

## What's New

Spring has sprung and with it comes an urge to complete cleaning tasks around the house – be sure to include your computer on that list!

A good place to start is with your back up program. Is it working well? Do you know how to restore files in the case of a loss? Do you even have a back up solution?

Our comprehensive cloud data back up solution starts at \$20 a month and will give you peace of mind that your data will always be safe – even if April showers rain on your device!

If you're not sure you have a robust plan in place, or you'd like to change or your review your current set up please reach out today to explore your options and learn more!

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### Our Mission

To enhance our customers quality of life and the health of their business.



It's nearly impossible to run a business in today's climate without using up-to-date technology. This doesn't necessarily mean bringing in the best computers, printers and other pieces of hardware needed to run a successful business. Instead, it means you should utilize the most current software and programs to ensure nothing falls through the cracks.

If you're just starting your own business, or even if you've been in business for years, it can be difficult to figure out what programs and websites will help you stay ahead of the pack. One of the biggest concerns that has plagued businesses lately is productivity. It can be difficult to ensure your employees are staying productive, especially if your business is operating remotely right now. Luckily, many apps and websites out there are designed to boost productivity in the workplace.

It can be difficult to figure out which apps and websites will work best for your business, so here is a list of the five excellent apps and websites that can help to boost employee productivity.

### *TimeCamp – Project Time Tracking*

TimeCamp, an incredibly useful productivity app, is able to track how much time your team is spending on any given project. It will provide a breakdown, showing specific apps and websites, so you can see where most of their time was spent. You'll also get analytics so you can determine how they are performing. TimeCamp will even assist with keeping your budget in check to ensure that no task or project goes over budget.

It's simple to use and comes with a ton of benefits.

### *Digital Assistants – Stay on Task*

While it would be nice for every employee to have an assistant, it's

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just not financially feasible. With the influx of technology over the last decade, nearly every person who works in your company has access to a digital assistant at all times. Siri, Cortana, Alexa and Google Assistant all exist to help you and your employees get through the day.

If you have employees who continually miss meetings or deadlines, have them set up reminders with their digital assistant. It can be as easy as saying, "Remind me that I have a meeting in three hours," and your digital assistant will remind you when it's time.

#### *Microsoft Teams – Communication*

If your company operates remotely, or if you have certain employees who aren't working in the office, how are you communicating with each other? Using e-mail can become tedious, and e-mails are frequently missed. Texting is also not the best option unless you supply everyone in your company with a mobile work phone. That's where Teams comes in.

Teams is a group-messaging system designed to increase productivity. This program will keep employees up-to-date on recent developments within the company. You can also create specific groups if you need to get a message out to a specific team or group of people. It's included in a variety of Microsoft 365 subscriptions (maybe even one you already have!) and has been a lifesaver for many companies during the pandemic.

#### *Asana – Project Management*

Asana is one of the best project management tools on

the market. With this program, you'll be able to plan projects way in advance and plot out what should be completed first. There are also messaging options for every task and project so you can keep your team informed of any developments or changes. If you're overseeing a team that is working on the same project, then Asana is a must-have for your company.

**"If you plan to grow your business until it's considered elite, you must make the necessary technological adjustments."**

#### *Microsoft 365 – Cohesion*

There are few things more frustrating than scheduling a meeting only to find out that you overbooked or the person you were supposed to meet with was double-booked. With Microsoft 365, you'll never run into this problem again. The calendar-sharing feature on Microsoft 365 allows you to see everyone's schedule so you can plan out meetings when everyone is free. You'll also have improved communication, secure cloud storage and automatic upgrades with Microsoft 365.

If you plan to grow your business until it's considered elite, you must make the necessary technological adjustments. If you're unsure about where to start, give these apps and websites a view. They could really bolster your productivity!

## Do You Safeguard Your Company's Data And Your Customers' Private Information BETTER Than Equifax, Yahoo and Target Did?

Let's be honest, the answer is probably no, which means you may be leaving yourself and your company open to massive liability including fines, lost business, lawsuits, theft and more.

