

Wyant News Letter Contents

- 10 Essential Tips For Working From Home
- Transform Your Business With Technology
- Do These 4 Things To Improve Your Business
- Wyant Word Scramble
- Sorry! We Are Experiencing Technical Difficulties

April 2020



This monthly publication is provided courtesy of
Tom Wyant
 President of
Wyant Computer Services.
 Located at 1760 Forest Drive, Ste. A
 Traverse City, MI 49686
 Phone: 231-946-5969

WFH a New Acronym for Our New World.

Wow! How much has your life changed in the last two weeks? The Coronavirus is affecting us all in so many different ways. I am very grateful that I can still work but I have to tell you that Working From Home (WFH) is a whole lot different than I envisioned. Luckily I work for a tech company so the guys got me all set up but it still was not as easy as I thought it would be.

Here a few things I had not planned for:

- My headset was not wireless so I was tied to my laptop during each phone call making me feel like a dog on a short lease.
- Working on a laptop is great for some but I am a keyboard and mouse type of person.
- And man-o-man if you are used to working with dual monitors there is no way

to adjust working on just one.

- My home desk chair became unbearably uncomfortable after an hour.
- Think about all of the files and software you need to do your job. Make sure that your IT department has given you the access to use them.

Take a minute to read the great article I found on Lifewire.com. It is vitally important that you set yourself up with the right equipment and work space.

Please call us at Wyant if you are having any issues while you are WFH. These techs are experts at hooking you up with everything you need for your new office.
 Stay healthy everyone,
 Wendy Roberts

10 ESSENTIAL TIPS FOR WORKING FROM HOME

By Jerri Ledford from Lifewire.com



The idea of working from home (WFH), or telecommuting, sounds like a dream come true. But if the time comes and you find that you really do need to conduct business from home, even temporarily, you'll quickly find that WFH may not be the dream you imagined.

So while it might be a challenging adjustment, armed with the right information and perspective, you can be just as productive working remotely.

Ask for What You Need

If you're asked to work from home, especially if it is a temporary relocation, ask your employer for the gear you'll need. That doesn't mean you'll get it, but don't assume it will all be your responsibility. A few things to ask for include:

- Computer
- Webcam
- Wireless Mouse/Keyboard
- USB Hub
- Any Software/Apps Needed
- Printer (if needed)

As a guideline, ask for whatever you think will be required to do your job. Expect to be given the least you need to work efficiently.

Create an Appropriate Work Space

A workspace is essential when you're WFH. It sounds great to work with your feet up on the couch, but it gets uncomfortable fast. Carve a space out in your home where your computer, files, and any supplies you need can live, even when you're not at work.

Make it a quiet space, out of the main traffic flow of the house and not in a room with a television. Also, be sure there are plenty of power outlets in your spot. And if possible, a door. A door is the Holy Grail of working out of your home, but if you can't have a door, find the quietest, most private place in your home so when you're working you're separate from as many potential distractions as possible.

Equip Your Workspace

If you're WFH temporarily you may be out of the office for few days, or maybe a few weeks. Either way you won't want to spend a lot of money on your workspace. So, what are the can't-live-without essentials?

- A good chair. Yes, this is very important.
- A home computer that can run your apps/software, assuming the office isn't supplying one. A refurbished computer might be a good option if necessary.
- Headphones are essential and if you're going to be conducting conference calls, a headset is best.
- On the list of 'nice to have' equipment are a few things that you can work without, but will make WFH easier:
- An extra monitor. If you've never had a second monitor, your life is about to change for the better.
- Extra computer power adapters/mouse/keyboard, etc.

Make Sure Your Internet & Wi-Fi Meet Your Needs

All internet and Wi-Fi setups are not created equal. The bandwidth you have at home is probably slower than what you're accustomed to in the office. Test your internet speed, by going to your internet provider's website and doing a speed test. Web conferencing, file uploads and VPN will require a very good web connection & speed. Also, be sure your temporary office setup is in an area with strong Wi-Fi coverage. If necessary, consider installing a mesh network to improve wireless coverage. Call tech support (Wyant Computer Services) to help you VPN into your network

safely.

Setting Expectations for Yourself and Others

Working from home may mean there's a delay in your response time. Depending on your job, you may not have access to all the same things you do at the office so it might take longer to get in touch with people or to find the information you need. Communicate potential delays with co-workers, clients, and supervisors. Also set expectations for yourself and the people who occupy the same space you do, too. That includes setting boundaries for your family to guide the hours you work.

Create a Schedule and Manage Your Time Well

The lure of the kitchen, household chores, the television, and the sun in the backyard is enough to distract anyone. Don't fall for these distractions. It's easy to lose time when you work from home. Keep a calendar, make a schedule, and track all your meetings and appointments. Use to-do lists and task management or productivity apps to make sure you know what needs to be done, and that it's getting done.

