

CE BITS & BYTES

INSIDER TIPS TO MAKE YOUR BUSINESS RUN FASTER, EASIER, AND MORE PROFITABLY

JANUARY TECH TIP



Properly Deleting Apps And Accounts

You can't simply delete an app and have it disappear forever. To ensure the app stops collecting and sharing your data, you must deactivate or delete your account first.

Here's how to correctly delete apps:

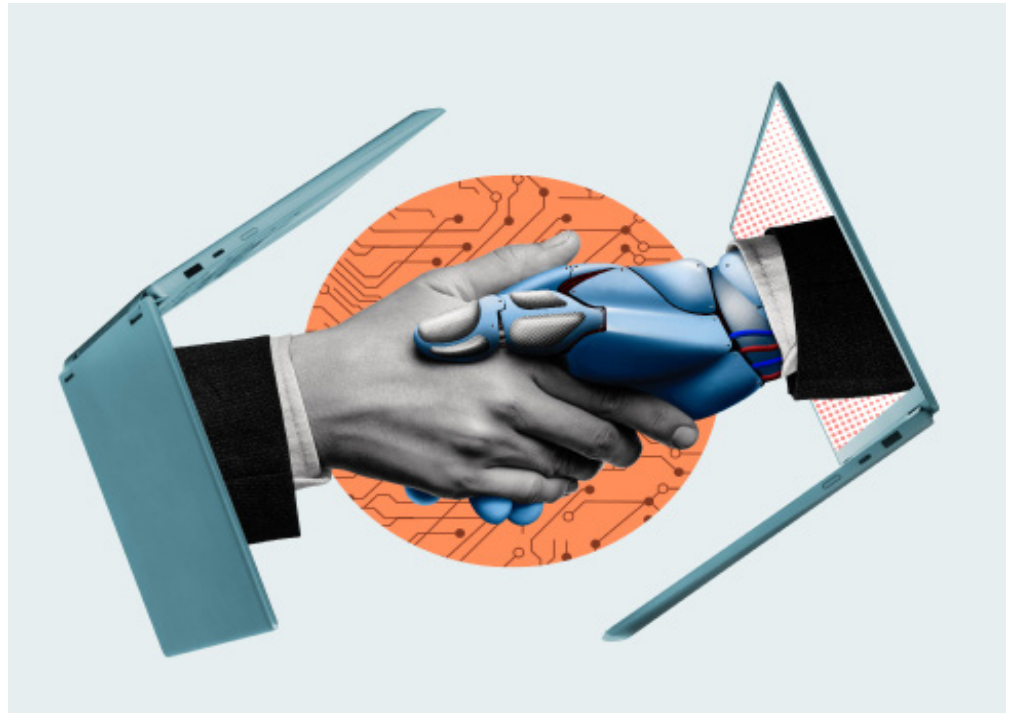
1. Log in to each app and find the page where you can delete your account. Sometimes, this can only be done from your web browser.

2. Delete or deactivate your account.

Once your account is deleted, you can delete the app on an iPhone by long-pressing the app and selecting Remove App -> Delete App -> Delete. For Android, hold down on the app and tap App Info -> Uninstall.

There's no reason for harmful or useless apps to take up space on your phone. A quick app audit can help you protect your data and keep only the apps that add value to your life.

585-441-0055



New Year, New Goals: How AI Can Help You Stick To Your Resolutions

January 1 is a fresh start for many – an opportunity to set exciting career or personal goals like getting a promotion or saving for that trip to Paris. Yet in 2024, only 30% of Americans set a New Year's resolution, says Pew Research. The 70% who didn't set goals cite breaking resolutions too easily, struggling to create meaningful goals or simply disliking the process. For those feeling that resolutions are often a losing game, AI-powered tools like chatbots and apps can help make this year different by helping you set resolutions that are practical and unique to you.

AI Is An Excellent Active Listener

For many people, traditional goal-setting feels static, nothing more than a conversation with ourselves that results in a sticky note on the bathroom mirror. In contrast, generative AI is interactive. It asks questions, rephrases ideas and can suggest new ideas based on input, mirroring the way humans engage in active listening. AI is also fast – it responds in real time, making it an ideal brainstorming partner.

AI is also highly customizable. Because it tailors recommendations to your inputs, it offers personalized

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plans for your goals based on your habits and preferences (but sensitive data should be avoided). AI can also help you set SMART goals – Specific, Measurable, Achievable, Relevant and Time-bound – making tracking progress easier and increasing your chances of success.

How To Write Your New Year's Prompt With AI

If you're ready to try using generative AI tools for your resolutions, start by crafting a clear, thoughtful prompt. Here are some prompting best practices to get you started:

1. Tell AI about yourself: You don't need to share your life's story, but

tell AI some goals you might like to achieve, your strengths and weaknesses and what you'd like help with. This context helps AI customize its ideas specifically to you.

