

The AvTek Chronicle



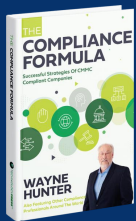
What's New



Wayne went to Boot Camp in Nashville last week and was able to catch up with the Sharks from Shark Tank!

Compliance-as-a-Service

"Our Compliance-as-a-Service solution can help your business achieve and maintain its data security requirements, help streamline the ongoing compliance processes, and stay up-to-date with the complex and evolving data protection laws and regulations worldwide."



See PAGE 4 for a sneak peek of my new book **THE COMPLIANCE FORMULA**, available now on Amazon!

May 2023



Wayne Hunter is the President and CEO of AvTek Solutions, Inc. where he concentrates his efforts on providing the best solution to customers. Wayne has over 30 years of experience in Information Technology, focusing on implementing storage and data systems, IT management, and systems integration.

Wayne is passionate about solving IT problems and affecting positive change for customers. He is especially proud of AvTek's reputation of trust that has been established with customers over the last decade.



Get More Done In Less Time

Tech Tips To Improve Productivity And Focus

Technology has become essential to our society. We use it for nearly every aspect of our lives, from entertainment to personal security. Unfortunately, it's not all good, and over time, many of us have developed some negative tech habits. When we're supposed to work or stay productive, we might turn to our phones or tablets and scroll through social media or the news. There's no better time than the present to shake these harmful habits so we can become more productive. The good news is that technology can actually help improve our overall productivity.

The pandemic forced many of us to start working remotely or in a hybrid environment, which makes it even more important for us to use technology to stay focused and productive. Technology does not have to be a distraction: it can help us stay on task and achieve our goals. Below, you'll find a few ways to use technology to improve productivity.

Cleaning Up Your Digital Space

For many of us, our workdays revolve around our electronic devices. We spend nearly eight hours each day bouncing from our computers to our cell phones, trying to stay in touch with everyone while keeping up with our workload. Over time, our digital areas can become cluttered with unnecessary documents, e-mails and other information.

Take time to review and reorganize your computer's desktop, smartphone's home screen, e-mail inbox and cloud storage accounts. Delete any unnecessary files, e-mails and apps you no longer need. By doing this, you'll have an easier time navigating through your digital space and locating necessary documents when they're needed. Using Time-Tracking And Focus Apps time can easily slip away from us if we're not paying close attention. We've all gotten lost in a project or task

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spent way too much time on it. One of the best ways to stay focused and productive is to track your time. Many apps are available that help you do this, including Toggl, RescueTime and Harvest. These apps allow you to track how much time you spend on specific tasks and can help you identify where you might be wasting time. By tracking your time, you can make adjustments to your schedule and ensure you're making the most of your hours.

Focus apps like Freedom, Cold Turkey and Self Control can also help you stay productive, as they'll ensure you aren't wasting your time on social media or other websites that take you away from your work. These apps allow you to block access to certain websites or apps for a specified amount of time. In fact, using a focus app is one of the best ways to remove distractions from your workday.

Automating When Possible

Automation has truly revolutionized the way many businesses operate. You can use automation for e-mail communication, marketing efforts, data collection and so much more. Introducing automation to your business can help streamline repetitive, time-consuming tasks that previously had to be done manually. By automating various processes and functions, you'll free up more time for your employees to focus on higher-level tasks and improve their productivity. Automated systems are also less prone to errors than human beings, so you won't have to spend as much time going back through your work to fix simple mistakes. Automation improves productivity by reducing the time, effort and resources needed to complete a task, while providing valuable data insights.

“Technology does not have to be a distraction: it can help us stay on task and achieve our goals.”

Strengthening Your Cyber Security Practices

A successful cyber-attack can completely dismantle your business. It can take days, weeks or even months to recover from a cyber-attack, which can put an end to your hopes of improving productivity. Cyberbreaches, such as malware infections or ransomware attacks, can cause significant downtime for any business. Employees may be unable to access necessary files or systems, leading to delays in work and missed deadlines. Just the risk of a cyber-attack can take you away from your work, as you may constantly worry about the security of your systems or the safety of personal data. When it comes to improving cyber security practices, you must be proactive. Don't wait until a cyber-attack has already occurred; start boosting your cyber security practices as soon as possible.

