

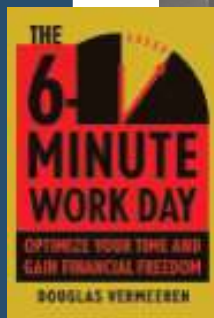
WCITechnology Insider

Insider Tech Tips - Written For Humans, Not Geeks

The 6-Minute Work Day

by Douglas Vermeeren

How many times have you heard that the secret to success is hard work, or working long hours? It seems like most business books and corporate training seminars teach you to hustle and grind to meet your goals and advance your career. It becomes a never-ending cycle that inevitably takes away from your personal life and leads to burnout. In *The 6-Minute Work Day*, Douglas Vermeeren argues that you don't need to put more hours in to make money. He explains why we go to work and why it's not necessary to accomplish our goals. It's a great read for those trying to find a better work-life balance or avoid burnout.



Work Smarter, Not Harder Tech Tips That Will Take You to the Next Level

Most business owners want nothing more than for their businesses to be successful. This is much easier said than done since there are so many variables involved. One of the most frequent that can be difficult to control is employee productivity. With so many businesses operating remotely, productivity has become more of a concern than ever before.

Even for employers who have employees working in a physical office, there has always been a concern over how to increase productivity. In the age of the Internet and cellphones, distractions are everywhere. Additionally, employees seem more prone to burnout these days, and working them too hard will lead to turnover or even a decrease in

productivity and quality of work.

If you want to ensure that your business stays as productive as possible, you must have the right tools in your toolbox. There are many different apps and websites designed to increase productivity, and we've gathered five of the best.

Barracuda

Have you ever caught yourself or your employees scrolling through social media during work? Social media is incredibly addictive and even the most productive employees can find themselves drawn to Facebook or Instagram when they have the opportunity. Barracuda will allow you to ensure that this never happens in your workplace. If you have employees

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Bill Wright
Founder &
CEO

Our Mission:

Technology systems that anchor your business and protect what you have built, from a company inspired to make the world better.

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who are constantly on websites that are irrelevant to their job, you can block their access with Barracuda. Now those minutes spent scrolling through Instagram can be spent on more productive tasks.

SharePoint

Have you ever needed an important document that you didn't have access to? Did you have to e-mail someone and ask them to send you the file or share access with you? If this is a common problem in your workplace, you need to try SharePoint.

SharePoint will serve as a database for important files that anyone in your business may need at any time. You won't have to wait for someone to share the files with you anymore. Keep in mind that SharePoint still requires a level of organization so that files are easy to find.

TimeCamp

TimeCamp is one of the most useful productivity apps available right now. With TimeCamp, you can track how much time your team is spending on any

given project. It will break it down by specific apps and websites so you can see where most of their time was spent. You'll also get to see analytics and determine how they are performing. TimeCamp will help you keep your budget in check and ensure that no task or project goes over budget.

If clocking has been an issue in your business, TimeCamp can help there, too. This program can be used as an easy attendance-tracking tools as it functions for clocking-in and out, tracking overtime, automating payroll and reporting leaves. It's simple to use and comes with endless benefits.

Slack

If your company is operating remotely, or if you have certain employees who aren't working in the office, how are you communicating with each other? E-mails can be easily missed, and unless you provide your teams with work phones, texting is iffy, at best. Slack takes all of the confusion out of the mix and gives you the best group messaging option.

Employees will stay up-to-date on

recent developments within the company. You can also create specific groups if you need to get a message out to a particular team or group of people. Slack has worked wonders for many organizations throughout the pandemic and is a foolproof way to increase productivity.

Asana

Asana is one of the best project management tools on the market. With this program, you can plan projects in advance and set up task lists to ensure that everything gets completed on time. You can also keep your team informed about any new developments with Asana's messaging and commenting system. If you're overseeing a team that is working on the same project, then Asana is a must-have for your company.

To get the most out of your business, you must ensure that productivity is maximized wherever possible. There are many new websites, apps and programs designed to encourage productivity in the workplace. You just have to find what works best for your business. If you're unsure of where to begin, give some of these programs a try.



The 2022 Central Ohio IT Buyer's Guide

If you're actively looking for new IT support options, or know that you will be soon, head over to our website and check out this year's edition of the IT Buyer's Guide. As a trusted MSSP and IT expert in Central Ohio, you can rest assured that this eBook is packed full of all the information that you need to make the right decision for your company's IT needs.

Check it out today at

www.WCITech.net/2022ITBuyersGuide

New to Microsoft 365

If you're working from home, finding the answer to a problem can take extra time. But, when you're using Microsoft 365, there's a feature called Tell Me, which can get that tricky problem solved... and will even do it for you.

Just click 'Tell Me' from the navigation bar and type a command. You may be asked to refine your search, and then you click on the option you want. Magic!

Are your devices putting off potential new hires?