Example Prompt: "Please help me create a New Year's resolution. Here is information about me that you can use to suggest helpful resolutions [insert your strengths, challenges, hopes, goals, etc.]..."

2. Define your focus areas. After introducing yourself, ask AI to suggest a list of five to ten New Year's resolutions. If you only want ones related to fitness or work, then say that. If you're open to other ideas, you can ask AI to think outside the box when coming up with suggestions.

Example Prompt: "With the information I gave you, please suggest a list of resolutions I may find useful this year relating to fitness and my career."

3. Review and refine AI suggestions: You can provide more information to AI and get different responses or ask it to change the wording or goal to match your needs.

Example Prompt: "Can you rewrite X resolution to be met within six months?" Or, "Can you adapt this resolution to focus on small business owners?"

4. Create SMART goals: Once you know your resolution(s), ask AI to create SMART goals to help you meet them!

Example Prompt: "Please suggest SMART goals to help me achieve my New Year's resolution."

5. Track progress: Once you have your resolution, you can even use AI-driven apps or features (like reminders in productivity apps) to stay accountable. Regular tracking helps you stick to your goals and makes progress visible, even with a simple check-in.

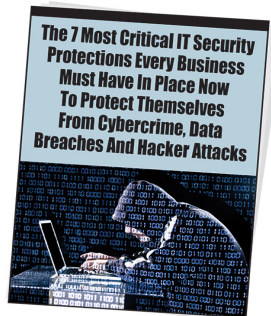
If you've never had success with New Year's resolutions or you want to shake things up this year, let AI help you create some of your best resolutions yet!

"The tech I worked with solved my problems within seconds! Very efficient!"

—Lynn Condello, Irondequoit Chiropractic

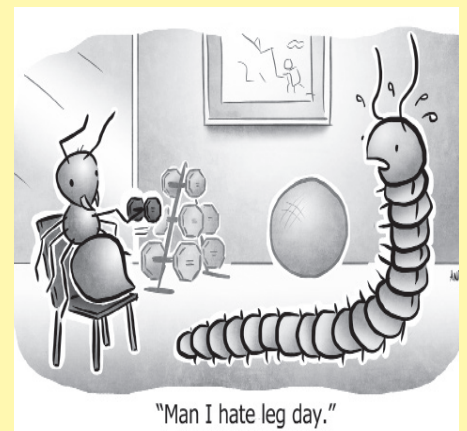
FREE REPORT: THE 7 MOST CRITICAL IT SECURITY PROTECTIONS TO PROTECT FROM CYBERCRIME, DATA BREACHES AND HACKER ATTACKS

Eighty-two thousand **NEW** malware threats are being released every day, and businesses (and their bank accounts) are the No. 1 target. To make matters worse, a data breach exposing client or patient information can quickly escalate into serious damage to reputation, fines, civil lawsuits and costly litigation. If you want to have any hope of avoiding a cyber-attack, you **MUST** read this report and act on the information we're providing.



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Cartoon of the Month



GADGET OF THE MONTH

The Coway Airmega Smart Air Purifier

The Coway Airmega 300S is a powerful air purifier built for large spaces, clearing up to 1,256 sq. ft. in just 30 minutes – perfect if you've got pets, allergies or just want fresher air. Its HyperCaptive Filtration System catches 99.999% of tiny particles like allergens and odors, making it great for both homes and offices. With the Coway loCare app, you can monitor indoor and outdoor air quality, schedule runtimes and control the purifier's settings, plus get handy alerts when it's time to change or clean filters. Smart features like Eco Mode, Smart Mode and a customizable timer (one, four or eight hours) make it energy-efficient and adaptable, so you get fresh air without fuss.



Apps You Should Take Off Your Phone Right Now

Between work, sports, school and family apps, our phones are jam-packed. Often with apps we rarely use. However, apps are more than clutter – they're data collectors. The more apps you have, the more vulnerable your data becomes, so it's critical to clear out apps that:

- You rarely use
- Came preinstalled but aren't necessary
- Duplicate the services of another apps
- Have questionable policies



Some apps, especially those linked to foreign data laws, are especially invasive. For instance, apps from China-based app developer ByteDance, such as TikTok, CapCut and Lemon8, track extensive details about you: your IP address, biometrics, the content of your messages (and exactly when you send and receive them), credit card numbers, the people and places in the background of your videos, all the information about the content you post and much more. Its data privacy is so bad that TikTok is banned in many countries and on government devices in several others, including the US, the European Union, Australia and Canada.

THE EMPLOYEE EXPERIENCE REVOLUTION



Today's employees desire more than a paycheck; they want purpose – a meaningful connection to their work that enriches their lives. As John DiJulius, speaker and author of *The Employee Experience Revolution*, puts it, "Work makes up a large part of nearly every human being's life. If we don't find value in what we do professionally, it will trickle into other areas of our lives."

