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IS IT TIME TO UNPLUG?

Avoid Burnout And Feel Mentally Refreshed

Our phones are always on us, making many areas of our life more convenient. We can communicate with our friends, family and coworkers easily; look up important information instantaneously; and read through our e-mails effortlessly. Although our phones and other electronic devices have brought a lot of good into our lives, there comes a point when we have to disconnect and unplug from them for our mental health and connect with the world around us.

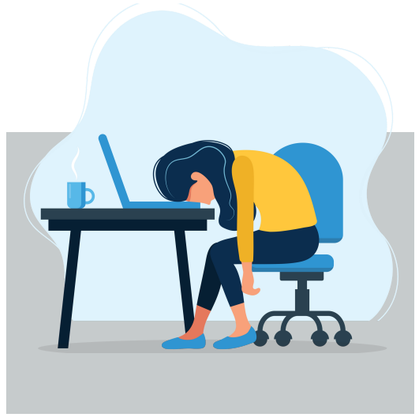
Burnout is one of the biggest obstacles that business owners, leaders and employees face. They spend their days completing and working on projects, and when night rolls around, they stay buried in their devices as they continue to work or research things related to their business or industry. They think this will put them ahead, but they're doing more harm than good.

When you get home from work for the night or if you're going on vacation soon, put your phone down and try to live in the moment. Your work will always be there for you to go back to. Keeping your phone and work away while you're not actively at your workplace is the best way to avoid burnout and live a happier lifestyle.

Get Comfortable Outside Your Comfort Zone

We all have activities and situations that push the boundaries of our comfort zone. Nobody likes to be uncomfortable, but stepping outside our comfort zones provides us with new growth opportunities. Here are a few ways you can become more comfortable being uncomfortable.

- **Establish the boundaries of your comfort zone.** Before attempting to tackle your discomfort, understand what makes you uncomfortable and why.
- **Start small with little changes to your routine.** You don't have to dive in headfirst right away. Ease yourself into it so you don't become overwhelmed.
- **Insert yourself into unfamiliar situations.** Take a class at your local community college or join an organization.



Find a mentor. You're going to want someone who will stick by your side and push you when things get tough.

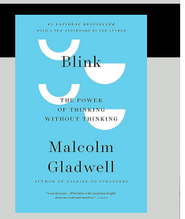
www.cybertools.us (253)875-3777

CYBERTOOLS CHRONICLE

Insider Tips To Make Your Business Run Faster, Easier And More Profitably

BLINK

By Malcom Gladwell



We make countless decisions every single day. Some are simple, like determining what you have for breakfast, while others require more thought, such as deciding whom to hire for your business. Do you ever feel like you take too long to analyze situations and wish you could come to a decision sooner? That's exactly what you'll learn to do after reading *Blink* by Malcolm Gladwell. In this book, Gladwell teaches readers how to turn off the analytical side of their brains and instantly make the right decision by utilizing their creative side. Through various studies, readers will learn about the power of subconscious decisions and why they should start trusting their intuition more often.

START THE SCHOOL YEAR STRONG

Parental Tech Tips To Ensure Academic Excellence

In the coming weeks, kids from around the country will return to school to continue their academic journey. It's an exciting time in their lives, and many begin the school year with high hopes and expectations. Do you remember how enthusiastic (or disappointed) you were when the first day of a new school year arrived? Now that we're parents, we can put specific strategies and techniques in place to help our children find success when school resumes.

It's interesting to see how much has changed since many of us were in school, especially from a technological standpoint. Nearly every kid starts middle school with a smartphone, tablet and laptop. While this has provided them with access to more information and opportunities, there are things that parents should do to keep their children protected and out of trouble.

If you have a kid returning to school this month, try utilizing some of the following strategies to help your child start the year strong. You may even help yourself along the way!

Create Guidelines

Electronic devices like smartphones, tablets and video game consoles can be fun for kids but can also be distracting. You shouldn't want your children to be on screens all day, as it can damage their mental health. There's no one-size-fits-all approach to screen time, so you must determine what works best for your situation.

The American Academy of Child and Adolescent Psychiatry reports that, on

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OUR MISSION:

To build a community of success-minded entrepreneurs that inspires excellence, encourages collaboration and expands the capacity of all members to achieve great things.

...continued from cover

average, children ages 8 to 12 in the United States spend four to six hours a day watching or using screens, and teens spend up to nine hours. Getting your kids to use their screens less can be difficult if they're already watching for multiple hours a day, but it's necessary in helping their development. Set specific hours they can use their screens for personal use or make them log the time when using their devices. If you're worried they won't be honest about their screen use, create a rule that they can only use the devices in public areas of the house, not their room. Put guidelines in place as soon as possible. If you wait until school starts, you will be looking at an argument and further disruption to their studies.

Monitor What They're Doing And Set Website Restrictions

Does your child do their homework on a computer? If so, how do you know they're actually working on their homework? Keep a watchful eye on your children when they're using their devices to ensure they're using them properly. They may trick you to get a few more minutes of screen time. Continually check on them while they're using a screen to do their homework, and don't be afraid to take a closer look.