A recent study found that one third of employees are more likely to accept a job where they'll get an Apple product, like an iPhone or MacBook. And that rises to 49% of Gen Z employees.

It sounds like bad news if Apple isn't your business brand of choice. And for many of us, it isn't. That's because we focus more on the benefits that Microsoft brings to us.

If you're currently recruiting, or plan to later this year, how do you get around this?

Our advice would be to highlight your use of Microsoft and all of its amazing tools. Because they're not only a benefit to you, but they do help your team to get their jobs done with less stress.

Really, the culture and ethics of your business should be a much bigger draw than the technology you use.

Just 19% of businesses work on Apple devices. That's a lot of potential jobs for candidates to be turning down!

Shiny New Gadget of the Month

Garmin Venu 2 Plus Smartwatch

One of Garmin's newest smartwatches is setting the standard for the industry. The Garmin Venu 2 Plus smartwatch comes in three different sizes and in various colors. With the Venu 2 Plus, you can connect the smartwatch to your mobile device, make phone calls and send text messages - all hands-free. The best functions of this smartwatch all relate to health and wellness since it gives you greater insight into your stress, hydration and respiratory levels. It can also keep track of your sleep patterns, heart rate and so much more. The smartwatch holds nine days of battery life, so it's perfect for backpackers and hikers. If you're looking for a great smartwatch, look no further than the Garmin Venu 2 Plus.

Double Your Online Sale Revenue in 3 Months (No, Really)

If you're trying to grow an online business, chances are that you have invested money into your website in the hope that it will bring in more money. Having an impressive website is a strong start, but there are things you can do to bring even more revenue into your online sales revenue, give these three ideas a shot:

1. Offer additional products on the checkout page. This works best if the suggested items are related to the items in the customer's cart.
2. Upsell after the initial purchase by offering more products after they have checked out.
3. Improve your offer by providing an easy return process or a money-back guarantee.

Are You a Good Remote Leader?

We have reached a new age in the workplace. Back in the 1980's, business books and seminars encouraged managers to meander around the office, chat with colleagues and try to gather valuable information around the water cooler. Now, managers are working remotely, and it's a completely different world.

It's not always evident who the great leaders are in a remote setting, and you may have wondered at some point if you are even good at it. Truthfully, we don't have enough data yet to accurately evaluate what differentiates a great remote leader from the rest. But, from my insights and experience running a fully-remote company for 25 years, I've put together five questions that help determine if a remote leader is above average or not.

- Are you great at setting goals?
- Are you great at hiring?
- Are you great at delegating?
- Does your compensation system reward high performance?
- Do you always do what you say you will do?

If you can answer yes to all five of these questions, it's likely that you are a great remote leader. These are essential leadership qualities for any setting, but they become amplified with remote work.

If you set unclear goals in an office, you can easily clarify when your team has questions. This becomes more difficult when working remotely.

If you aren't great at hiring, you will notice these mistakes quickly in an office environment - but it's difficult to tell if you hired the wrong person in a remote setting. Additionally, you have to be great at delegating tasks and following up to make sure the work is being completed in a remote setting, because you can't physically see the process.

In a traditional office setting, peer pressure plays an impactful role in influencing your employees' behavior. When you remove the peer pressure, compensation becomes the biggest driving force, so you need to make sure your compensation system is rewarding the right behaviors.

If you're wondering about the final question's role in an office, it's actually quite simple. You need to build and maintain trust in your workplace, and this becomes more difficult in a remote setting. That's why it's important that you always follow through on your word.

The remote workplace is here to stay, and it may take some adjustment to become the same caliber leader that you were in a traditional office setting. If you ask yourself those five questions every day and make the necessary adjustments in the categories you fall short in, before you know it, you'll become a great remote leader.



Dr. Geoff Smart is the Chairman and founder of ghSMART, a leadership consulting firm that exists to help leaders amplify their positive impact on the world. Dr. Smart and his firm have published multiple New York Times best-sellers. He stays active in his community and has advised many government officials.

Keeping your business safe across all chat channels

Okay, so work chat won't be 100% productive all of the time. But, would you know if your staff's 121 chats ever crosses the line from friendly to inappropriate?

While we don't promote micromanagement or employee monitoring, the rise of private messaging thanks to remote working has led to an increase in sexual harassment and bullying in the workplace.

As usual, Microsoft has got things covered.

This month, Microsoft is rolling out an updated communication compliance feature that will notify you in under an hour if any inappropriate communication has been sent.

The facility will monitor messages sent and received over email, Teams, Yammer, and other third-party platforms, and run them by a set of pre-defined policies. When a breach is identified, the messages will be passed to a team of reviewers, who will then notify you within those 60 minutes.

Previously, this detection and review stage took around 24 hours. And, although Microsoft hasn't detailed how it will cut the time so dramatically, it's definitely a real benefit when you're trying to keep your team safe and happy.

