



TECHNOLOGY TIMES

"Insider Tips To Make Your Business Run Faster, Easier And More Profitably"

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"As a business owner, you don't have time to waste on technical and operational issues. That's where we *shine!* Call us and put an end to your IT problems finally and forever!"



Want To Make Sure Your Business Is Protected From A Data Disaster?

Did you know that 93% of all businesses – that don't have a disaster recovery plan in place when they experience a data disaster – go out of business within a year of that disaster? And yet, 68% of businesses don't have a disaster recovery plan in place.

Losing access to your business's data in this day and age could very well mean losing everything. That means that as data becomes an increasingly important commodity to businesses of all types and sizes, so does having a plan for if or when your business experiences a data disaster.

The thought of protecting your business against a data disaster might be daunting, but don't worry. By following the steps listed below in this article, you can make sure that your business is ready to take on the challenge.

However, before we actually get into those steps, there is one distinction you should understand: the difference between a business continuity plan and a disaster recovery plan. A business continuity plan is primarily proactive, in that it is a strategy by which a business can continue to operate no matter what kind of disaster or setback befalls it. A disaster recovery plan is primarily reactive and has to do with how a business acts immediately following a disaster of some sort – in this case, a data disaster.

So, now that we're clear on what a disaster recovery plan is, here are the steps your business can take to create one that works for you and your employees.

Step 1: Rally The Troops And Assess Your Equipment

In the fight against data disasters,

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everyone has to be on board. Otherwise, there will always be holes in your defense plan. That's why executive buy-in – getting everyone in the company, from the CEO to the entry-level employees – is crucial. You need everyone to collaborate cross-functionally in order to fully protect your business.

From there, you need to thoroughly analyze each of your business's systems, applications and data sets, as well as how they're physically accessed, in order to flush out any potential vulnerabilities. Then you should determine which systems are absolutely critical to the operation of your business and for getting products and services to your customers and getting payroll out. These are the functions that will need to stay up and running, even after a data disaster.

Step 2: Create Your Disaster Recovery Strategy

Once you have everyone on board and an understanding of your equipment and assets (as well as their vulnerabilities), it's time to actually formulate your disaster recovery plan. To do this, you should take a look at your budget, resources, tools and partners in this endeavor. When you understand how long it takes your business to get back online and the cost for doing so, you'll have a good idea of how to move forward.

"68% of businesses don't have a disaster recovery plan in place."

Step 3: Test Your Strategy

No great plan is complete without first testing it to see if it will work. Put your disaster recovery plan through a trial run to see how quickly your team responds to solve the problem and see if there are any improvements that need to be made to the process. Then, by the time an actual data disaster occurs, your business will know how to shut it down and keep running with no problem at all.

While the steps themselves aren't difficult to understand, preparing your business to combat data disasters takes a lot of work. In the end, though, the work is worth it if it means protecting your data and your business. As a recap, here are the four main action steps that you need to take in formulating a disaster recovery plan:

1. Get executive buy-in for creating a disaster recovery plan.
2. Analyze and evaluate your business's systems, applications and data to understand how they could be impacted.
3. Find out which systems you need to keep running and prioritize them during the fallout of the data disaster.
4. Test your plan before you actually need to put it in action.

Follow these steps, and your business's data will be safe from any threat that comes your way. If you would like help with any of these steps, please contact us 248-362-3800 – we would be happy to help!

"I DIDN'T KNOW"

Unfortunately, That Excuse Doesn't Replenish Your Bank Account, Resolve A Data Breach Or Erase Any Fines And Lawsuits.

It's coming ...

- That day a hacker steals critical data, rendering your office useless ...
- That day when your bank account or credit card is compromised ...
- Or that day when your customers' private lives are uprooted ...

Cybercriminals and hackers are constantly inventing NEW ways to infiltrate your company, steal your assets and disrupt your life. The ONLY way to STOP THEM is by CONSTANTLY EDUCATING yourself on how to PROTECT what's yours!

