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**Fred Holzsager,
IT Director
Holzsager Technology Services**
and
Publisher of
The Tech Insighter

Snapple Real Fact #439
"Snails can sleep for up to three years."

The Tech Insighter

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

Get More Done In Less Time
Tech Tips To Improve Productivity and Focus

Technology has become essential to our society. We use it for nearly every aspect of our lives, from entertainment to personal security. Unfortunately, it's not all good, and over time, many of us have developed some negative tech habits. When we're supposed to work or stay productive, we might turn to our phones or tablets and scroll through social media or the news. There's no better time than the present to shake these harmful habits so we can become more productive. The good news is technology can actually help improve our overall productivity.

The pandemic forced many of us to start working remotely or in a hybrid environment, which makes it even more important for us to use technology to stay focused and productive. Technology does not have to be a distraction: it can help us stay on task and achieve our goals. Below, you'll find a few ways to use technology to improve productivity.

Cleaning Up Your Digital Space
For many of us, our workdays revolve around our electronic devices. We spend nearly eight hours each day bouncing from our computers to our cell phones, trying to stay in touch with everyone while keeping up with our workload. Over time, our digital areas can become cluttered with unnecessary documents, e-mails and other information.

Take time to review and reorganize your computer's desktop, smartphone's home screen, e-mail inbox and cloud storage accounts. Delete any unnecessary files, e-mails and apps you no longer need. By doing this, you'll have an easier time navigating through your digital space and locat-

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For more information, please see our website at
www.tech4now.com/we-love-referrals, contact us by phone at 201-797-5050

Quotations

Read Fred's Book!

A Business Owner's Practical Guide to **Cybercrime & Business Continuity** by Fred Holzsager
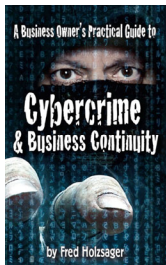
If you would like to have us speak to your organization and give away some free copies to attendees, give us a call. For more details on the contents and how to get your own copy, please visit our special web page at *www.tech4now.com/cybercrime*

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Ask us about our fixed price services HTS Insight Hassle-Free Agreements— Computer Support at a flat monthly fee you can budget for just like rent!

ing necessary documents when they're needed.

Using Time-Tracking And Focus Apps
Time can easily slip away from us if we're not paying close attention. We've all gotten lost in a project or task and spent way too much time on it. One of the best ways to stay focused and productive is to track your time. Many apps are available that help you do this, including *Toggl*, *RescueTime* and *Harvest*. These apps allow you to track how much time you spend on specific tasks and can help you identify where you might be wasting time. By tracking your time, you can make adjustments to your schedule and ensure you're making the most of your hours.

Focus apps like *Freedom*, *Cold Turkey* and *Self Control* can also help you stay productive, as they'll ensure you aren't wasting your time on social media or other websites that take you away from your work. These apps allow you to block access to certain websites or apps for a specified amount of time. In fact, using a focus app is one of the best ways to remove distractions from your workday.

Automating When Possible
Automation has truly revolutionized the way many businesses operate. You can use automation for e-mail communication, marketing efforts, data collection and so much more. Introducing automation to your business can help streamline repetitive, time-consuming tasks that previously had to be done manually. By automating various processes and functions, you'll free up more time for your employees to focus on higher-level tasks and improve their productivity. Automated systems are also less prone to errors than human beings, so you won't have to spend as much time going back through your work to fix simple mistakes. Automation improves productivity by reducing the time, effort and resources needed to complete a task, while providing valuable data insights.

Strengthening Your Cyber Security Practices
A successful cyber-attack can completely dismantle your business. It can take days, weeks or even months to recover from a cyber-attack, which can put an end to your hopes of improving productivity. Cyberbreaches, such as malware infections or ransomware attacks, can cause significant downtime for any business. Employees may be unable to access necessary files or systems, leading to delays in work and missed deadlines. Just the risk of a cyber-attack can take you away from your work, as you may constantly worry about the security of your systems or the safety of personal data. When it comes to improving cyber security practices, you must be proactive. Don't wait until a cyber-attack has already occurred; start boosting your cyber security practices as soon as possible.

Improving focus and productivity is not something that happens on its own. It takes time, effort and dedication to make a change that has an impact on your work style. Stop using technology as a distraction and find ways to use it to improve productivity and focus.