Is this feature something that you and your team would like using? If you are someone who monitors their employees, would this feature make you reconsider the need for you to do so? We'd love to hear your thoughts. Share them with use via email, on one of our social media sites, or give us a call!

Did You Know?



the internet is "nicer" today?

If you feel like the internet is a nicer place to hang out than it was a few years ago, then you're spot on.

A Microsoft study regularly asks people in 22 countries about their exposure to risks, their experiences, and interactions online.

The score can be used to track how civilized the internet is.

The lower it is, the better. Last year, it was 65%, and improvement of 2% compared to 2020. And that's the best score since 2016.

Great to see we're being nicer to each other online as we've all had to tackle the difficulties of the last few years.

Technology Update

Ever fallen down a rabbit hole when carrying out research online? One minute you're looking for statistics, and next thing you know, you're trying to work out unsolved mysteries. Or watching just one more YouTube video that's kinda related...

Google's Chrome browser has the solution to get you back on track. It's new feature, Journeys, groups your browsing history together by subject.

For example, imagine you were researching a new USB microphone for your video calls. When Chrome detects you're looking for it again, it'll show you related pages you've looked at in the past.

Fun Tech Quiz

Time to learn something new...

Or to show off your tech knowledge!

1. Which was the first company to manufacture a mobile phone?
2. What did Dutch inventor Jaap Haartsen create?
3. What university offered the first-ever academic program in Computer Science?
4. When did the first virtual event take place?
5. How much did Steve Job's first computer sell for at auction?

The answers are on page 8.

Question

Teams is great, but how can I make it less distracting?

ANSWER

Click the colored dot next to your profile photo, and you'll see some status options. Choose 'busy' or 'do not disturb' for example, when you need fewer distractions. You can also write a message, so your colleagues know when you'll be free.

Question

Should I migrate my in-house systems to the cloud?

ANSWER

This is a big question with a lot of considerations. We've just written a guide all about cloud migration that might help. Email us if you'd like to get a copy.

Question

How can I make sure my staff stick to cyber security measures?

ANSWER

The very best way is to make sure they're fully aware of the risks, and the extent of damage a cyber-attack could cause. Regular cyber security training for everyone in the business is also recommended.

Tech Fact #1

Global online sales are predicted to reach 22% of all retail sales next year

Tech Fact#3

Wearable technology is expected to grow in global shipments of 489.1 million devices by 2023

Tech Fact #2

Artificial Intelligence (AI) is expected to contribute \$15.7 trillion to the economy by the year 2030

Bill's Favorite Business Gadget of the Month

If you deal with customers or colleagues who speak another language, a real-time translator could come in very handy.

Take a look at the Timekettle WT2 Plus AI Translator. It comes with two earpieces - one for you and one for your guest - that work in sync with an app to provide instant translation.

And at about \$180, it's much cheaper than a full-time human translator



Inspirational Quote of the Month:

"Don't be afraid to change the model."

- Reed Hastings, Co-Founder & CEO of Netflix

QUIZ Answers

1. MOTOROLA, IN 1973
2. BLUETOOTH, IN 1998
3. CAMBRIDGE UNIVERSITY
4. 1993, IN A PRESENTATION TO INVESTORS
FROM THE WALFORD ASTORIA HOTEL IN NEW
YORK
5. \$500,000



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Retain Top Talent by Teaching Them to Grow

Throughout the course of 2021, Americans left their jobs in droves due to a combination of factors. In fact, an analytics firm, Visier, estimates that 1 out of 4 workers left their jobs in 2021. If you own or operate a business, this news can be worrisome. One of the best ways to try to retain your employees is to coach and encourage them to grow so they don't feel stagnant and bored with their work.

If you don't know where to begin, you should start by evaluating your employees. Decide if they're a master in their role, are still growing or are just beginning. Keep an eye on your beginners and growers to ensure they are satisfied with their work. If they're not, have an open and honest discussion with them. For employees who have mastered their jobs, encourage them to try a new role, or take on different responsibilities so they can learn new skills.

Increase Your Productivity with a Voice Assistant

Even before the pandemic, people were using voice assistants like Siri or Alexa to help them keep track of their day-to-day schedules. Now that so many people are working from home, these virtual assistants are more valuable than ever before. They can help boost your productivity to new levels if you use them properly.

Utilizing a voice assistant for these five tasks will help you increase your productivity while you work from home:

- Program your digital assistant to remind you of any of your meeting at least 10 minutes before they begin.
- Ask your digital assistant for news and weather updates to keep you away from unproductive websites.
- Create a to-do list and use your digital assistant to add and remove items.
- Have your digital assistant read, listen and respond to your e-mails.
- Create a morning and evening routine for yourself, then program your digital assistant to help you follow these routines. They can be programmed to wake you up, dim your lights, turn off computer screen and so much more to keep you on track.