Now, for a limited time, we have the perfect way to help reduce your risk and keep you safe! Simply sign up to receive our FREE "Cyber Security Tip of the Week." We'll send these byte-sized quick-read tips to your e-mail in-box. Every tip is packed with a unique and up-to-date, real-world solutions that keeps you one step ahead of the bad guys. And because so few people know about these security secrets, every week you'll learn something new!

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A USER'S GUIDE: WAYS TO PROTECT YOUR PERSONAL DATA

1 Don't click that link!

What to do: Don't click links in emails. Instead, type the URL you want directly into the browser.

Why: According to Microsoft, phishing is still the number one favorite method of cyber-attacks.



2

Use two-factor authentication

What to do: Use a second factor for logging into accounts.

Why: If you have a robust two or multi-factor in place, you are much less likely to lose personal data due to phishing.



3 Delete recorded conversations

What to do: Regularly delete any recorded conversations used by your personal assistant.

Why: There have been cases where Alexa revealed personal data to unknown persons without consent.



4

Keep it clean — delete old files

What to do: Make sure you keep data replication to a minimum. Delete old files you don't use.

Why: There can never be 100% security, but reducing the places that can be compromised helps lessen your risk.



5 Be less social

What to do: Minimize the amount of personal data you have on social media platforms.

Why: Information like your pet's name or mother's maiden name is sometimes used to recover account logins. Don't give hackers an easy way into your online accounts!



6

Don't sync for sync's sake

What to do: Disable automatic file and media sharing whenever possible.

Why: A lot of devices set up cloud syncing when you first configure the device. Check if you really want to store these data in the cloud.



7 Keep off the beaten track

What to do: Disable location tracking on each app.

Why: A recent study of almost 1 million Android phones demonstrated that apps regularly harvested tracking data.



8

Let sleeping Bluetooth lie

What to do: If you are not using Bluetooth, switch it off.

Why: Bluetooth vulnerabilities can allow data to be siphoned off your device.



9 Encrypt stored data

What to do: Encrypt any data you store on hard drives and use an email encryption tool if you share personal data.

Why: Encryption is a layer of protection that can prevent lost or stolen data from being exposed.



10

Patch your devices

What to do: Keep your computers and mobile devices patched and up to date.

Why: Software vulnerabilities allow malware to infect your device, which can steal data and login credentials.

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Security Corner

Compromised Email Account? Here Is What To Do

An email account can be compromised in a number of different ways. In some cases, your password may be weak and easily guessed or obtained through a public breach. In other cases, you may have clicked on a malicious link in an email, social networking site, or webpage. Or, you may have downloaded an app or file that contained malicious scripts.

Here are some red flags that may indicate your account has been compromised:

1. You are unable to access your e-mail account.
2. Your family, friends, and coworkers receive emails from you that you didn't write.
3. You see activity on your social media accounts that you didn't post.
4. You notice your Sent messages folder is empty or includes messages that you did not send.

If you suspect your email account has been compromised, here are some things you can do:

1. Reset your password using a very long password that is easy to remember.
2. End/sign out of all sessions on all devices.
3. Enable Multi-Factor Authentication (MFA) on your e-mail account.
4. Review and change your security questions.
5. Scan your computer for viruses and malware.

For more information on common types of email scams and how to avoid them, call us at 248-362-3800 or visit: <https://bit.ly/3jUUkrg>

Don't Give Up On You No Matter What Anyone Says

At the office, in our shipping area for our books, there's a little shelf on the wall, displaying a copy of each of the six books I've written. However, technically, there is one book missing from the display: my book *Profit First*.

Now, there is a copy of *Profit First* on the shelf. However, it's not the first copy that I published – it's self-published, actually. *Profit First* was the third book that I wrote, the first two being *The Toilet Paper Entrepreneur* and *The Pumpkin Plan*, both through Penguin Random House Publishing. When I pitched *Profit First* to them, however, their exact words to me were as follows: "No one needs another accounting book."

