

INSIDE THIS ISSUE

How To Safely Share Passwords With Employees • P. 1

What Every Small-Business Owner Must Know About Protecting And Preserving Their Company's Critical Data And Computer Systems • P. 2

Want To Become A Better Leader? • P. 4

JOIN THE 7 FIGURE ACADEMY




By Mark Anthony

Most business owners have a difficult time stepping away from their work. They want to profit as much as possible, which means they believe they must give all of their time, effort and attention to the business. But what if you could run a profitable business without sacrificing everything else? In *Join The 7 Figure Club* by Mark Anthony, you'll learn how to increase sales, improve staff accountability, devise ways to reclaim your free time and much more. Anthony offers practical advice for readers and shares the seven pillars of a thriving business. If you're ready to take your business to the next level, add *Join The 7 Figure Club* to your reading list.

EXPERIENCE FEWER ERRORS WITH NEW HIRES

By Refining Your Onboarding Process



Onboarding is an essential part of the hiring process. While interviewing allows you to select the right person for your open position, onboarding gives you an opportunity to train them before they start their day-to-day responsibilities. This is your chance to set them up for success. If you haven't already done so, document the tasks for every position in your company in the coming weeks. Speak with the person currently in that role to ensure you don't miss any critical functions. This will give you a great start for a flawless onboarding system. From there, you can document any questions or concerns that arise in future onboarding sessions to cover any holes. With time, your onboarding process will soon run itself!

WANT TO BECOME A BETTER LEADER?

Learn How To Manage Yourself First



Every business owner and leader wants to lead and inspire their team effectively, but this is easier said than done. You're going to face challenges within your business that will put your mettle to the test. Many of these obstacles will stem from your team as you learn to manage different personalities and overcome communication barriers. If you want to lead your team properly, you must take a step back and focus on yourself first.

Many employees look to their leaders for support, encouragement and guidance. As their leader, you have to remember you are setting an example for your team, so you must stay aware of every action you take. Pay attention to how you talk to people and how you're spending your time while at work. You should be acting in the same manner you would expect from every other member of your team. If you're not, it's time to make some adjustments. Your business's success and your employees' behavior begins and ends with you. Become the leader you would want to work for, and your employees will respond positively.

Is It Time For A Vacation From Work?

Business leaders want their companies to be profitable and often dedicate hours of overtime every week to ensure everything

runs smoothly. While this might give your business a boost, it can be damaging to your mental health. Many leaders have a hard time taking a break from their business and end up burning out before reaching the pinnacle of success. Don't fall into this trap.

Here are a few warning signs to pay attention to that tell you it's time to take a break from work.

- **You feel anxious or nauseous every morning before work.** Your body will tell you when it needs a break. Listen to it!
- **You make careless mistakes.** Overworking ourselves can take away from our focus, which causes us to make mistakes we wouldn't normally make.
- **Your motivation has vanished.** If you feel like you have to force yourself through the motions at work, it's likely time for a vacation.

Connectability Corner

PUTTING THE PIECES TOGETHER.

Powered by: Connectability


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


4 WAYS TO TAKE CONTROL OF YOUR SCHEDULE

Every day is busy for those who lead or own a business, but you must stay organized and stick to your schedule to ensure everything gets completed. This is a difficult task for many business leaders, though. Little distractions can cause us to procrastinate and get behind on our work, making for long workdays. If you find yourself struggling to stay on schedule, give some of the following tips a try.

- Set deadlines for every important task.
- Turn off app notifications on your phone so your attention stays on your work.
- Delegate tasks to others if you feel overwhelmed.
- Keep your workspace clean.

This monthly publication is provided courtesy of Ted Shafran, President of Connectability.





HOW TO SAFELY SHARE PASSWORDS WITH EMPLOYEES

If you ask a security professional, you get by-the-book advice about sharing passwords: "Don't share passwords." But we know, in reality, that doesn't work. Your office might be sharing a single password for apps like SurveyMonkey right now to save cash on buying additional users, and some social media accounts don't even give you the option to have multiple log-ins.

Sharing passwords in your office is sometimes necessary for collaboration, and the best way to do this is by using a password manager. Affordable (some platforms even offer free versions), layered with security and simple to use, password managers are the safest and easiest way to store and share your company's private passwords.

Reasons You Would Need To Share Your Passwords

Shared accounts are the biggest reason

businesses share passwords, whether their employees work from a physical office or at home. It improves collaboration and makes employees' jobs a lot easier.

Medical leaves, turnover, vacations and "Bob isn't coming in because he ate bad fish last night but has our Amazon log-in" are other reasons passwords get handed around like a plate of turkey at Thanksgiving dinner.

However, unsafe sharing habits will put your private passwords in the hands of greedy hackers, who can fetch a high price for your data in dark web markets. IBM Security reported that in 2022, 19% of all breaches were caused by stolen or compromised credentials.

So, how do you share passwords safely?

continued on page 2...

