

## Win a \$25 Gift Card!

The Grand Prize Winners of last month's Trivia Challenge Quiz were Gert Masline from Masline Electronics and Steve Rivers from Monroe Tractor. They were the first people to correctly answer last month's trivia question.

You can be the Grand Prize Winner of this month's Trivia Challenge Quiz! The first two people to correctly answer this month's trivia question will receive a \$25 Amazon gift card. *Please respond with your business email.\**

What is the most commonly used password?

- A. password
- B. 123456
- C. Google
- D. qwerty

Email your answer to [kaustin@cetechno.com](mailto:kaustin@cetechno.com), or call 585-441-0055!

*\*One winner per company per quarter*

## Start Investing Today With This 4-Step Process

Many of us are looking for a secondary source of income to supplement our lifestyles or support our families. Some have started working part-time jobs, while others have attempted to play the stock market to try striking it big. If you've attempted this yourself and felt confused, don't worry – you're not alone! Here's a four-step process you can utilize to invest in the right stocks for your situation.

### 1. Determine Investment Goals

Before investing, you must figure out what you want from your stocks. Do you want long-term gains or a quick turnaround? And how much are you willing to invest?

### 2. Research

Don't blindly buy stocks. Find companies that have a stable financial standing in a prosperous industry.

### 3. Diversify

Avoid putting all your eggs in one basket. Spread your investments across various businesses, industries and countries.

### 4. Monitor

Keep an eye on your stocks after you've invested in them. Pay attention to how the company is doing so you can determine the best time to sell.

### BUILDING BETTER CLIENT RELATIONSHIPS IN A REMOTE SETTING

Does your business operate remotely? Do you work with clients you've never met in person? If so, you might have wondered how you could build more meaningful long-term relationships with your clients. In most cases, it all boils down to



communication. Your clients want clear and consistent interactions with you and your team, so be transparent and upfront when talking with them. You should also find out how your client prefers to communicate. Some may exclusively want to talk through e-mail, while others might prefer text or phone calls.

If you really want to exceed your clients' expectations, be proactive. Don't wait for them to contact you for every little thing; reach out weekly or monthly to ensure you're meeting all of their needs. The most crucial aspect of communication is reliability. People want to work with someone they can trust and rely on. Don't give them a reason to doubt working with your business. By improving communication, you'll have a much easier time building strong, long-term relationships with your clients.

# CE BITS & BYTES

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

## WHAT'S NEW



## Celebrating 5 Years

We're lighting up the candles for Jake's 5th anniversary at CETech! Jake has been a cornerstone of our team, building our firewalls and leveraging his years of experience to keep our clients safe.

When Jake unplugs, he can be found either assembling gaming computers or fishing for bass.

Jake, here's to you and your five phenomenal years with us and to the many more that lie ahead. We're grateful to have you on our team!

**585-441-0055**



Help Your Business Thrive

WITH CO-MANAGED IT SERVICES

Over the past few years, awareness about IT services has significantly increased. Businesses of varying sizes recognize the need for and importance of utilizing IT services to protect sensitive data, keep day-to-day operations running smoothly, increase productivity throughout various departments, and stay up-to-date with the most recent technology trends. Without IT services, companies put themselves and their clients at risk. So, if you're looking to add these kinds of services to your business – or are in need of an update – you may wonder what your options are. When it comes to adding IT services to your business, there are essentially three main options.

### IT Services Providers Available For My Business

You could try incorporating new best IT practices yourself, but this will take you away from other projects, so it's best to turn to the professionals for what you need. One option that's becoming rare is hiring an in-house IT team. This allows you to have an IT professional or team working at your business on a daily basis. They can handle most minor tech issues in a timely manner and will always be available to answer questions. You'll also maintain control over the different practices, programs and protections that are in place.

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Another option is to hire a managed services provider. MSPs come with a host of benefits and take much of the stress out of your IT needs. MSPs can help your systems operate more efficiently, reduce costs related to managing IT software, improve your cyber security efforts and answer any questions you may have. MSPs are third-party companies that must adhere to certain industry standards, but they don't work directly out of your business. This means if you utilize MSP services, you will relinquish many of your IT decisions and responsibilities to the experts.

The final option is the best of both worlds, and it's called co-managed IT services. This option allows you to outsource some of your more critical IT functions while still maintaining an in-house team. You can have the outsourced IT service manage your network infrastructure, which ensures your routers, firewalls and other network devices continue to work correctly. With co-managed IT services, an MSP can manage and monitor your data backup and recovery solutions, cyber security practices and defenses, cloud management and optimization and even IT project management. They can be available at all hours of the day to offer support and guidance for any needs you may have. And you'll get to experience all these benefits while still maintaining an in-house IT department.

Your in-house team can handle all quick problems and offer immediate assistance while the MSP handles everything else.