And they declined to publish it – at least at first. Not too long after facing that rejection, I spoke with someone who was mentoring me at the time about my frustrations at not getting *Profit First* into the hands of business owners everywhere just because my publisher didn't have faith in it. After I finished explaining all of that, my mentor left me with the words that I would actually follow: "Make them regret it."

I had to make them see that in refusing to publish *Profit First*, they were making a huge mistake. I had faith in my book. I knew it could help so many business owners out there. All I had to do was prove it.

So, that's why I initially had to self-publish *Profit First*. And guess what? It sold so many copies that Penguin Random House eventually came back to me and said that they wanted to buy the book and republish it in a revised and expanded edition. *Profit First* is by far my most popular book, and it's helped more than 600,000 business owners apply the profit first

method and mentality to their business.

It's my hope that sharing this story leads to a wake-up call for you. Don't let the few naysayers who are scrunching their noses at your big ideas dictate the direction you take in your business and in your life. If they don't share your vision (at least at first), that doesn't mean you have the wrong vision – it just means you have to double down and press forward. You have to believe in your idea even more than you already did.



If I hadn't stuck to my guns and published *Profit First*, regardless of what my publisher said, there would be thousands of business owners out there who would not be nearly as successful as they are now. They've grown, curated their clients and automated their business in ways that wouldn't have been possible otherwise.

What's your next big idea? Does the thought of how it could help people fire you up? Are there people in your life, even people who care about you, who tell you that your idea won't work? Don't give in. Don't give up on your dreams. Keep pushing forward, and I promise you that eventually, you'll see the success that you already know is possible.



Mike Michalowicz is a very successful author, entrepreneur and lecturer. He has written several successful books, including his latest, Get Different. He is currently the host of the Business Rescue segment on MSNBC's Your Business, and he previously worked as a small-business columnist for The Wall Street Journal.

■ A Massive Threat To Windows 10 Users?

Security researchers discovered a vulnerability in Windows Hello's facial recognition programming that could potentially impact Windows 10 users, but does it warrant much fear? Experts say no – at least, not to the average user.

The vulnerability has to do with Windows Hello's camera system. It uses a camera with an infrared sensor and an RGB sensor. However, only the infrared image is processed during facial recognition.

This theoretically means that if someone were to get a hold of an infrared image of your face, they could use it to access your computer – and that's where the threat starts to fall apart.

Whenever a hacker needs physical access to the computer and the computer's user, they won't waste their time unless you're hiding some pretty juicy data.

So, don't worry, Windows 10 users – you can sleep easy knowing that no one is trying to steal your face.

■ Keeping Up Workplace Relationships Even When You're Working From Home

When you're working from home, the valuable bonds that you naturally form with your coworkers in the office will be hard to form and maintain – but not impossible. Here are a few ways that you can build relationships with your coworkers from home.

Communicate (And Listen) Often And Well. That means going beyond just the daily Slack check-ins on progress. Let your coworkers know about areas in which they could improve, and don't forget to really and truly hear (or read) what they have to say. Active listening is just as important as effectively communicating yourself.

Create Channels For Building Strong Teams. Strong teams mean increased productivity and satisfaction from employees. To

build strong teams, build channels for those teams to use to communicate throughout the day.

Find Opportunities For Coworkers To Socialize Online. To get coworkers relating to one another, make online coffee hours (or happy hours!), contests, competitions, and classes. Coworkers who have fun together work well together!

■ What Does 2021's Record IPO Market Mean For Your Business?

If you're a private business owner looking to take your business public, now is the time.

So far, 2021 has seen a higher full year average of IPOs than those of the previous 10 years, rivaling that of the dot-com boom. To take advantage of the upswing, just use the first three of the four stages of scaling to guide your way to incredible revenue gains.

1. Get "early adopter" customers to help you develop a product that differentiates your business from the competition. This will lead them to bring you more customers.
2. Build a scalable business model where you can change how you sell, market, design, build, ship and service your products. Your costs will decline as you grow, and this will help you generate more revenue as your business gets bigger.
3. Finally, make sure your business gets more and more liquid, expanding into new regions and new customer demographics. Now you're ready to raise some venture capital!

