



Run your business without worrying about technology

Ribb"IT" Review

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HAPPY

FOURTH OF JULY

Fourth of July Travel – don't get scammed!



- Remember free trip giveaways usually come with a catch, don't fall for them.



- Use reputable agencies or listing sites when booking a trip to avoid being scammed.



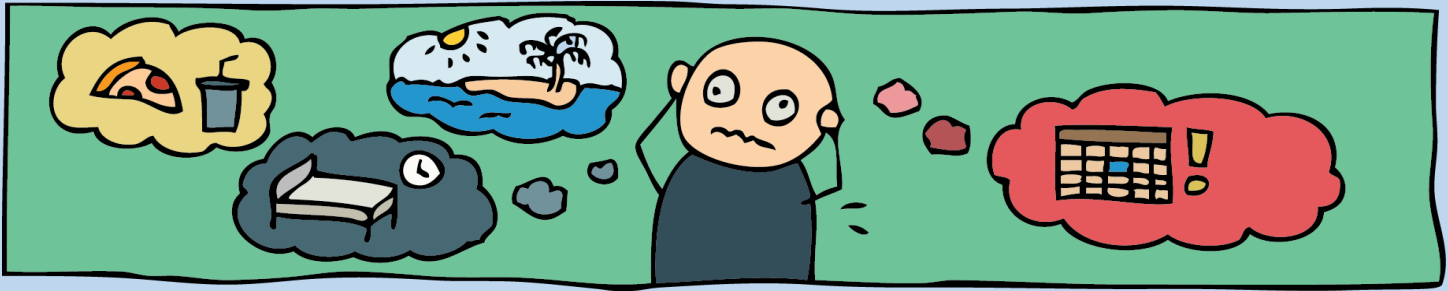
- Beware scam emails for free cruises, you don't want to let scammers take your private information.



This monthly publication
provided courtesy of:
Alex Bleam,
Owner of Frogworks



Avoiding Distraction



The number of people who started working from home in the past year has sky rocketed. Everyone who has worked from home can agree distractions can be everywhere. Staying organized at home, dedicating work space to yourself, and following your list of goals can keep you on track and create a more productive environment.

Take a stand.

It all starts here – you won't succeed at staying focused if you don't really want to.

Ask yourself: What do I really want? What is it that I struggle with?

Make a list of what commonly distracts you and go from there.

Make some goals.

Take your list of distractions and set goals for yourself.

I will check my phone once an hour.

I will check my email once every two hours.

I will take fewer breaks, but longer breaks.

Make these realistic – what can you actually see yourself doing?

Use an app.

- Use an app or software to minimize distractions for you

- These will:

- o Help you set goals
- o Block websites
- o Keep you motivated
- o Schedule times of focus



Tip:

Co-Workers can be your biggest source of distraction. You can set yourself as 'busy' or 'in a meeting' if you share calendars with your coworker.

Balancing Work and Life



In an ideal world, we'd all have our work balanced perfectly with our personal life. If we had to go out of town for a business conference, we'd get the same amount of time off to spend with our friends and family, or just decompressing from that work trip.

Unfortunately, there's no way that can happen in our society. You always have to be earning that dollar in order to make it. And with that being said, one area will always suffer more than the other. Can you take a guess which one?

The good news is, there are ways to make the suffering of an imbalanced work/life situation less painful. Below are a few ways you can tip the scale into a more favorable alignment.



Always Schedule Things.

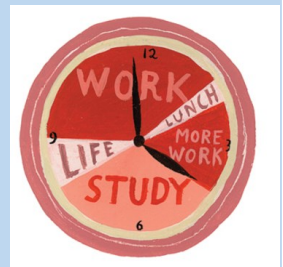
Each day, it seems the hours spent on personal activities get smaller and smaller. To properly avoid this, schedule out your personal activities or pick up hobbies that are allotted a specific time—like coaching or a cooking class.

Tell others and create accountability.

When you tell others your plans, goals, or desires, a strange thing happens. You actually do it. Much like scheduling your personal activities, there is an expectation attached to it. In this instance, it's not just your expectation but the expectation of people who really matter to you.

Write to-do lists and stick to them.

The simple act of writing down what you need to do and then allotting time to each task can present you with the bigger picture. How overwhelmed are you really? And from there, you can determine what actually needs to be done by the end of today, or by tomorrow, or by the end of the week. This allows you to properly pace out your activities to give you a more realistic work day—one that ideally won't creep into your personal life too much. Sometimes—not all the time—this can easily be solved with a proper to-do list.



Phishing 101

What exactly is phishing? Hackers mimic the emails, forms, and websites of legitimate companies in an effort to lure people into providing their private and personal information. Such as credit card numbers, social security information, account logins, and personal identifiers. In fact, the number of phishing campaigns pursued by hackers around the world increased 65% in the last year.



3 Types Of Phishing Attacks

1. Spear Phishing - Spear Phishing is attempts directed at specific individuals or companies. Attackers may gather personal information about their target to increase their probability of success. This technique is by far the most successful on the Internet today, accounting for 91% of attacks.

2. Clone Phishing -Clone phishing is a type of phishing attack whereby a legitimate, and previously delivered, email containing an attachment or link has had its content and recipient address(es) taken and used to create an almost identical or cloned email.

3. Whaling -Whaling scam emails are designed to masquerade as a critical business email, sent from a legitimate business authority. The content is meant to be tailored for upper management.

“Attacks can come from SMS texting or social engineering, a method in which users can be encouraged to click on various kinds of unexpected content for a variety of technical and social reasons. Beware.”



You can have every piece of security hardware in the books: firewall, backup disaster recovery device, and even anti-virus. However, your employees will still be the biggest vulnerability in your organization when it comes to phishing attacks Make sure that you've taken care of everything you can to avoid falling victim to these attacks.

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We are excited and proud to announce that Frogworks has been accredited by the Better Business Bureau!



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