**The Benefits Of Co-Managed IT**

Now that you're more familiar with co-managed IT services, you might wonder what the benefits are so you can determine if it's the right fit for your business. One of the first benefits is that co-managed IT can save businesses quite a bit of money. Maintaining a full in-house IT department or depending on an MSP for every IT need can get expensive. By outsourcing specific functions, you can lessen the number of people on your in-house IT team, and many MSPs provide differently priced packages depending on your company's needs. This will help you find the right balance that also fits your IT budget. You'll have more control and flexibility over your IT infrastructure as well, so you can choose who handles each responsibility and what functions the third-party team manages.

Another great benefit you'll gain from a co-managed IT service is a double layer of expertise and security. Not only will you have a team on the ground able to provide quick fixes to common problems, but you'll also have an MSP holding down your back line and ensuring everything else runs smoothly. Both your in-house and outsource team will have

**“With co-managed IT services, an MSP can manage and monitor your data backup and recovery solutions, cyber security practices and defenses, cloud management and optimization and even IT project management.”**

experience and knowledge to guide you through any dilemma that may arise.

No matter what the IT needs are for your business, there's an IT option that's bound to help your business find more success. We can help if you're still unsure which option is best for you and your business. Once your IT needs are met, you can focus your attention on the daily operations of your business and find new ways to become more profitable and efficient.

**“CETech Rocks! Thank you!”**

Kelly Hoalcraft  
Gavia Lifecare Center

**Cartoon of the Month**



"Hold it! That's not what they mean by 'reboot.'"

CartoonStock.com

**SHINY NEW GADGET OF THE MONTH**

**The Ring Battery Doorbell Plus**

Video doorbells are all the rage right now. They offer an extra layer of security while providing users with a constant video stream of their front door. The Ring Battery Doorbell Plus is an affordable option that competes with every other doorbell camera on the market. This video doorbell has 1080p HD video with enhanced HDR and color night vision, so you can get clear and detailed footage of the area around your door. Thanks to the camera's wide field of view, you can even spot packages on your doorstep. It provides you with customizable motion detection so you'll know whenever anyone approaches your door. It even comes with a rechargeable battery pack! If you've been waiting for the perfect video doorbell, this might be just what you're looking for.



**Time for a Rebrand?**

Have you ever considered rebranding your company? Maybe you've grown tired of the company logo or feel the current messaging doesn't match your practices. Maybe you feel that a quick change could boost your business.

Unfortunately, rebranding is not a quick process, so you must think thoroughly before making any changes. The goal of your rebrand should be to refresh your image while retaining the elements that initially brought you success. If you're considering rebranding, make decisions slowly. Some companies have spent millions of dollars only to choose a solution that alienated consumers. If you make this mistake and don't have the capital to revert to what worked, your business could be in trouble.



**Become Better at Hiring and Coaching**

**BY AVOIDING THESE 3 MISTAKES**



Leaders make common mistakes with job descriptions when hiring and reviewing performance. The consequence is an increased probability of hiring mistakes or providing someone with useless performance feedback. Leaders often fall into this trap to avoid accountability or because they fear a performance expectation is flawed.

Most of these errors are entirely preventable. Here are three mistakes every leader should watch out for.

**Describing A Job In Vague Terms**

“Supporting the marketing team in promoting our products” is too vague. What does that mean? What level of performance is considered poor, good, or great? Watch out for “-ing” verb tenses, as they are often too vague. Instead, consider a more specific statement of the job, such as “To help our customers modernize their inventory management systems by increasing sales of existing customers by 20% per year through new product introduction.” We would consider that an essential statement of the role's mission, which is a high-level but specific explanation of why the job exists.

**Focusing Only On Actions, Not Results**

Some leaders make the mistake of wording their expectations in terms of actions, not results. “Contact at least 20 existing customers per week and conduct an account review with at least five customers

weekly” is a perfect expectation of an “input” or an “action.” However, it is insufficient if all expectations are just actions with no eye for the expected results. The risk is that people go through the motions of doing prescribed actions without feeling the urge to deliver a specific outcome. And your organization succeeds or fails based on results in critical areas, not actions.

**Solely Focusing On Results, Not Actions**

Other leaders make the mistake of wording their expectations in terms of big-picture results without regard to the actions that are likely to achieve them. “Grow revenue at least 15% per year” is a very specific “what.” But to make that expectation more achievable, you must also list several actions that are expected to help achieve that result.

Instead of creating job descriptions, I encourage colleagues and clients to follow a practice called writing a “scorecard.” A scorecard has a clear mission for the role. It identifies 5–7 outcomes you expect a person to achieve by a specific date. The outcomes are a mixture of actions you want the person to take and the results you expect them to achieve. This makes it easy to “score” whether someone has achieved the outcomes. Using a scorecard will improve your ability as a leader to hire and coach people to embody the organization's purpose and take actions that achieve results.



Dr. Geoff Smart is 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.

**Free Report**

**The 7 Most Critical IT Security Protections Every Business Must Have In Place**

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 your reputation, fines, civil lawsuits, and costly litigation.

If you want to have any hope of avoiding a cyberattack, you MUST read this report and act on the information we're providing.

**Get your free report today at [cetechno.com/cybersecuritytips](http://cetechno.com/cybersecuritytips)**