







## ■ 3 Ways To Protect Your Data During COVID-19

### 1. Manage Your Passwords.

You've heard it before, and you'll hear it again – one of the best ways to keep intruders out of your data is to lock it behind strong passwords that are updated every 60 to 90 days. Use passwords that are a mix of letters, numbers and special characters. Make passwords long and confusing.

**2. Secure All Data.** Who are you sharing your data with? Do former employees still have access? What about former clients? Take time to see who has permission to access your network and data. While you're at it, clean up old or useless data that may be just taking up space.

When you know what data you're saving – and who has permission to access that data – you can better protect it.

### 3. Adopt Best Practices.

When was the last time your team received IT security training? Never? Five years ago? It's time to get back on it. Train your team on the latest cyber security threats and how to handle them.

Then, adopt best practices so your team knows what to do when they receive a phishing e-mail or there's a threat to your network. *Inc., Nov. 20, 2020*

## ■ Confidence Is Key: How To Self-Promote For Greater Success

We often don't like to talk about ourselves. But there are many times when it is

important to talk about yourself and to convey your accomplishments. Maybe you're applying for a new position within your organization, you're trying to establish a partnership with another company or you want to expand your professional network. Either way, here are a few ways to self-promote without sounding like a brag.

### Lean Into Your Expertise.

Call on your experience. If someone is dealing with an issue you're familiar with, walk them through it. Or, take on the role of mentor with others in your organization or community.

### Be Receptive To Feedback.

This is how we grow. Listen to what people have to say and respond by taking action. Make adjustments as they make sense. When you receive positive feedback, accept it graciously.

**Emphasize "Together."** Don't make things just about you. Share credit when it deserves to be shared. Be a supportive and motivational voice. Uplift others. *Forbes, Nov. 23, 2020*