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

Don't kid yourself. Cybercriminals and hackers are trying to steal your credentials—and once they have your password(s), it's only a matter of time before they can wreck havoc on your business, your professional and your personal life.

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

Our 100% FREE and 100% confidential, Dark Web Scan is your first line of defense. To receive your report in just 48 hours, visit the link below and provide us with your name and company e-mail address. Hopefully it will be clear and you can breathe easy!

If your company, your profits and your customers end up being at risk we can dig a little deeper to verify that you're protected.

Get your free Dark Web Scan TODAY at [www.ccmgtech.com/dark-web-scan](http://www.ccmgtech.com/dark-web-scan)

## 5 Tips to Keep Your Business Eco-Friendly

For years, “going green” has been a huge trend for businesses. We are sure to see this continue in 2022 so it’s important for entrepreneurs to consider the effect their businesses have on the environment. We’ve gathered five tips for ways that you can make your business environmentally sound.

1. *Account For, And Offset Your Carbon Use;* If you don’t know the carbon footprint of your business, you should take some time to figure it out. Once you know, you’ll need to make a consistent effort to offset it.
2. *Don’t Use Paper;* Most things you do in your business can be completed digitally now. Stop using paper for basic situations and let your computer do the work instead.
3. *Allow Employees To Work Remotely;* When your employees have to commute, emissions from their vehicles are harmful to air quality. If your employees can responsibly work from home, (and it makes sense for your business) let them.
4. *Perform An Audit;* It might be difficult to tell which practices are harmful to the environment, but it can help to perform an audit so you can pinpoint any waste management and consumption issues.
5. *Incentivize Environmentally Friendly Practices;* Give your employees even more of a reason to be environmentally conscious! Encourage and reward them for their eco-conscious efforts.

# Remote Work Is No Joke



Not long ago, I read an article in The New York Times titled *We’re Kidding Ourselves That Workers Perform Well From Home*, which I felt urgently needed a counterpoint. The article discussed the Houston-based law firm Ahmad, Zavitsanos, Anaipakos, Alavi & Mensing as they navigated the pandemic, avoided layoffs and achieved their best year on record. It’s an inspiring story, and I don’t mean to take any credit away from it.

That being said, the heart of the story is that Zavitsanos attributed the success of his business to when his colleagues returned to the office during the pandemic. He stated that “ambitious lawyers at firms like ours simply couldn’t thrive in a virtual setting.” That’s true for your firm, but I fear your case might scare off leaders who are considering a more flexible work arrangement for their workforces.

I want you to consider the alternative experience that my company, ghSMART, saw when we offered flexible and remote work before and during the pandemic; we produced similar results! At ghSMART, every employee has worked from home since day one, and we have never doubted that ambitious professionals can function with remote and flexible work.

At ghSMART, we achieved record revenue and profits throughout the

pandemic, completing a 10-year average annual revenue growth of 21% and profit growth of 24%. Client-satisfaction metrics reached all-time highs. Our clients are board members and CEOs of some of the largest companies in the world, as well as government leaders and private equity investors of the largest funds.

If you think a remote firm can’t build a successful culture, you’d be wrong. ghSMART recently won an award for being the best management consulting firm to work for. This was out of 100,000 firms and was based on overall employee satisfaction. We also hold a Glassdoor culture rating of 4.9 out of 5, which is #1 in our industry.

You’d also be mistaken if you thought a remote firm would struggle to attract top-tier talent. We have four New York Times best-selling authors and two Rhodes Scholars – and many of our colleagues have performed at the top of their peer groups. It’s clear that you can attract and retain top talent at a remote firm.

For the leaders of those organizations who are considering flexible and remote work, I say give it a chance. It offers a level of freedom and flexibility your employees will be incredibly grateful for, and you may even see an uptick in productivity.



*Dr. Geoff Smart is the chairman and founder of ghSMART, a leadership consulting firm that exists to help leaders amplify their positive impact on the world. Dr. Smart and his firm have published multiple New York Times best-sellers. He stays active in his community and has advised many government officials.*