> **Children ages 8 to 12 in the United States spend four to six hours a day watching or using screens, and teens spend up to nine hours.**

You should also look into setting up website restrictions on your network. You don't want your child stumbling upon an inappropriate website, and you don't want them on an unsecured website that could put your network and personal information at risk. Set up website restrictions through your network and each device to ensure your child doesn't go where they shouldn't be.

Talk With Them About The Dangers Of Social Media

If your child doesn't have one already, at some point they will create a social media account so they can stay up-to-date with everything going on with their friends and family. Social media can be harmless when used cautiously; you must explain that to your children. Let them know other people can see everything they post, so they need to think carefully before posting anything, especially pictures. As a best practice, turn off all social media applications' geolocation and messaging features. That way, your child won't receive message requests from strangers or inform strangers of their location.

If you have a social media account, you should also be cautious about your posts. Your child will look at your account for direction, and if you post questionable content, there will be some confusion. It might even cause them to ignore your rules.

The start of a new school year is an exciting time in your child's life. You can help set them up for even greater success by implementing a few tech strategies to help them focus and keep them out of trouble!

"I DIDN'T KNOW"

Unfortunately, That Excuse Doesn't Replenish Your Bank Account, Resolve A Data Breach Or Erase Any Fines And Lawsuits.

It's coming ...

- That day a hacker steals critical data, rendering your office useless...
- That day your bank account or credit card is compromised...
- Or that day your customers' private lives are uprooted...

Cybercriminals and hackers are constantly inventing NEW ways to infiltrate your company, steal your assets and disrupt your life. The ONLY way to STOP THEM is this:

You Must Constantly Educate Yourself On How To Protect What's Yours!

Now, for a limited time, we have the perfect way to help reduce your risk and keep you safe! Simply sign up to receive our FREE "Cybersecurity Tip of the Week." We'll send these byte-size quick-read tips to your e-mail inbox. Every tip is packed with a unique and up-to-date real-world solution that keeps you one step ahead of the bad guys. And because so few people know about these security secrets, every week, you'll learn something new!

Get your FREE "Cybersecurity Tip of the Week" visit us at www.cybertools.us/tech-tips or scan the QR code

CARTOON OF THE MONTH

WISH YOUR IT PROVIDER WOULD STOP TRYING TO EXPLAIN IN GEEK SPEAK AND JUST FIX THE PROBLEM?

Have you ever found yourself in a situation where your computer expert starts explaining technical concepts and jargon that you don't understand, leaving you feeling confused and frustrated? You're not alone. Many business owners and individuals simply want their IT support to fix the problem without unnecessary technical talk. So, why do IT professionals use jargon and technical terms, or, as we like to call it, "Geek Speak"? And more importantly, what can we do to communicate our needs more effectively?

IT professionals have their own language, adorned with geek speak and technical terms. While this linguistic flair helps them communicate within their community, it can be a barrier for clients seeking assistance. In the realm of technology, effective communication is paramount. Clients crave simplicity and clarity, not confusion. By avoiding unnecessary jargon and using language that resonates with clients, IT professionals can bridge the gap between their expertise and real-world understanding. They can break down complex concepts, provide relatable examples, and deliver clear explanations.

Here are some practical tips for effective communication with your IT support:

- Embrace Curiosity: Don't shy away from asking questions when confronted with geek speak or technical concepts you don't understand. Seeking clarification opens doors to knowledge and growth.
- Seek Simplified Solutions: Ask your IT support team to explain solutions in geek speak-free terms that anyone can understand. Breaking down the steps involved helps you make informed decisions and collaborate effectively.
- Set Expectations: Clearly communicate your IT support requirements and preferred communication style. Let them know that you prefer a geek speak-free zone. This shared understanding sets the foundation for smooth interactions and tailored solutions.

By simplifying your needs, asking questions, and setting clear expectations, you can ensure effective communication with your IT support. Together, let's bridge the gap in geek speak and establish a stronger connection between technology and human understanding. Embrace the power of clear communication and navigate the complexities of IT support with simplicity and clarity.

WHAT'S NEW AT CYBERTOOLS?

NEED DIGITAL MARKETING?

Cybertools is offering digital marketing for our clients.

Want an online presence? Call us to find out more.

SHINY NEW GADGET OF THE MONTH

The Philips SmartSleep Wake-Up Light

Sleep is essential in our lives. When we don't get enough sleep, we feel physically and mentally drained. Many of us wake up in the morning feeling groggy and state that we're simply not morning people, but what if that wasn't the case? After using the Philips SmartSleep Wake-Up Light, you'll wake up each morning refreshed and renewed. This light acts as an alarm clock that simulates the sunrise over the course of 20 to 40 minutes to help you wake up steadily. If you don't wake up naturally with the color change of the sunrise feature, you can choose one of six sounds to entice you out of bed. It's easy to set up and will completely revolutionize your mornings.