# The Tech Chronicle

20:20 Project Management
By Tony Marks

Every professional knows what it's like to juggle projects, but when a project has an unclear direction, it can easily fall through the cracks. In *20:20 Project Management: How To Deliver On Time, On Budget And On Spec*, author Tony Marks gets into the nitty-gritty of managing projects. He looks at the "life cycle" of a project, why projects fail and what you can do to avoid project failure.
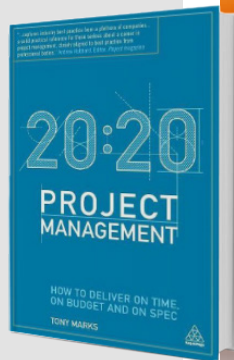
20:20 is perfect for anyone in project management or anyone who wants the tools to better work through any projects they have coming down the pipeline. Put an end to forgotten or incomplete projects!

December 2019

GRS
TECHNOLOGY SOLUTIONS

HAPPY HOLIDAYS

Cybercriminals Are Taking Aim At Your Business ... Is Your Network Protected?

Cybercriminals love to test your defenses. They love to see how far they can get into the networks of businesses all over the globe. Cybercriminals really love going after small businesses because they can all too often sneak onto a network, copy data and move on. Through the use of ransomware, they can hold your data hostage and refuse to cooperate until you pay them some amount of dollars – and if you don't pay up, they threaten to delete all your data.

But protecting yourself is not as hard as you might think. While cybercriminals and hackers are an everyday threat to businesses, you can take steps to significantly reduce that threat and take that target off your back.

The first thing you need to do is understand why cybercriminals target small businesses and what makes your particular business vulnerable. There are many things small businesses do and don't do that open them to attack and data theft. These may include not having enough (or any) security in place or not training employees on security protocols.

Realistically speaking, the biggest threat to your business does, in fact, come from your

... continued from cover

own employees. This doesn't mean they are intentionally harming your business or leaving your network exposed to outside threats. It means they don't have the proper training and knowledge to protect your business from a cyberthreat.

For instance, your team needs to be trained to use strong passwords, and those passwords *must* be changed periodically (every three months is a good rule of thumb). A lot of people push back on strong, complicated passwords or use the same password for everything, but this is just asking for trouble and should not be allowed at your company.

Once strong passwords are in place, enable two-factor authentication (2FA) on everything

> ## "You can take steps to significantly reduce that threat and take that target off your back."

you possibly can, from network access to every account you and your employees use. This is an additional layer of security on top of standard password protection. This feature is generally tied to a mobile number or secondary e-mail, or it may be in the form of a PIN. For example, when 2FA is enabled, after you've put in your password, you will be prompted for your PIN for the associated account.

Another thing you must do to get that target off your back is to get anti-malware software installed. Every workstation or device should have some form of this protection. Not sure what to use? This is when working with a dedicated IT company can come in handy. They can help you get the right software that will meet your specific needs without slowing you down. They will install software that is compatible with your PCs and other networked equipment. Plus, they will make sure anti-malware software is working and is regularly updated.

On top of this, you want to have an active firewall in place. Every business should have its network protected by a firewall; like anti-malware software, firewall security comes with a number of different settings, and you can customize it to fit the needs of your network. Firewalls help keep attackers and malicious software off your network. When paired with a good anti-malware software, your layers of security are multiplied. The more layers, the better protected you are.

Finally, with all of this in place, your employees need to know what it all means. Keep your team up-to-date on your business's security protocols. This includes items like your password policy, malware protection policy and proper e-mail and web-surfing etiquette. The bad guys are never going to stop attacking, but you have the power to protect your business from those attacks.

News to Share!

GRS Technology Solutions Partners with CyberSaint Security to Streamline CMMC Auditing and Certification Practice

GRS Technology Solutions has partnered with CyberSaint Security to leverage the CyberStrong integrated risk management solution for the upcoming Cybersecurity Maturity Model Certification (CMMC).

GRS has been helping contractors prepare for the CMMC and with the CyberStrong solution, they are able to deliver unprecedented time-to-value to their clients along with data-backed remediation plans to achieve tier-specific compliance.

7 Ways To Make Your Business Money While You Sleep

1. MAKE YOURSELF INTO A PRODUCT.

Position yourself as the authority in your niche. Develop products like videos or books that share your secrets of success. The beauty of a book is that, once the hard work is over – it's written, edited and published – you simply collect proceeds while you move on to your next project.

2. DO FEWER THINGS.

It's impossible to automate aspects of your business if you do everything personally. Train staff to handle certain aspects of your business and simplify your output. Identify strengths and streamline your offerings, focusing on the items that you can train your staff to replicate.

3. CREATE CONTINUITY.

Billing for each service or product you supply is volatile. Your revenue and your client's expenses vary wildly. By selling a subscription at a flat rate, you create reliable income and provide clients with predictable expenses. Both parties are invested in maximum efficiency – maximizing quality and minimizing hassle.