Video Conferencing Etiquette

Working from home will probably mean your meetings are moved online. If you're using video conferencing software like Zoom or GoToMeeting, there are a few matters of etiquette you should practice during calls.

- Turn on your camera: Unless it's a meeting where all you do is listen, use a camera as a means of maintaining a professional image and a sense of physical presence.
- Mute your microphone: Your background sounds are amplified for everyone else so do the group a favor and stay muted unless you're speaking. Bonus tip: Configure your video conference software to mute by default when it starts.
- Choose appropriate lighting: Participants will want to see your face as they're talking to you.
- Keep the background clean: You don't want your colleagues seeing all the clutter you haven't had time to manage.
- Don't wear your pajamas: The adage 'Dress for success' is essential when you're WFH. You may not need a three piece suit, but staying too casual will detract from your professional image and your productivity.

Avoid WFH Bad Habits

Anything that's a no-no at work will be a no-no at home, too. The reason employers block social media sites from corporate networks is because research shows you can lose 2 hours and 22 minutes everyday checking on social media. Unless it's a part of your job, save it for your "after work" hours.

Stay Connected to Your Coworkers

How many times a day do you take a break to connect with your colleagues, share information, or just get away from your desk? If you're WFH, that's a lot harder to do, but no less important. Use an application like Slack—a messaging system for teams—to stay in touch with the people you work with.

Collaboration is also essential. You probably rely on the strengths of your colleagues all the time when you're at work. Don't let working from home stop that. Use a collaboration tool, if necessary, but connect with the people who can help you do your job better.

Above All Else: Be Flexible



Transform Your Business

With Technology

Investing In Tech Is A Must. Investing in your own IT infrastructure is critical, but you get what you pay for. Go cheap, and you'll expect to buy again. Go quality, and you'll be more pleased with the results.

It's Not Easy. Shifting a business mindset from analog to digital is hard, especially if you've been doing things one way for a long time. When you prepare yourself and your team for a challenge, you'll be able to better meet that challenge.

It's Fast-Paced. Tech moves fast. You see buzzwords everywhere – "5G" or "blockchain" – and it can be confusing. You may feel pressure to keep up, but don't jump in without a plan. Do research and make changes that truly apply to your business.

Cyber Security Is Essential. Stay up to date with security trends and solutions. Remember that cybercriminals target small business, but when you stay ahead of the curve on IT security, you stay ahead of the bad guys.

Leadership Is As Important As Ever. Technology is only as good as the people who use it. As you learn about new tech or invest in it for your business, make sure your team is learning too. Understand how your customers use technology and be willing to learn and adapt to them.

Inc., July. 30, 2019.

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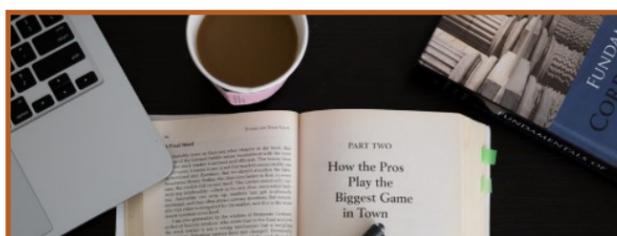
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Read. There are always new things to learn or perspectives to gain. The top entrepreneurs in the world read every single day. Read books, blogs, articles, anything – but always be reading.

Listen To Podcasts. Podcasts are more popular than ever, and there is a podcast for just about every topic. This is a great way to hear from industry leaders on issues that are affecting them and may be affecting you.

Continue Your Education. How can you improve yourself? Take a class or a seminar! Keep your skills and knowledge base sharp by incorporating continuing education into your year.

Be Open-Minded. Be willing to give and receive feedback and critique on how you work, manage or anything else you want to improve on. The more open-minded you are, the more comfortable your team will be in giving you feedback – and the better you will be at applying it.



Small Business Trends, Dec. 30, 2019.



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Here are some of the things that can cause issues:

Bad Internet Connection: many of our clients have found that their home internet signal is not strong enough and they are constantly losing their internet connection. The solution could be as simple as moving your work space closer to the modem or it might mean you need a router and access point so that the signal strength is strong throughout your house.

Slow Internet Speed: you get what you pay for. If you are using video meetings, graphics software you may need to contact your provider to upgrade your internet. In a pinch you could use your phone as a Hot Spot but watch out for the extra data charges.

Essential Equipment: When it comes to gadgets Less is better. The more you have the more complicated the set up will be and the chance of running into issues is greater. But for those of you who need that printer, extra monitor or work phone setting them up can be a hassle, no matter how good you are at reading directions. Luckily our techs can remote in and help you get your equipment running the way it is supposed to.