Improving focus and productivity is not something that happens on its own. It takes time, effort and dedication to make a change that has an impact on your work style. Stop using technology as a distraction and find ways to use it to improve productivity and focus.

FortiGate Next-Generation Firewalls

FortiGate Next-Generation Firewalls deliver seamless AI/ML-powered security and networking convergence over a single operating system (FortiOS) and across any form factor. This includes hardware appliances, virtual machines, and SASE services.

FortiGate NGFWs offer:

- **Powerful security and networking convergence.** Secure networking services like SD-WAN, ZTNA, and SSL decryption are included - no need for extra licensing.
- **Best price-per-performance.** Our unique ASIC architecture delivers the highest ROI plus hyperscale support and ultra-low latency.
- **AI/ML-powered threat protection.** Multiple AI/ML-powered security services stop advanced threats and prevent business disruptions.

Download the report to learn more about Fortinet's position as a Leader.

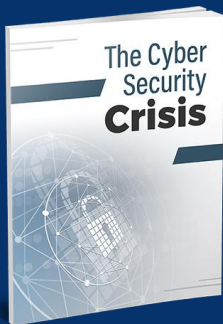
[Free Report here](#)

It's Time For A Refresh!

4 Cyber Security Trainings To Do With All Employees

Did you know that human error accounts for 95% of all successful cyber-attacks? When a cybercriminal is planning an attack, they look for weak points within a company's cyber security plan. The easiest spot for hackers to exploit is a company's employees. New cyberthreats are created on a consistent basis, and it's important that your employees know what to do when they encounter a potential threat. If your employees are not routinely participating in cyber security trainings, your business could be at risk, regardless of size.

Every single one of your employees should be familiar with your cyber security practices. When they're hired on, they should go through an initial training that lays out all of your practices, and they should also participate in refresher trainings throughout the year to ensure that the entire team is on the same page with cyber security. At the very least, you should host at least one security training annually. If you've never put together a cyber security training, you may be wondering what topics you need to cover with your team. Below, you will find four of the most important topics to cover.



The Cyber Security Crisis Urgent And Critical Protections Every Business Must Have In Place NOW To Protect Their Bank Accounts, Client Data, Confidential Information And Reputation From The Tsunami Of Cybercrime

Get your copy here:
<https://www.avteksolutions.com/>

Responsibility For Company Data

This is your opportunity to explain to your employees why cyber security is so important. They need to understand why cybercriminals are interested in your company's data and what they could potentially do with it. Everyone on your team has a legal and regulatory obligation to protect the privacy of your company's information. When discussing this topic with your team, it's imperative that they know the ramifications of falling victim to a cyber security threat.

Internet Usage

Does your company have restrictions on what websites your employees can use while at work? If not, that's something you should look into. Every device that's used by your employees should have safe browsing software downloaded onto it to prevent them from stumbling upon dangerous sites that could put your company's data at risk. Your employees should know what sites are acceptable to use and that they should not be accessing their personal accounts while connected to your company's network. They should never click on links that are sent from an anonymous source or are found on an unapproved website.

E-mail

If your employees utilize e-mail while at work, it's important that they know which e-mails are safe to open. Employees should not respond to e-mails that are from people they aren't familiar with, as that could be a cybercriminal attempting to gain access to your company's data. Employees should only accept and open e-mails that they are expecting or that come from a familiar e-mail address.



Protecting Their Computers

If your employees have their own personal computers, they should be doing everything in their power to keep them protected. Whenever they walk away from their computer, they should make sure it's locked; they should also never leave their computer in an unsecure location. Also, ensure that your employees are backing up their data routinely and have downloaded necessary antivirus software.