If you have hit a "roadblock" and are "stuck," give us a call. We can offer a number of ideas to you to help streamline your processes.

> **"Technology does not have to be a distraction: it can help us stay on task and achieve our goals."**

"I DIDN'T KNOW"

Your Password Hygiene and Why It Is So Critical

We realize, for years, this column of the newsletter has long been the residence of some humorous writing. In light of the fact that this month holds **World Password Day**, we felt it incumbent upon us to share ideas on how you may fortify and simplify your ability to make better, stronger and easier codes to work with.

● **Using a password is like having a locked front door.** You need to realize a door with a lock is more secure than one without. Your password is the foundation of an established security model. To make a strong password, give yourself a moment to think about something you want to memorialize. You have a dog named, "Fido" and the dog is black. He wears a collar with a college logo and his family loves to ski. Now, create a password: `"FiDo=Love_Black+RedCollar@+h3SLoPes"`— you have just created a 36 character long password you can recall and type easily. You have incorporated upper & lower case, numbers and symbols to make it very strong, but since it is linked to an image you can envision, you can successfully apply a strong password to your use.

● **Now, you hold the key to generating a master password you can use with a password manager.** A **Password Manager** (PM) is a tool that allows you to consistently create strong, long passwords that are hack resistant and easily retained in a secure repository accessible on your computer, phone or tablet. It encrypts the storage of these codes so they are inaccessible without a Master Password. Mind you, loss of the Master Password can be devastating; however, you may also write it down and store it in a secure location for you or your family to access in an emergency situation.

The PM may be purchased with a security package from a vendor such as Norton or McAfee. It may also be bought from a vendor that sells Security-centric applications such as *Keeper*, *DashLane*, *Passportal* or others in the same industry. There are many online sources to review them and you may often get free trials to test them in your own environment. **We do NOT recommend using the PM in your browsers —they are, typically, insecure and easy to breach.** As you become accustomed to the PM, you may wonder how you managed without one up until now. The beauty of the PM is you have the same password visible to you on every platform. When you update it, the change is GLOBAL, so you are never using the "old" password. Furthermore, the PM will generate new secure complex passwords for you AND will retain a number of prior instances in the event something goes wrong when you change them. Now, you may have a unique password for every account login you have enabling you to be more secure. ☺
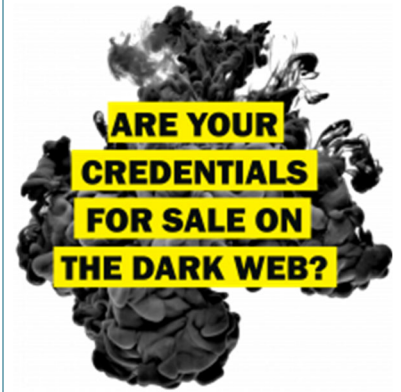
Quick Tech Productivity Pointers

On **May 4, 2023**, we celebrate **World Password Day**. Please visit our website to get your free **Password Protection 101** PDF handout. Visit https://www.tech4now.com/files/2023/04/Password_Protection_101_Infographic.pdf to view and download it.

Let's review some simple tasks that can save you time in your daily actions:

1. You just closed a tab in the browser, but now you need to open it again—Right click on the tab bar and select, "Reopen closed tab" (Ctrl+Shift+T) or (Command+Shift+T on a Mac).

2. Next time you get a text that is SPAM and you don't want to receive them anymore… Instead of swiping to delete, choose "Report Junk" or forward the text to 7726 (S-P-A-M) for that spammer to "go away!"

3. Do you want to create documentation and want to include a screenshot of the action? Just press ⊞ + Shift + S, the screen grays and you get a "+" to set a corner, "marquee" the portion of the screen you wish to capture by clicking in a corner with your mouse, then drag it to enclose the image you want. Once you release the left mouse button, your image is copied to the "clipboard." If you use OneNote or Word, you can paste the image into a document simply by pressing Ctrl+V (paste). It also works in Outlook (since Outlook uses Word for editing). By the way, if you capture too large an image, you can often "crop" it to adjust it. Simply click on the image and right-click for a context menu:
(The CROP icon is in the **RED** box.)

