ThinkTech
You have enough to think about

tech-ade

Turn your technology lemons into lemonade

How To Think Like A Geek
(And Add An Extra Hour Of Free Time To Your Day)

Who wants to find an extra hour of free time in their day, every day? Considering we're all stressed out because there's never enough time to get everything done, this is what I would call a "leading" question.

So how can you do it? By looking at the seemingly innocent, time-sucking activities you are spending time on every day and either automating them or speeding them to completion using technology. Can it really be that simple? It can, but you need to understand one critical factor first…

The "Latte" Factor

Best-selling author David Bach coined this phrase in his book "The Automatic Millionaire." The latte factor is based on the simple idea that all you need to do to become wealthy is take a hard look at the small things you spend your money on every day and see whether you could redirect that spending into savings.

For example, a little $2 purchase made every day on common things like Starbucks (a latte), bottled water, fast food snacks, cigarettes, etc. REDIRECTED into an investment account earning 6% will become $10,199.30 in 10 years. If that's true, why don't MORE people do it? Because saving $2 a day seems so insignificant that people spend ALL their money on these things and then have nothing left over to invest.

5 Time-Saving Techie Tips That Will Add An Hour Or MORE To Your Day

So the question is, what are some small, time-saving technologies we can use to automate or speed up what we get done to save us that precious hour? Here are our 5 favorites:

1. **Use an aggressive spam filter**. Over 80% of the e-mails being sent daily are not-so-delicious spam. And if you're like me, you're getting dozens of these every day, which can easily add up to 5-10 minutes per day sifting, sorting through and deleting the spam from the e-mails you want. We recommend the spam filtering services included in our "Network Headache Eliminator" plans because it has been proven to trap malicious, virus laden emails that can threaten entire networks, as well as individual users. Plus, eliminating spam temptations from your STAFF will not only cut down on the time they waste on it, but will also drastically reduce your chances of getting viruses and spyware on your network.

2. **Replace Old PCs.** While it's hard to truly estimate how much total time is wasted waiting on an old, slow computer to process tasks, start up, etc., I can tell ya, it adds up. Let's say your old PC takes 10 seconds longer to process a task than a fresh, new one. Might not seem like a lot, but with users averaging 100-150 tasks a day conservatively are wasting 16-25 minutes a day. Add in the crashes and other

problems old PCs cause and you're probably closer to 30-35 minutes a day.

3. Maintain Your Network.
Another tip that will save you a lot of time is patching, updating and optimizing your server and workstations. You'd be surprised how much slower even a new machine will start to run if not maintained properly.

4. Document management.
This is a HUGE time-saver if you are a paper-heavy office (like attorneys, doctors, contractors, etc.). But even if you aren't, scanning and storing paper documents so they can be searched on and located in seconds rather than minutes or hours is a HUGE time saver. Plus, it's a greener solution, improves document security, enables users to access critical documents remotely AND (if that's not enough) prevents important paper from loss or damage.

5. Implement SharePoint or
Other Business Collaboration Software. Be honest: how much time is wasted in your office because people are duplicating efforts, can't find information and documents they need or backtracking to FIX mistakes made? This, like time wasted on old PCs and downtime, may be hard to calculate, but I would conservatively guess that folks are wasting at least 30 minutes a day or MORE because of disorganization. That's why we recommend growing companies implement some type of collaboration software that will help organize projects and information, making it easier for everyone to get on the same page.

Want To Implement Any Of These In Your Office?

Give us a call and we can show you how these technologies (and dozens of others we offer) can streamline your operations, saving you LOTS of time! **(508)992-2541**

Shiny New Gadget of the Month

Livescribe Pulse Smartpen

This month's gadget is PERFECT for not only students but also busy CEOs who love going to educational conferences and taking lots of notes. Here's why…

Taking good notes during class - even with the most rapid-fire professor - just got a whole lot easier. The Livescribe Pulse Smartpen may look like your average pen (it's about the size of a Sharpie), but it also packs in a voice recorder and up to 2 GB of storage. So far so good, but here's the really cool part: Not only does the Pulse remember everything you've written in digital form (you can sync your handwritten notes onto your PC or Mac and even share them online), it also keeps track of whatever was being said while you were scribbling a detail — just tap a word to hear all of what Professor Motormouth was saying at that particular moment.

What's the trick? The Pulse Smartpen's infrared sensor uses the tiny dots on the custom (and required) Livescribe notebook paper as reference points.

Price: $199, plus $13 to $25 each for the "dot" notebooks.

