ThinkTech
You have enough to think about

tech-ade
Turn your technology lemons into lemonade

"The Top 5 Worst High-Tech Habits To Break In 2011"

Admit it; you have some bad habits when it comes to maintaining the security and "health" of the high-tech tools you dearly depend on. Since it's a fresh, new year, we thought it would be appropriate to point out the top 5 bad habits you should work on fixing in 2011.

1. Not backing up your data. Funny how most people start their confession of not backing up their data with the words, "I know it's bad, but…" If you know, then why are you still doing it? There's absolutely no good reason to let this one continue. Call us and we'll hook you up with a solid backup plan that will make sure you can be back up and running again FAST.

2. Relying on tape drives to backup your data. This is almost as bad as bad habit #1. Why? Because tape drives have an average failure rate of 100% – and that's not a typo. It's not a matter of "if" but "when" is your tape drive going to fail. Trash 'em and get a better system in place!

3. Using weak passwords. If you've ever used the word "password" as your password, we're talking to you! A good password should contain a combination of numbers and upper and lower case letters.

4. Not installing the latest security patches and software updates. Once a new patch is released by a software vendor, it acts like a green light for hackers who instantly implement viruses and scams to take advantage of those individuals who don't regularly update (patch) their system.

5. Printing and storing paper documents for everything. The cost of installing a document imaging (also called document management) solution has come down dramatically, and it is now easier than ever to implement. Plus you get the added
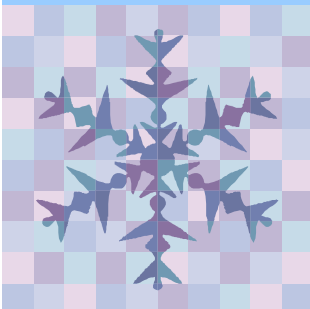
benefits of saved storage space, saved time in searching for documents, instant access to any paper file via the Internet, fewer lost files, less chance of losing critical documents to fire, water, or wear and tear, AND a cost saving on paper and ink. With all these benefits, why on earth would you still stick to your Stone Age paper filing system?

Want help in breaking any of these bad habits?

Call today for a no-obligation, no-pressure consultation on how we can help you break these bad high-tech habits for good!

(508)992-2541

Meet Our New Client Of The Month!

Every month we choose one very special person to be my "Client Of The Month." It's our way of acknowledging clients and thanking those who support me and my business with referrals and repeat business. This month's Client Of The Month is **Whaling City Seafood Display Auction.** Congratulations! You have won a $50 Gift Certificate to your favorite restaurant. ***You might be my next Client Of The Month…watch for your name and picture here!***

Shiny New Gadget Of The Month: HP ePrint
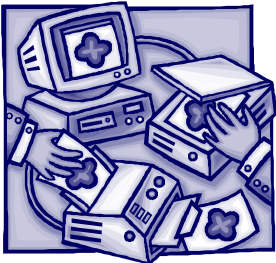
The new HP ePrint lets you print documents and images from virtually any PC or phone simply by e-mailing them to your printer. If you can send an e-mail, you can use ePrint. Here's how it works:

First, you assign an email address to your printer and connect it to the Internet through either a wireless or wired connection. To print something, simply send an email containing your document to your printer's address – it's that simple! You can print images, Microsoft Word documents, Excel spreadsheets, PowerPoint presentations, PDFs, and photos. You can view and manage print jobs sent to your printer using your printer Job History that is available on HP's ePrintCenter.

One downside is that some documents printed with ePrint may appear different from the original in style, formatting and text flow. For documents that need to be printed with a higher quality (such as legal documents), you might want to go the traditional way of printing directly from your PC. The HP ePrint service is available free of charge with your HP ePrint-enabled printer and doesn't require any special software or smart phone apps to work.

How To Stop Employees From Indulging In Excessive Personal Cell Phone Use At Work

Thanks to smart phone technology, it seems like everyone is "plugged in" to 24/7 web access, texting, and e-mail; not to mention phone conversations. In some cases, people have become so addicted to their phones that they're texting constantly, even while driving, having dinner with their families or using the bathroom!

Clearly these devices can become a major distraction at work, causing major problems with productivity, especially if you want your staff to be focused on getting critical projects completed accurately and on time. But mandating a "no cell phone" policy may be too harsh. So where's the balance? Here are a few tips:

1. Implement a personal cell phone usage policy in writing. Taking a personal call from the daycare about a sick child may be acceptable, but spending 3 hours plus organizing a wedding is not. This should include certain etiquette rules, such as turning the ringer off during meetings or speaking softly to avoid disrupting others. If possible, get your employees involved in creating the policy; explain why you are doing it and that you want to make it fair and reasonable. Usually there are only a small percentage of employees who truly abuse the system, so you'll find most employees will be on board with the policy and happy to provide input.

2. Post this policy throughout the office as a reminder.

3. Review this policy with each employee and have them sign it.

4. Provide some flexibility for those in unusual circumstances, such as an employee with a sick child or with a recent death in the family.

5. Enforce the policy so everyone knows you are serious about it. One of the best ways for management to do this is by walking around. Since personal cell phones are not connected to the company's network, you really won't know if anyone is violating the policy unless you physically walk around to check on them from time to time.

Lead by example! Don't expect your employees to stay off their cell phones if you are constantly texting and talking on yours.

Attention: Your cell phone policy can be included in your AUP (acceptable usage policy) that directs how employees may or may not use company resources (Internet, e-mail, etc.). For more help in creating these policies, contact our office!

(508)992-2541

ThinkTech Computers, Inc.

4 Welby Rd
New Bedford, MA 02745
www.thinktechonline.com

Phone: 508 992 2541
Fax: 508 984 1512

"You have enough to
think about"

Services We Offer:

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- Storage Solutions
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Why Your "Not-To-Do" List Is Just As Important As Your "To-Do" List

One of the New Year's resolutions I often have is to get more organized and better manage my time. After all, who doesn't want to get more done? But a big mistake many people make is thinking ONLY in terms of "more" when it comes to getting things done. Why is this a mistake? Because chances are your plate is already full of to-do items; if you want to accomplish MORE, you'll have to actually start thinking about what you are going to STOP doing in order to fit in the more important tasks that move you closer to your goals.

As we all know, only about 20% of the things you do deliver 80% of the results you want to achieve. Therefore, in order to "get more done," you have to clearly identify what that 20% is and focus on doing more of those activities, and delegating or ignoring the 80% of time-wasting "stuff" we all get caught up in doing. What are some big time wasters?

- Not having a plan for your day and reacting to whatever shows up.

- Constant texting or online surfing. For many, this is a huge addiction and distraction that can waste HOURS.

- Checking e-mail every 5 minutes.

I'd Love To Hear From YOU!

Is there an article you would like to comment on? Is there a topic you want me to research? Have a funny story or a resource you want to share with the other subscribers? Send it to me! We are always looking for new and useful content to add to Tech-ade.

508 992 2541

jessica@thinktechonline.com

"I wrote assembly instructions for Children's toys. What did you do?"