4. Did you ever feel like splitting the screen to show more than one application in a side-by-side orientation. Use the Windows key (⊞) + the cursor key) to move the app to a particular side (←↑→↓). Try it now, you will see ACTIVE program move in the direction of the arrow key you click.

5. What happens when you have most of your applications (shortcuts) stored on the desktop and you want to open one, but the program you are running covers your desktop? Try the Windows key + D (desktop). To restore it, simply press the same combination again.

6. If you accidentally delete a file in File Explorer (visit Recycle Bin) or inadvertently clear some thought you've typed in a document, but want to restore it, click CTRL+Z (Undo). This works wonders. Oops! Want to redo it, click CTRL-Y. *I suggest you try it before you depend on it.*

7. If you find your computer is running slow on a regular basis, you can take a look at the Task Manager (Right click on Taskbar to launch) or CTRL+ALT+DELETE for the menu option "Task Manager." When you look at the Processes page, you can see what is running "high" on CPU, Disk, Memory and Network. This helps you to identify a resource hog. Once you have that, open **SETTINGS** (⊞+I) > **Apps** > **Startup** allows you to suppress startups.

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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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5 Reasons To Choose A Hosted VoIP Phone System

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"We make all of your computer problems go away without the cost of a full-time I.T. staff"
Ask us about our fixed price service agreements—Computer support at a flat monthly fee you can budget for just like rent!

"What a pleasant and painless experience. I called Holzsager out of the blue for an emergency situation and Fred arrived at our location in record time. Fred was knowledgeable and able to explain the issue in a way that was easy to understand. At the end of our visit - all systems go. Moving forward, I would only reach out to Holzsager Services. " —**Neil Wagman**, *Confidential Shredding,* Westwood, NJ

May 2023

The Lighter Side…   *For Entertainment Purposes ONLY!*

Oh, My Gosh!!!
A man was driving along the highway, and saw a rabbit hopping across the middle of the road. He swerved to avoid hitting the rabbit, but unfortunately the rabbit jumped in front of the car and was hit. The driver, being a sensitive man as well as an animal lover, pulled over to the side of the road, and got out to see what had become of the rabbit.
Much to his dismay, the rabbit was dead. The driver felt so awful, he began to cry. A woman driving down the highway saw the man crying on the side of the road and pulled over. She stepped out of her car and asked the man what was wrong.
"I feel terrible," he explained, "I accidently hit this rabbit and killed it."
The woman told the man not to worry. She knew what to do. She went to her car trunk, and pulled out a spray can. She walked over to the limp, dead rabbit, and sprayed the contents of the can onto the rabbit.
Miraculously the rabbit came to life, jumped up, waved it's paw at the two humans and hopped down the road. 50 meters away the rabbit stopped, turned around, waved and hopped down the road, another 50 meters, turned, waved and hopped another 50 meters. The man was astonished. He couldn't figure out what substance could be in the woman's spray can!!
He ran over to the woman and demanded, "What is in your spray can? What did you spray on that rabbit?"
The woman turned the can around so that the man could read the label. It said: "Hair spray. Restores life to dead hair. Adds permanent wave."

The Afterlife
Late one night Jack takes a shortcut through the cemetery.

Hearing a tapping sound he becomes scared and quickens his pace.
The tapping gets louder and Jack is now scared out of his wits.
Then he notices a man chiseling a tombstone.
"Thank goodness!" Jack says to the man.
"You gave me the fright of my life. Why are you working so late?"
"They spelled my name wrong."

The Best Teacher
Employee: "Sir, what is the secret to your success?
Boss: "Two words."
Employee: "And what are those two words?"
Boss: "Right Decisions."
Employee: "And how do you consistently make right decisions?"
Boss: "One word."
Employee: "And what is that?"
Boss: "Experience."
Employee: "And how do you get experience?"
Boss: "Two words."
Employee: "And, Sir, what are they?"
Boss: "Wrong decisions."

At the Supermarket
On a wintry day, my 90-year old father was in the supermarket trying to pay for his groceries. Bundled up against the cold his gloved hands were having trouble retrieving and counting the exact change.
The transaction evidently took too long for the man behind him in line, who muttered a curse. Dad stopped counting, turned around and warned , "Be quiet or I'll write a check."

Ever Wonder… *How come we choose from two people for President and 50 for Miss America?*