Why This Local CFO Insists On Wearing A Pink Grass Skirt

We've all heard of casual Friday, but Dana Ashworth, CFO of Marian Heath Greeting Cards in Wareham, MA has taken it to a whole new level. This summer he and his team of dedicated employees shed their traditional corporate garb in exchange for a "Hawaiian themed" dress code. Why? One word: morale. "It's a way we can acknowledge the hard work and dedication our people have in a fun way," says Ashworth. This

emphasis on their people has a big positive impact on Marian Heath's culture. Paul Archer, Marian Heath's CIO, shares how important this is. "Dana walks around every morning, looks our employees in the eye, and greets them. That action says to them 'I have respect for you' and 'You matter'." The company has activities committees who plan events like the "Dress Hawaiian" theme day, BBQ's, and other commoradry-building ideas. But Ashworth and Archer tell these committees not to plan something just for the sake of it. "We tell them, 'Don't force it'," says Ashworth, "If it feels right to our team and it's something they feel they can have fun with, then – great." Good advice, Dana. Don't think you could get a grown man to wear a grass skirt otherwise. :)

The Enemy Within:
The Biggest Threat To Your Company's Critical, Confidential Data Revealed

If you ask most business owners what's the biggest threat to their company's network and data, they might say, "viruses, hackers and cyber criminals," or perhaps "faulty hardware, software and system failures". But research is showing a much different reality.

According to a recent study published by Computer Economics (a research and metrics company for IT managers) revealed that employee sabotage – whether it be for financial gain, retribution or some other motivation – accounts for a bigger threat than viruses, hackers, hardware failures and natural disasters.

With so much critical data and operations tied up in a company's network, internal sabotage from employees becomes an even greater risk. In a matter of minutes, an employee can delete software or erase years of data vital to a company. They can purposefully download viruses or attempt to tarnish their employer's reputation by posting pornography on their company's web site or spamming all clients with racist, hateful and slanderous e-mails. Or they can simply download client lists and other confidential information and sell it to competitors, post it online or use it to start a competitive business.

What are the reasons why they do this? The biggest one given is simply "job dissatisfaction." Another contributing factor seems to be the recent downturn in the economy. Cut backs, layoffs and fewer raises have given rise to employees stealing data, equipment or money. For example, a law firm recently discovered their internal IT person was purchasing computer equipment on the company's credit card and reselling it on eBay. He had embezzled over $40,000 before the company caught up to what he was doing.

Another company suspected that one of their employees was stealing and suspended them from work until a further investigation could be conducted. When the employee caught wind of what was happening, they deleted over a year's worth of company e-mails – all containing important client records and history – in an effort to cover their tracks. Fortunately this company had a solid backup system in place and was able to immediately recover all the data within a few hours.

To protect yourself, we strongly recommend you have an offsite backup of your data in place. Call us today for details on our backup services!

(508)992-2541

Meet Our New Client Of The Month!

Every month I choose one very special person to be my "Client Of The Month." It's my 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 **YMCA Southcoast.** 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!*

YMCA Southcoast

Services We Offer:

- IT Consulting Services
- Network Design & Repair
- Disaster Recovery & Backup Solutions
- Virus/Spyware Protection & Removal
- Network Security
- PC and Server Maintenance & Support
- E-mail & Internet Solutions
- Helpdesk Support
- Managed Spam Filtering
- Storage Solutions
- Network Monitoring to Prevent Problems

We're Growing...Again!

We are happy to announce that ThinkTech Computers, Inc. has recently merged with Choice Support of Lincoln, RI! We're now extending our reach into Rhode Island a bit further. As a part of this acquisition we have gained yet another knowledgeable and valued member of our team, David Bloom.

David has a Bachelors Degree in Business Administration and a Masters Degree in Information Technology, both from Bryant University. Before starting his own computer support business, he worked in various technology support and management roles at companies such as Partners Healthcare and Amica Mutual Insurance Company. David started Choice Support in 2009, serving clients in Rhode Island and Massachusetts with a reactive type of service. As his client base grew and the volume of the network problems increased, he realized he couldn't tackle it all by himself. That's where ThinkTech comes in…

In joining up with ThinkTech, David is now able to offer our proactive "Network Headache Eliminator" services to his clients, helping them avoid the guaranteed downtime which came with his previous reactive type of service.

David's position as our newest Sales Engineer will prove to be pivotal in extending our services to small businesses in Rhode Island. You can reach David Bloom at our office at **(508)992-2541** or via email at **david@thinktechonline.com**.

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

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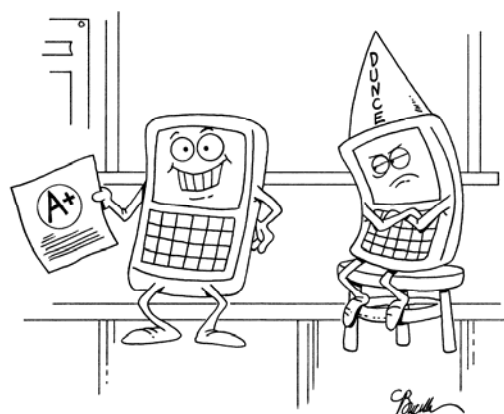
A Smartphone And His Not So Smart Brother