important segments of our lives. This breach provides for constant intrusions into our attention, keeping us constantly connected and at the mercy of a stream of information and demands.

*Put a junk filter on your life.* To filter incoming requests, you must first become clear on what you want.

Who are you? Who do you want to become? What is most important to you in life? What direction do you want your life to take?

What are your three most important goals for the year? This month? This week? Today?

After identifying your values, goals and priorities, put a junk filter on everything else and keep it out of your in-box and off your to-do list.

### **Don't Just Learn...**

Knowledge isn't power; it's the potential of power. What you do with knowledge is where the power lies.

Don't just read a book and put it down. Read it, summarize the key ideas, then write out how you're going to implement those ideas in your

## Trivial Matters

Every month has its holidays— March 2017 has Ash Wednesday on March 1 and St. Patrick’s Day on March 17. The first day of Spring is March 20. And March Madness starts on March 14. If you need a reason to celebrate more than that, there are certainly many zany occasions to do so. Here are some of our favorites:

- March 1: Peanut Butter Lovers Day
- March 3: I Want You to Be Happy Day *and* If Pets Had Thumbs Day.
- March 5: Multiple Personalities Day.
- March 8: Be Nasty Day.
- March 10: Middle Name Pride Day.
- March 14: National Potato Chip Day.
- March 15: Everything You Think is Wrong Day.
- March 16: Everything You Do is Right Day.
- March 17: Corned Beef and Cabbage Day.
- March 22: National Goof Off Day.
- March 23: Melba Toast Day.

- March 24: National Chocolate Covered Raisin Day.
- March 26: Make Up Your Own Holiday Day.
- March 28: Something On A Stick Day.
- March 30: I Am In Control Day.
- March 31: World Back-Up Day!!! (This is a biggie - please do it and celebrate in your safety!).

Some other March month trivia - Did you know that March was named for the Roman god “Mars”? And that it is Irish American Month (somewhat obvious), National Frozen Food Month and National Nutrition Month (seems somewhat contradictory, don’t you think?)

So, if you need a reason to smile during the gray days of March, just check out our list and rejoice in your multiple personalities or your middle name, while enjoying peanut butter on melba toast! All in control, of course.

## Accomplish More By Doing Less

(Continued from page 2)

life. Now act, review, and improve. Stick with the ideas in that book until you realize a desired transformation.

I hope you’ll take time to examine your life and incorporate these principles into your daily routine on your journey to super-achievement. *Remember:* it’s not what you know; it’s what you do.



**Darren Hardy** is the visionary force behind *SUCCESS* magazine as the Founding Publisher and Editor, and is the *New York Times* and *Wall Street Journal* bestselling author of *The Compound Effect—Jumpstart Your Income, Your Life, Your Success* ([www.TheCompoundEffect.com](http://www.TheCompoundEffect.com)) and *The Entrepreneur Roller Coaster--Why Now is the Time to #JoinTheRide* ([www.RollerCoasterBook.com](http://www.RollerCoasterBook.com)).

For more info about Darren, visit [DarrenHardy.com](http://DarrenHardy.com)

## Quick Tech Productivity Pointers

Although iPhone bugs and malware are typically unheard of, there was one recently circulating on the web that you should be aware of. The bug, a brief, five-second video that when played caused your iPhone to freeze and ultimately crash, portrayed a man standing by a bed with the word “honey” across the screen. After one or two minutes of viewing the video, the affected iPhone became sluggish. It would then freeze and become unresponsive, ultimately requiring a reset. The video effected the latest iOS version (iOS 10.1 and 10.2) all the way back to iOS 5, and has been distributed in other social media platforms, online forums, and as a link via iMessage.

Apple logo appears, and your device should restart normally. Performing a hard restart can help when encountering other bugs or issues with Apple devices.

### Always Be Careful

Even though it’s easy enough to fix, it’s probably best to avoid the crash bug altogether. You should avoid clicking on suspicious MP4 video links no matter what platform you use. And this is the same for other videos, URLs, photos, emails, and websites you encounter on the web. When it comes to the online world, it’s imperative to develop a critical mindset for everything you see on the Internet. If there’s any lesson we can learn here, it’s that you can’t be complacent, no matter how secure Apple platforms may be. Want to protect your Apple device from future security incidents like these? Contact us today @ (201) 797—5050 or [www.tech4now.com](http://www.tech4now.com) and we’ll provide you with sound advice and security solutions to rid you of these problems.