Purpose-driven work not only increases engagement but also supports retention and well-being. At a recent industry conference, DiJulius explained three crucial elements in attracting and retaining rock-star employees: cultivating purpose, creating a memorable recruitment process and delivering a memorable onboarding experience.

The Power Of Purpose

To create a culture of purpose, trust and meaning, DiJulius says, "employers must make sure every employee understands how their job impacts customers' lives." This can be straightforward for customer-facing employees, but it's harder for those in less visible positions, such as warehouse or assembly-line roles, to make the customer service connection. Medical device company Medtronic does this through its annual gala, where all staff can meet the patients who benefit from their devices, reinforcing the real-world impact of their efforts. Find ways to cultivate these connections between your employees and those who benefit from their work.

Purpose also stems from who we work with. DiJulius reminds us, "Employees don't quit companies; they quit people." Today, hiring isn't about filling seats. It's an opportunity to welcome purpose-driven individuals who align with your mission into your company.

Creating A Recruitment Experience

An excellent recruitment experience, DiJulius says, takes steps to make what your company stands for overwhelmingly obvious.

It will either turn them on to your company or off – and that's the point.

"We are not for everyone, nor do we want to be," DiJulius says.

Use the interview process to scare away wrong-fit prospects, identify potential rock stars and make the potential rock stars want to pick YOU. Interview experiences should showcase what your company stands for. For example, greet candidates with a coffee, offer them a reserved parking spot and involve employees in the interview process. These details convey your company culture and help candidates feel like they belong.

Creating The Ultimate Onboarding Experience

The first day at a new job can either affirm a hire's decision or make them question it. Even for remote employees, purposeful introductions and engaging activities matter.

DiJulius offers onboarding best practices:

Reorientation: Hold regular orientations for all staff, connecting newcomers with current employees and updating them on any company changes.

Gamify The Experience: Send new hires on a gamified "quest" around the office or virtual workspace to learn important details. This will encourage relationship-building and ease the transition.

Stagger Training: Don't overwhelm new employees with too much information. Instead, provide need-to-know knowledge early, then gradually add professional development to support long-term growth and reduce burnout or boredom.

"Employees want purpose and a work culture where they feel welcome."

This year, prioritize creating an environment where employees find meaning, can engage fully and stay committed for the long term.



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Win a \$25 Gift Card!

Last month's Trivia question was **Q:** What does the ZIP in ZIP file mean? The answer was: **A.** Zigzag Insertion Point

You can be the Grand Prize Winner of this month's Trivia Challenge Quiz and get a \$25 gift card to Amazon. Just be the first person to answer this question correctly.

Q: While building magnetrons at MIT in the 1940s, Percy Spencer noticed a chocolate bar was melting in his pocket. Deeper investigation and exploration led to the invention of a household device – what was it? Spencer received no royalties for this invention, first marketed as the Radarange.

- A. Digital Antena
- B. Electric Oven
- C. GPS
- D. Microwave

Email your answer to jmorgan@cetechno.com

One winner per company per quarter

This Month's Cyberside Chat

FTC's New Click-To-Cancel Rule Coming This Year

Beginning as soon as March or April 2025, the FTC will enforce a new rule that requires businesses to make canceling a subscription to their product or service as easy as signing up. For example, a company can't force you to call a service agent on the phone to cancel a subscription if you signed up in 10 seconds using an online form. The rule also says that businesses must clearly outline the terms of their subscriptions and gain customer consent before accepting payment. It's about time!

Put Your Business On The Map

Apple Business Connect is a free tool for businesses to manage and update information across Apple Maps, Siri and Spotlight.

It enables businesses to control details like hours, contact information

and photos, create promotional "Showcases" and access insights on customer interactions, improving visibility and accuracy across all Apple device users. This free service puts your business on the map – literally – making it easier than ever for you to connect with customers.

"Money" Is The Most Dangerous Word In Your Inbox

Someone is after your money, and no, it's not your teenager. ZeroBounce, an e-mail company, pinpointed the most common words hackers use to trip you up. "Money" topped the charts as one of the most common and harmful words in hacker e-mails, with an 83.5% infection/damage rate. Other words to watch out for include "free," "income" and "investment." Always verify a sender before opening e-mails and look for red flags in e-mails.

Google "Unfiltered"



Google Image users are reporting a noticeable uptick in hyperrealistic AI-generated pictures in search results, right next to real ones. However, many of these images aren't labeled as AI-generated, leading to concerns about misinformation. For example, image searches of baby animals are rife with AI-generated images. Companies, including Google, are working on better ways to label AI-generated photos, but until then, pay attention when you're scrolling and verify images if you plan to reuse them.