

## JFF... (Just For Fun)

### Are You a Technology Addict?

Warning: Before you read this article, be sure to read the cartoon first.

Ok now, that you've read it, we ask: Are you a digital addict? Do you sleep with your phone on your nightstand so that you can check it just before going to bed and immediately when you wake up? Do you check your email every time you hear the sound indicating you received a new message? Are you frequently using your phone during social situations or when you're with family? Do you feel naked when you discover your left your home without your smartphone? If so, then you may have a problem.



*"Forgot the water, I need something more important. I need a cell phone and a laptop!"*

Spend a few minutes on the Internet and you can find a wealth of articles about digital addiction, attachment or whatever name you like to give it. So many of us are attached to our smartphones, but we don't recognize our addiction until we don't have it. So, how do you deal with this digital addiction?

First, create boundaries. Designate a time to check in—whether it's your phone or your email—and stick to it. To help maintain those boundaries, you can put your phone on silent when you need to focus on work or spend time with your family and friends. For both your phone and email, stop alert notifications. For most phones, notifications can be changed in the Settings option. You can do this in Outlook under File, Options, Mail, under the Message Arrival section.



Next, use the "out of sight, out of mind" trick. If you're working on an important proposal, minimize or preferably close all other applications to limit distractions. Word on the Mac has a "Focus" view that blacks out everything on the screen except the document you're actively working on. During family time or hanging out with friends, put your cell phone someplace where you won't hear or see it.

Finally, give full detox a try. Go for a day or a weekend without your phone, tablet or computer. Go for a drive and just look out the window. Read a book or play a game with your kids. We promise the world won't end! If you need something to get you motivated, celebrate **National Day of Unplugging** that starts at sundown on March 6<sup>th</sup>. Technology is a wonderful tool; be sure to use it wisely and enjoy life.



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## Surfing at Work is No Laughing Matter

Businesses have always provided employees tools needed to get work done—telephones, company cars, photocopiers, computers, etc.. Sadly, some employees have taken personal advantage. With computer technology and Internet access a requisite today, employees waste a lot of productive business time surfing the Internet. Research shows:

- Up to 40% of Internet use in the workplace is not business related
- 70% of all internet porn traffic occurs between 9am-5pm
- 37% of workers report personal web surfing constantly during work hours

Organizations that let this happen suffer:

- Time and productivity losses
- Bandwidth constraints
- Security risks
- Legal repercussions
- Potential to reveal proprietary information

So, what should a leader do to address this issue? IT Radix recommends that organizations consider employing Internet monitoring software. This software should be viewed as just another facet of a larger security discipline which includes everything from anti-virus protection, firewall implementation, encrypted email and asset tracking. IT Radix offers a number of solutions, including an affordable package that can monitor all email and IM sessions, track and filter web usage, log user keystrokes, supervise program/application use and capture screenshots.



“It keeps people from surfing all day.”

Putting this monitoring software in place can also lead to other benefits that one might not expect such as identifying best practices in working with some applications or in identifying the highly productive employee already working according to set policies.

We recommend the following policies when using this type of software:

- **Candor** – We highly recommend that employees be informed of the use of these programs. An open, honest approach to all will achieve better results.
- **Filter** – They say locks are made to keep honest people honest. Similarly, it is best to be proactive in filtering/blocking inappropriate or undesirable sites.
- **Measure** – Check reports regularly to identify potential problems early. Once a problem is identified, often a simple email to staff rectifies the problem.

Today’s business world necessitates a proactive approach to technology security, and that includes employee monitoring software. The most immediate benefits will be in the area of increased productivity but other areas such as security policy compliance assurance, legal compliance, and improved network and bandwidth management benefit as well. To learn more, please reach out to us anytime.

## Working Remotely

As the winter is in full swing, we’re all probably dreaming of warm and sunny islands and wishing we could work from there remotely. These days, the possibility exists, and the real question is how to do it best.