It's of the utmost importance that your team has been fully trained in your cyber security practices. If they haven't, they could open your business up to all sorts of cyber-attacks that will damage your company's reputation from a customer perspective. Your business will also no longer be compliant, and insurance companies may not cover your claims if your team is not participating in regular training.

Ensuring that your team is aware of your cyber security practices and actively taking steps to strengthen your cyber security is the best way to stay compliant and prevent cyber-attacks. If your team is not regularly going through cyber security training, you need to start. It will offer more protection to your business, which will make your customers more comfortable doing business with your company.

Conquering Your To-Do List 2 Reasons You're Not Making Progress

Have you ever gone to work and felt like you couldn't get anything accomplished? It's a problem that regularly plagues business leaders. You have a list of projects you need to complete, but the end of the day arrives before you can even make a dent. It can be difficult to pinpoint exactly what's preventing you from accomplishing your tasks, but some common culprits exist.

Here, you'll find a few reasons why you can't get anything done at work and how to overcome them.

Out Of Sync Work-Life Balance

Working too much is bound to come back and haunt you. It might give you a substantial head start, but over time, you'll find difficulty focusing, and you may even experience the symptoms of burnout. Stop before it's too late and ensure you're giving yourself enough time to enjoy other aspects of your life.

Too Much On Your Plate

Many business leaders have a hard time passing off tasks to other employees, but it's imperative that you delegate less important projects to other employees. It's hard to maintain focus when you have too many things to do. Allow your team to take control of certain tasks so you can focus on what's most important.

How To Exceed Customer Expectations And Create Loyal Fans

Strong customer service is at the core of every successful business. There may be times when it feels like you can't please every customer or meet every expectation, but there are things you can do to create a better chance to wow your customers. Perform these strategies well enough, and you may create lifelong, loyal customers.

Personalizing The Experience

Don't treat every customer the same. Build and develop a relationship through your interactions.

Having Fun With Your Work

Customers do not want to be helped by someone who acts as if they hate their job. Try to have fun while you work, as it will create a more enjoyable experience for your customers and co-workers.

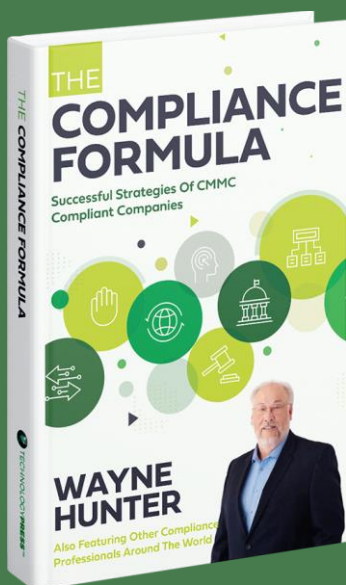
Underpromising And Overdelivering

Many businesses promise their customers the world but fail to live up to expectations. Promise what you know you can do. Anything extra will appear as a pleasant surprise to your customers.

The book is OUT NOW, and we'll give you over \$1000 in **FREE IT Consulting Services**, templates, resources, and information.

Go to https://www.avteksolutions.com/The_compliance_formula_pre/ for more details

The Compliance Formula: Successful Strategies Of CMMC Compliant Companies



The definitive guide to understanding and implementing CMMC: everything you need to know to win DoD contracts and squash your company's vulnerabilities from hackers, data theft, and ransomware.

You must make implementing CMMC a priority. Right now, crime organizations are paying up to \$90,000 a month plus full benefits to people who will hack into your business. Without CMMC compliance, you will lose DoD contracts, stunt future business growth, and risk your business survival. We've gathered 21 top CMMC compliance experts to help you figure out which level of CMMC compliance is right for you and provide a blueprint to make it easier to put these standards in place, so you can secure your company against criminals, win more business, and create a powerful, competitive advantage.

This Amazon Best Seller book titled The Compliance Formula...Successful Strategies Of CMMC Compliant Companies co-authored by Wayne Hunter gives businesses like yours the knowledge, strategies and action steps protect your business from hackers.

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