



T. Daniels Consulting

THE T. DANIELS TIMES



Microsoft Partner

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Did You Know?

Our Blog is filled with helpful technology tips and insights for your business.

We post new articles that provide valuable information for your business almost every day. You can sign-up to be notified of new topics when they are posted or you can visit <https://www.tdaniels.com/blog/>

Here are a few examples of the kind of information that is available:

- **Scammers Cost Americans Billions Of Dollars In 2021:**
<https://www.tdaniels.com/scammers/>
- **New Phishing Emails Target Citibank Account Holders:**
<https://www.tdaniels.com/citibank/>
- **Data Breach Announced At Popular Photo Site Shutterfly**
<https://www.tdaniels.com/shutterfly/>

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This monthly publication provided courtesy of Timothy D. Ricketts, President of T. Daniels Consulting.

“As a business owner or leader, you don’t have time to waste on IT issues. That’s our expertise. Call us and we will put an end to your IT problems so you can stay focused on what’s important—growing your business.”



Stay Compliant

By Upping Your Cyber Security Practices

If you own or operate a business, there are plenty of things you must do to ensure success. You have to make the right hiring decisions; develop a product or service that you can sell; build relationships with clients, employees and partners; and much more. One of the biggest responsibilities that comes with owning or operating a business is ensuring that your business is compliant with any guidelines put in place by regulatory bodies.

Every business needs to make an effort to stay compliant, and a big part of that is making sure your cyber security practices are up to standards. With technology rapidly advancing and regulations changing fairly often, you have to stay up-to-date on any changes that should be made going forward. You also need to make an effort to plug any holes in your current cyber security plan.

You can do this by asking yourself a few questions and making the

necessary adjustments if you answer no to any of the following:

- Is my business protected by a firewall and antivirus software?
- Do I use backup solutions, and do I have a disaster recovery plan in place?
- Has my storage stayed up-to-date with any technological changes?
- Do I have any content or e-mail spam filtering software?
- What data am I encrypting?

Ensuring that your business stays compliant will be extremely important in maintaining client and employee relationships. If a customer’s information gets compromised because your business did not have the necessary cyber security in place, they probably won’t come through your doors again. As technology changes and evolves, so do many of the regulations and cyber security

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practices that you should put in place. It can be difficult to become compliant if your business was lacking previously. Luckily, there are a few steps you can take to help ensure that your business becomes and stays compliant with any regulating bodies.

First, you should document all of the consumer data your business holds. If a customer asks what information your business has collected on them, then you should be able to give them an honest answer. You might also be obligated to share this information. By keeping and maintaining this information, you will be able to supply your customers with it if they ever do ask.

It can also help greatly to partner with a managed services provider who manages IT needs since they will be able to perform routine IT data checks and work to better protect your customer and the private information within your business. MSPs go a long way toward helping all of your potential IT needs, but their usage when it comes to cyber security, protection and compliance should not be underestimated. Partnering with a IT Services company like T. Daniels Consulting will help get your business on the fast track to becoming cyber-secure.

Another big part of ensuring that your business stays compliant is to introduce cyber security training for all of your employees. Did you know that 95% of cyber-attacks

start with human error? If your team has not bought into a cyber-secure culture or does not know the proper cyber security practices, you could be in some trouble. Make sure that cyber security training is part of your onboarding process and continue to train your employees throughout their tenure with your business.

Once your employees are aware of the risks of cyber-attacks and have bought into a cyber-secure culture, it's time to upgrade your cyber security. One of the best things you can do for your business is to invest in regular software patching. Technology is ever-evolving, and we should make the necessary changes to ensure it continues to cooperate with our network and systems. Put technology in place to cover these holes or partner with T. Daniels Consulting so we can help take care of any lapses in your cyber security.

Additionally, you should invest in some content-filtering software. There are plenty of toxic websites with nefarious intent that can wreak havoc on your cyber security if accessed by an employee on your network. Content filtering allows you to restrict certain websites. It also goes a step further by recognizing patterns in websites that have malicious codes and blocking those websites that might pose a risk.

Cyber security and compliance work right alongside each other. If you're trying to ensure that your business stays compliant, you need to buff up your cyber security practices. There are many methods you can take to do this, but if you're unsure of where to begin, give us a call. We would be glad to help you take the next steps toward creating a cyber-secure business.

Cyber security and compliance work right alongside each other.

Do You Safeguard Your Company's Data And Your Customers' Private Information BETTER THAN Equifax and Target Did?



If the answer is "NO" – and let's be honest, the answer *is* no – you are leaving yourself and your company open to massive liability, *millions* in fines and lost business, lawsuits, theft and so much more.