When clients tell us they want to work remotely, we always have to ask “What do you want to do?” There are many options out there and we strive to select the one that will best meet your needs. The options include cloud file sharing, VPN, in-house terminal servers, remote desktops, cloud servers and more. As you can see, with all these choices it’s important to select the solution or solutions that will deliver the most “bang for your buck.” Some solutions such as cloud file sharing may limit your capabilities; whereas, solutions such as cloud or terminal servers offer the ability to do anything you could do in the office with few limitations.

It’s also important to understand what resources will be available when you’re working remotely. For example, if you are always working from a remote office, fast



“Any problem working remotely?”

(Continued on page 3)

### OUR CLIENTS SPEAK OUT:

### THE BUZZ

*“What do I like about IT Radix? Reliability! Here’s a recent example. We had a serious technical problem that required working with outside technicians to upgrade our software and ‘go live’ before Monday. IT Radix was there for us from the ‘get go,’ working with the outside technicians and keeping us informed of progress made **throughout the weekend**. Their technical knowledge and concern for keeping us informed made the crisis much easier to handle. We were up and running on Monday!”*

Maru Pineiro - Emmet & Company, Inc.

## Working Remotely

*(continued from page 2)*

Internet access and traditional desktop or laptop machines will likely be readily available. If you're traveling via air a lot, you might prefer a tablet or ultra-book for remote access and use offline. Or, if you're in a remote area with only dial-up (yes, dial up) as some of our clients actually experience, being able to work offline becomes critical.

Sometimes, a combination of solutions offers the most flexibility and ensures your greatest productivity. For example, I prefer to work on a laptop or a fully-functional tablet running Windows 8 when in transit. This solution offers me the most functionality in an offline situation such as on a plane. I can review and respond to email and/or create and edit files without Internet access. However, if I wish to generate a proposal, I need access to our quoting software which means, at a minimum, I need Internet access to use my remote desktop or terminal server.

Confused by all these choices and options? Give us a call and we'll be happy to review your needs and recommend a solution to let you work remotely from an island in the Caribbean or from your home office.

Proudly folded & stuffed by Park Lake School

## SPECIAL OFFER

### Fun Technology

Sign up for a year of IT Radix Managed Services during the months of **January, February** and **March**, and receive a Kindle Fire!

All three plans are eligible:  
**Capstone, Cornerstone, Keystone**

Visit [www.it-radix.com](http://www.it-radix.com) to learn more about what's included in each of these proactive maintenance plans. Call **IT Radix** today to learn more!

## Social Media: Say What?!?!?

Social Media expert, **Patricia Singer**, of Follow Me Social Media Consulting, shares some helpful advice when posting online that can greatly impact your next job hunt.

More and more we are hearing about how employers and not hiring people based upon information and pictures they have seen on the Internet. You know those pictures...from that party...with those crazy people. Or, how about that Twitter rampage you went on about a political figure or religious belief?

Social media is now one of the sources employers are checking when it comes to vetting a prospective employee. Your resume and references are not the only information on you. LinkedIn, Facebook, Twitter, Instagram and other social media sites are showing employers all they need to know about you. It is almost a version of "reading between the lines" of your resume.

You need to be very careful about who you connect with and what you share on social media. You also need to be careful about what your friends and acquaintances are saying about you. You may interview like a champ, but if your online presence speaks differently about you, it could be the thing that either makes or breaks your job search.

Recently, *The New York Times* reported about a Texas teen who was fired from a pizza shop because she used profanity on Twitter when complaining about her new job. Now, being fired as a teen from a pizza place is not a big deal, right? However, now *The New York Times* has written an article about her! How long do you think THAT will stay with her?

Posting pictures of partying all weekend and bragging about how late you were out and how much you drank and then calling in "sick" on Monday will also not fare well with your employer. Oh! You're not friends with your employer on Facebook or Instagram? Well, a bunch of people you know and/or follow may be! One share or re-tweet could land you in hot water!