4 • Get More Free Tips, Tools And Services At Our Website: www.connectability.com • (416) 966-3306

Get More Free Tips, Tools And Services At Our Website: www.connectability.com • (416) 966-3306 • 1

...continued from cover

First, Avoid These Common Password-Sharing Mistakes

When it comes to password sharing, remember:

- 1. **Don't send passwords via email:** Email is the #1 target of hackers, and many email services aren't encrypted. Those that are encrypted are still risky because emails are stored in several servers on their way to or from your account. That means your email is sitting in a Sent folder, ripe for the taking by anyone who gets into your email account, encrypted or not.
- 2. **Never text or chat passwords:** Like emails, SMS messages or messaging apps like Slack aren't secure. Once a text is sent, it is available for anyone to see.
- 3. **Stay away from storing passwords using pen and paper and shared documents:** Sticky notes, memo pads, Google Docs – NEVER write down your passwords.
- 4. **Avoid the temptation to store passwords on your device:** If your device gets hacked, nothing stops that perp from taking every password you saved.

The Best Way To SAFELY Share And Store Your Passwords

We recommend using reliable password managers because they have multiple layers of encryption so only those with a key (your master password) can see it, AND they include more robust security and sharing features like:

“

IBM Security reported that in 2022, 19% of all breaches were caused by stolen or compromised credentials.

- **Zero-knowledge architecture:** Not even your password manager service can see the information you save in your vault.
- **Multifactor authentication (MFA):** For added log-in security.
- **Unique password generation:** Creates strong, random passwords to improve log-in security.
- **Fake log-in page warnings:** Warns you if a page is spoofed by hackers.
- **Breach or weak password notification:** Alerts you if one of your passwords was leaked or if your current password is weak.
- **Simple, secure built-in password sharing:** Some password managers let you choose which passwords your employees can see and keep others in a private vault. Others, like Keeper, let you share documents or records without exposing credentials.

To use password managers, you only need to remember one password – the master password. One downside is that whomever you share a

password with needs an account for the same service. However, most password managers have corporate accounts, so this shouldn't be a problem.

A Word To The Wise: Look out for password managers with a bad security track record, like LastPass, which was breached in 2022, 2021, 2016 and 2015.

Smart Businesses Use Password Managers

It's a good idea to avoid sharing passwords as much as possible, but when you have to, use a reliable password manager to ensure you have control over exactly who sees your credentials. Talk to your employees about safe password hygiene, host regular security-awareness training for employees and use MFA with every account. It's not just safe business – it's smart business. If you're not sure which password manager to use, give us a call and we'll get you set up with one.

Free Report Download:

What Every Small-Business Owner Must Know About Protecting And Preserving Their Company's Critical Data And Computer Systems

This report will outline in plain, non-technical English, common mistakes that many small business owners make with their computer network that cost them thousands in lost sales, productivity, and computer repair bills, as well as providing an easy, proven way to reduce or completely eliminate the financial expense and frustration of these oversights.

Download Your FREE Copy Today At www.connectability.com/protect



CARTOON OF THE MONTH

"SON, THERE'S THREE THINGS I WANT YOU TO NEVER FORGET...NEVER GIVE UP ON A DREAM...MARRY FOR LOVE...AND USE 8-DIGIT COMPLEX PASSWORDS!"

TECH CONNECT VIDEO SERIES:

Online Banking: Tips And Tricks To Keep Your Money Safe



Online banking is widely used by business people and it's easy to see why. It's simple to use, and offers a convenient way to make deposits, transfer funds, pay bills, and review your transactions, all without standing in line at a bank. And while there are lots of benefits, there are also a fair share of drawbacks. The biggest concern, as usual, is security.

Watch this video NOW to discover how you can secure your business, and your bank account, from cybercriminals working diligently to steal your hard earned cash.

This video provides six best practices around banking online safely. You can apply these tips and tricks to your business to reduce your chances of a security breach and financial loss. To watch, go to <https://bit.ly/3TcBqw9>.

MONTHLY CHARITY DONATION

This month we will be donating to the Children's Wish Foundation of Canada.

Founded in 1985, Children's Wish Foundation is a charity committed to granting wishes to Canadian children who are diagnosed with a life-threatening illness. Children's Wish Foundation of Canada is the largest and only all-Canadian charity and has granted more than 25,000 children and their families with their wishes.

There are offices and staff in every province, and every family has a dedicated Wish Coordinator, who can accomplish the wish to meet the needs of the child and their family. The Children's Wish Foundation enhances the quality of life for children between the ages 3-17, and their families, by making their heartfelt wish come true and creating hope and happiness.

If you want to contribute to the Children's Wish Foundation of Canada, we would love your help! Email: info@connectability.com or call (416) 966-3306.



SHINY NEW GADGET OF THE MONTH

The Nuzzle Pillow



Nobody likes waking up in the middle of the night because of an uncomfortable pillow. Sometimes, your pillow gets too hot, and you have to flip it over to the cooler side, while other times it's gone flat and requires a quick re-fluff before you can get comfortable again. With the Nuzzle pillow, you don't have to worry about either problem.

Using fabric developed for NASA space suits, these pillows remain cool on the hottest nights. The Nuzzle pillow is made up of Nanocoil gel fibers that help it retain its shape while keeping your neck and head supported throughout the night. If you're ready for a better night's rest, try the Nuzzle pillow today!