Why? Because you are a hacker's #1 target. They know you have access to financials, employee records, company data and all that juicy customer information – social security numbers, credit card numbers, birth dates, home addresses, e-mails, etc.

Don't kid yourself. Cybercriminals and hackers will stop at NOTHING to steal your credentials. And once they have your password(s), it's only a matter of time before they destroy your business, scare away your customers and ruin your professional and personal life.

Why Not Take 4 Seconds Now To Protect Yourself, Protect Your Company And Protect Your Customers?

Our 100% FREE and 100% confidential, exclusive Dark Web Scan is your first line of defense. To receive your report in just 24 hours, visit the link below and provide us with your name and company e-mail address. Hopefully it will be ALL CLEAR and you can breathe easy. If your business, your profits, and your customers are AT RISK, we'll simply dig a little deeper to make sure you're protected.

Don't let this happen to you, your employees and your customers. *Reserve your exclusive Dark Web Scan now!*

Get your free Dark Web Scan TODAY at:
<https://www.tdaniels.com/dark-web-scan/>

Shiny New Gadget Of The Month:



Bird Buddy

Bird-watching from your home has never been easier. Bird Buddy is the newest development in the world of birdhouses. Bird Buddy looks like your normal birdhouse but has so much more to it. It has a built-in camera that will send a push notification to your phone whenever a bird is visiting. Bird Buddy comes standard with artificial intelligence bird recognition so you'll know exactly what types of birds visit your home. It's easy to install and can even be mounted to the outer walls of your house or on fence posts. It's built from incredibly durable materials; you won't have to worry about inclement weather or squirrels destroying your birdhouse. Bird Buddy is the most advanced birdhouse on the market and is available for pre-order now.

10 Habits To Ensure Equality In Your Hybrid Team

Businesses across the country are switching over to hybrid work environments. If you're in this boat, you may be wondering how to keep things fair between your remote and in-office employees. Below you'll find 10 habits to implement that will create an equal environment for all of your employees.

Change How You Track Productivity

When you work in an office, many consider "working" to simply mean being in a work environment. If you have a hybrid team, you need to come up with a new system to track productivity. This measurement should be based on output and results.

Standardize Your Meetings

It can be awkward and frustrating for a remote employee who can't hear or see what's going on during a meeting due to poor camera angles or audio issues. It can help to have your entire team meet on Zoom rather than just those who are working remotely.

Use Public Channels

Use public channels like Slack or Microsoft Teams for communication between your team to ensure everyone is in the loop.

Digitize Your Resources

You need to have digital resources readily available for your remote team members because they can't simply ask their nearest coworker or check office records for information.

Keep Remote And Office Workplaces Consistent

You may have spent a lot of money designing your workplace, but you also have remote employees who may be working in cramped spaces. Make sure your design principles extend to your remote employees. This will help so that productivity, safety, training and brand representation will all remain consistent.

Diversify Company Rituals

Many businesses focus on creating a company



culture, but this becomes difficult with remote and in-office employees. You need to make sure your company and team-building rituals include everyone.

Equal Rewards

There should not be a difference between the rewards your in-office and remote employees receive. Make sure you are acknowledging your remote employees on public channels and sending them gifts or perks since they can't participate in team lunches.

Coordinate Team Schedules

If you have employees coming and going from the office at all hours of the day, communication can get fuzzy. Try to keep your departments' schedules lined up so people can still use one another as resources.

Repeat Important Announcements

Your remote employees will not be in the break room hearing about everything that's happening in the office. You need to keep them informed of any ongoing developments with the business or other major announcements.

Seek Feedback

You should always try to get feedback from your remote and in-office team members so you can make necessary adjustments. The experience needs to work for all of your employees, so feedback is critical.

By putting some of these tactics into action, your hybrid team will be working more cooperatively and efficiently than ever before.



Laurel Farrer is the president of the Remote Work Association and CEO of Distribute Consulting. She specializes in advocating for the impact of workplace transformation on corporate and economic growth.

The T. Daniels Difference



For over 27 years, T. Daniels Consulting has provided Small and Medium sized organizations with excellent customer service. Our Microsoft Certified Professionals and Engineers have an average 15 years' experience benefiting you by fixing problems quickly and correctly the first time. No other competitor comes close to our level of knowledge, experience and professionalism. We are continuously adding new and improved services to meet your ongoing needs. We never stop improving. That is the **T. Daniels Difference**. Thanks to all of our customers for making us one of Michigan's fastest growing IT consulting and service companies.

■ 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 meetings 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 screens and so much more to keep you on track.