### How to Perform a Hard Restart

The only way to recover from this type of crash is to perform a hard restart. To do this, you simply have to hold down the power button and home button for a few seconds. As for the iPhone 7, all you need to do is hold the power button and volume decrease buttons simultaneously to force a reset. In both cases, just hold the buttons until the



## Are You Protected From A Data Breach?



**Think cybercriminals only target the big companies?**

**More than 75% of data breaches target small and medium sized business (SMB).**

We can help you with the following:

- 1. TRAIN YOUR EMPLOYEES**  
Train your employees to help protect your sensitive data.
- 2. PROTECT YOUR NETWORK**  
Protect your network with VPN's, firewalls, vulnerability scans, penetration testing, etc.
- 3. SECURE YOUR DEVICES**  
Identify, track, and secure (encrypt) your employee's devices—smartphones, USB drives, tablets and laptops.
- 4. SECURE PHYSICAL SPACE**  
Track and log visitors, limit access with locked doors.
- 5. CREATE CLEAR POLICIES**  
Create clear and concise written policies on the use and disposal of sensitive data.
- 6. WHERE'S YOUR DATA?**  
Locate, understand, and limit where all of your sensitive data resides.
- 7. PROPER DISPOSAL PROCEDURES**  
Ensure that you have the proper procedures and documents in place to dispose of any devices, equipment, and paper records.

**LET US HELP YOU PROTECT YOUR BUSINESS AND DATA.**

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Contact us at (201) 797 -5050 or [www.tech4now.com/pii-protect](http://www.tech4now.com/pii-protect).



"No, you don't get to choose between the wearin' of the green and the eatin' of the green."

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### Feedback & Suggestions...

Is there a topic or feature you would like to include in a future issue? Opinions and feedback are welcome and encouraged. Please send us an e-mail or call our direct line.

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*It is my pleasure to recommend you to my colleagues and friends knowing how you stand behind your work and provide fast service. Your reputation and integrity are top notch, not to mention your speed to resolution." —Irwin Dolgoff, President, Academic Achievement, Inc.*

March 2017

## The Lighter Side...

*For Entertainment Purposes ONLY!*

### Too Neighborly

A man received the following text from his neighbor: "I am so sorry Charlie. I've been riddled with guilt and I have to confess. I have been using your wife, day and night when you're not around. In fact, more than you. I'm not getting any at home, but that's no excuse. I can no longer live with the guilt and I hope you will accept my sincerest apology with my promise that it won't happen again."

The man, anguished and betrayed, immediately went into his bedroom and had a big fight with his wife. A few moments later, a second text came in: "Darn autocorrect. I meant 'WiFi' not 'wife'."

### "Elementary, My Dear Watson"

Sherlock Holmes and Dr. Watson went on a camping trip. After a good meal and a bottle of wine, they laid down for the night, and went to sleep. Some hours later, Holmes awoke and nudged his faithful friend. "Watson, look up at the sky and tell me what you see." Watson replied, "I see millions and millions of stars." "What does that tell you?" Watson pondered for a minute. "Astronomically, it tells me that there are millions of galaxies, and potentially billions of planets. Astrologically, I observe that Saturn is

in Leo. Horologically, I deduce that the time is approximately a quarter past three. Meteorologically, I suspect that we will have a beautiful day tomorrow. What does it tell you?" Holmes was silent for a minute, then spoke. "It tells me that someone has stolen our tent."

### The Practical Son-in-Law

A husband got his mother-in-law a cemetery plot for Christmas. It came with a coffin, tomb stone, the works. Next Christmas comes by and the husband gets her nothing. When the mother-in-law asks, "Why didn't you get me a gift?" the husband says, "You haven't used the one I got you last year!"

### The Internet - Good Distraction or Bad?

I wonder what my parents did to fight boredom before the internet. I asked my 17 brothers and sisters and they didn't know either.

### The Doctor's Advice

A man called his child's doctor, "Hello! My son just snatched my pen when I was writing and swallowed it. What should I do?" The doctor replied, "Until I can come over, write with another pen."

### Another In-Law Joke

What is the difference between an outlaw and an In-law? Outlaws are wanted.