4. SELL YOUR SYSTEM CHEAP AND MAKE MONEY ON THE REFILLS.

We're talking here primarily about businesses that produce tangible goods. The best two examples of this model are printers and Keurig coffee makers. The devices themselves are relatively cheap. The profit is in cartridges of ink or individual coffee refills. If your machine makes a great cup of coffee or great quality copies, once consumers own the device, you're guaranteed continued business.

5. BECOME THE MIDDLEMAN.

Find a way to broker business and let other folks do the work for you. Becoming an Amazon affiliate is a great example. You link to their site, they sell, and you make money. There's also a fortune to be made in consolidating and coordinating the transportation of goods.

6. BECOME A TEACHER.

Find ways to teach other entrepreneurs how to acquire the skills necessary for opening their own business modeled on yours. Say you own a successful pizza shop. You could write a book or create a series of instructional videos on your family's recipes, or you could market a consumable version of your plan for opening a profitable pizza shop. You can even generate greater consumer awareness for your business.

7. BECOME AN INVESTOR.

Money makes money, but it's important that you're careful about how you invest as an entrepreneur. Here's my tip: look at your clients and assess their needs. Find a company that addresses those needs and invest there. Not only will you be forging a bond between your company and others that focuses on enhancing client relationships, but you also cement your position in your customers' minds as the business that caters to their desires. Once you've done the groundwork, you're the good guy who makes money without effort.

MIKE MICHALOWICZ (pronounced mi-KAL-o-wits) started his first business at the age of 24, moving his young family to the only safe place he could afford – a retirement building. With no experience, no contacts and no savings, he systematically bootstrapped a multimillion-dollar business. Then he did it again. And again. Now he is doing it for other entrepreneurs. Mike is the CEO of Provendus Group. He is also a former small-business columnist for The Wall Street Journal; *MSNBC's business makeover expert; a keynote speaker on entrepreneurship; and the author of the cult classic book* The Toilet Paper Entrepreneur. *His newest book,* The Pumpkin Plan*, has already been called "the next E-Myth!" For more information, visit www.mikemichalowicz.com.*

Who Wants to Win A $10 Starbucks Gift Card?

The winner will receive a $10 gift card to Starbucks and has to be the first person to correctly answer our quiz question.

When did the Liberty Bell get its name?

a) When it was made, in 1701

b) When it rang on July 4, 1776

c) In the 19th century, when it became a symbol of the abolition slavery

d) None of the above

Email Us Right Now!

newsletters@grstechnologysolutions.com

4 Ways Technology Can Improve Your Business

It boosts productivity. Technology like task management software can change how you work through a day. Everything is listed out, and you can check it off as you go. You can even make dependent tasks so tasks are automatically created for anyone who may be next in line to work on a project.

It's crucial to marketing. You need online and social media marketing. This is where people are. Understanding how social media marketing works can increase the number of people who know about your company, which increases your customer base.

It's essential for security. Technology and security go hand in hand. As your business relies more on technology, you need to rely more on security to protect your networked equipment, like all of your employees' PCs and your many servers.

You can't communicate without it. With things like e-mails, VoIP phone services, and direct messaging through social media sites, technology has made communication easier than ever. When you know how to use all these forms of communication, it puts you above the competition. *Pixel Productions Inc., 7/20/2019*

10 EASY WAYS TO DEFEAT STRESS AT WORK

1. Take a walk. A 15-minute walk will refresh your mind.

2. Work outside. Weather permitting, working in the sun can boost your mood.

3. Meditate. Use a meditation app like Calm or Headspace to lower blood pressure and de-stress.

4. Take deep breaths.

5. . Make a checklist Write it out and focus on one task at a time.

6. Talk to a friend. Have a conversation about a problem. Talking it out can change your perspective.

7. Watch an informative video. It can be on anything. Videos are a great distraction for 5-10 minutes.

8. Listen to soothing music

9. Take a 20-minute nap. Nothing does wonders for stress like a power nap — just be sure to set a timer!

10. Trust your instincts. If you feel you need a break, take it. Don't push yourself if it isn't necessary. *Small Business Trends, 7/19/2019*

SHINY NEW GADGET OF THE MONTH

Dyson Pure Hot + Cool Air Purifier

The Dyson Pure Hot + Cool Air Purifier takes air purification to the next level. It's a fan, space heater and air purifier all in one. It includes a HEPA filter that helps reduce allergens and pollutants as it quietly cycles air through your home or the room of your choice.

One of the best features of the air purifier is the ability to monitor your home's air quality in real time, and the information appears on an easy-to-read display. Through this display, you can actually see your home's air quality improve! On top of this, the air purifier is an Internet of Things device. Connect it to your WiFi and control it directly from your smartphone, or enable voice control through Amazon Alexa.

Help Us "Hook" Some More Clients Like You & Get Rewarded!

We've decided to start a special rewards program for the clients we value the most.

Here is the deal....
Refer clients to us and receive a $ 350 gift card to any place of your choosin' when your referral becomes a GRS client. Earn a $ 100 gift card when 3 or more referrals do business with GRS!

For more information, visit
www.grstechnologysolutions.com/referral-program
or call at 703.854.9559