Please be careful with your online presence. Every so often do a Google search on yourself and see what turns up. On social media sites, think before you post. Would you want your Grandmother to know or see that? If the answer is "no," then don't post it. Don't share it with the world. We are all watching!

## Thanks for the referrals!

Referrals are the best form of compliment! We would like to thank the following for referring us to their friends and colleagues:

Kim from Davenport & Associates  
Ron from Montville Executive Suites

Visit us at [www.it-radix.com](http://www.it-radix.com) to learn more about our **Referral Rewards** Program!



*"I'm sorry, but I can't hire you. I typed your name in on a search engine, and lazy, selfish and unmotivated were the categories that came up."*

“Laughter adds richness, texture, and color to otherwise ordinary days.”

— Tim Hansel

## Just for Laughs!



**From the desk of:** Cathy Coloff

**Subject:** “To change the world we need to combine ancient wisdom with new technologies.”

— Paulo Cohelo



Paulo Cohelo is a favorite author of mine, and I really like this quote and the balance that it brings to mind. As someone who uses technology a lot, I try to be mindful about disconnecting from technology to enjoy time with my family, read a good book, or get outside for a few minutes. In other words, be mindful about celebrating “National Unplug Day” every day not just once a year.

At the same time, this quote references change which brings to mind another favorite quote, “Be the change you wish to see in the world” by Gandhi. When we help clients with their technology, it’s always my goal that we’re making their world better through technology—be it better communications through more reliable hosted email or enabling them to deliver their products and services more efficiently using software. Or, maybe it’s just solving a simple problem so they can move on with their day. Helping others has been around a long time, and that’s what we do with technology.

This newsletter closes out our “Just For Fun” theme, but it does not close the door on fun at IT Radix. Did you know, the week of April 1<sup>st</sup> is **Laugh at Work Week**? I’m sure jokes, pranks and laughter will abound at the office, but I hope they don’t stop there. I wish the same for you. Laugh and enjoy!

## BTW, It’s All About the Speed

No, mom, LOL does not mean “lots of love!” Oops, my bad! When you have teenagers at home, it’s important to keep up with the lingo.

A teen’s world revolves around text messaging—the act of composing and sending brief, electronic messages between mobile phones or portable devices over a phone network. The term originally referred to messages sent using the Short Message Service (SMS). It has grown to include messages containing image, video, and sound content (known as MMS messages).

In today’s fast-paced technology world, quick communication trends are popular and have made its way into the business realm. In addition to texting, it has spilled over to desktop messaging (e.g., Instant Messenger) and email. Communication is kept “short and sweet,” saving both time and effort. Shorthand expressions and the removal of capitalization and punctuation are common. Abbreviation shortcuts save keystrokes (e.g., ty = thank you). Even emotion can be conveyed (e.g., OMG = oh my goodness!). Handheld text messaging is even more abbreviated to accommodate thumb typing. These abbreviations abound in all areas where short, concise information is exchanged.

What would your English teacher say about all this? Young and old alike take shortcuts when sending text messages. Recent studies show that texting may lead to bad grammar. No big surprise here! The big question is how this will impact acceptable business communications in the future. What will the future hold? idk



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www.glasbergen.com  
“My teacher isn’t qualified to teach spelling!  
She spells U ‘y-o-u’. She spells BRB ‘r-e-t-u-r-n’.  
She spells BFN ‘g-o-o-d-b-y-e’...”



### Geeky One Liners

- If u c4n r34d th1s u r34lly n33d t0 g37 4 l1f3.
- If a train station is where the train stops, what is a work station?
- I haven’t lost my mind; it’s backed up online somewhere.
- I hit the CTRL key but I’m still not in control!
- No matter how much data you add to your laptop, it will not get heavier.
- CAPS LOCK – Preventing Login Since 1980.
- It’s not a bug; it’s an undocumented feature.
- Owners of digital watches: Your days are numbered!