The most important issue is **SECURITY!**

- HIPPA & Privacy rules still apply: most businesses have very strict rules about taking client information home.
- If you are remoting into your company's network you had better make sure that your internet is secure. This is not something you want to mess around with call the professionals i.e. Wyant Computer Services.

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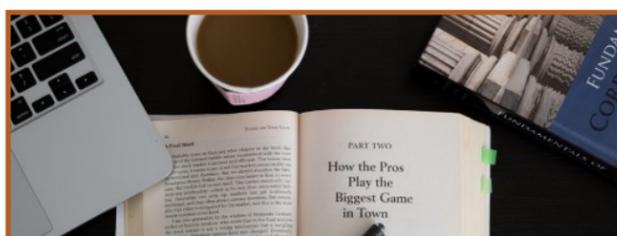
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Read. There are always new things to learn or perspectives to gain. The top entrepreneurs in the world read every single day. Read books, blogs, articles, anything – but always be reading.

Listen To Podcasts. Podcasts are more popular than ever, and there is a podcast for just about every topic. This is a great way to hear from industry leaders on issues that are affecting them and may be affecting you.

Continue Your Education. How can you improve yourself? Take a class or a seminar! Keep your skills and knowledge base sharp by incorporating continuing education into your year.

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Setting Expectations for Yourself and Others

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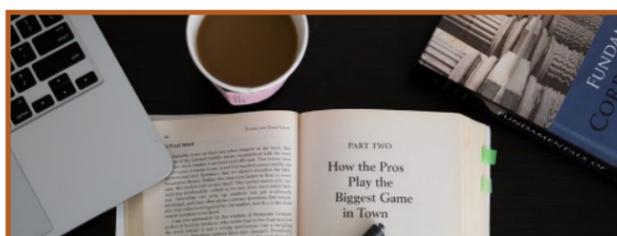
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The most important issue is **SECURITY!**

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- If you are remoting into your company's network you had better make sure that your internet is secure. This is not something you want to mess around with call the professionals i.e. Wyant Computer Services.

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This monthly publication is provided courtesy of
Tom Wyant
 President of
Wyant Computer Services.
 Located at 1760 Forest Drive, Ste. A
 Traverse City, MI 49686
 Phone: 231-946-5969

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Take a minute to read the great article I found on Lifewire.com. It is vitally important that you set yourself up with the right equipment and work space.

Please call us at Wyant if you are having any issues while you are WFH. These techs are experts at hooking you up with everything you need for your new office.

Stay healthy everyone,
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10 ESSENTIAL TIPS FOR WORKING FROM HOME

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The idea of working from home (WFH), or telecommuting, sounds like a dream come true. But if the time comes and you find that you really do need to conduct business from home, even temporarily, you'll quickly find that WFH may not be the dream you imagined.

So while it might be a challenging adjustment, armed with the right information and perspective, you can be just as productive working remotely.

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The most important issue is **SECURITY!**

- HIPPA & Privacy rules still apply: most businesses have very strict rules about taking client information home.
- If you are remoting into your company's network you had better make sure that your internet is secure. This is not something you want to mess around with call the professionals i.e. Wyant Computer Services.

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This monthly publication is provided courtesy of
Tom Wyant
 President of
Wyant Computer Services.
 Located at 1760 Forest Drive, Ste. A
 Traverse City, MI 49686
 Phone: 231-946-5969

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- My home desk chair became unbearably uncomfortable after an hour.
- Think about all of the files and software you need to do your job. Make sure that your IT department has given you the access to use them.

Take a minute to read the great article I found on Lifewire.com. It is vitally important that you set yourself up with the right equipment and work space.

Please call us at Wyant if you are having any issues while you are WFH. These techs are experts at hooking you up with everything you need for your new office.
 Stay healthy everyone,
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10 ESSENTIAL TIPS FOR WORKING FROM HOME

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The idea of working from home (WFH), or telecommuting, sounds like a dream come true. But if the time comes and you find that you really do need to conduct business from home, even temporarily, you'll quickly find that WFH may not be the dream you imagined.

So while it might be a challenging adjustment, armed with the right information and perspective, you can be just as productive working remotely.

Ask for What You Need

If you're asked to work from home, especially if it is a temporary relocation, ask your employer for the gear you'll need. That doesn't mean you'll get it, but don't assume it will all be your responsibility. A few things to ask for include:

- Computer
- Webcam
- Wireless Mouse/Keyboard
- USB Hub
- Any Software/Apps Needed
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As a guideline, ask for whatever you think will be required to do your job. Expect to be given the least you need to work efficiently.

Create an Appropriate Work Space

A workspace is essential when you're WFH. It sounds great to work with your feet up on the couch, but it gets uncomfortable fast. Carve a space out in your home where your computer, files, and any supplies you need can live, even when you're not at work.

Make it a quiet space, out of the main traffic flow of the house and not in a room with a television. Also, be sure there are plenty of power outlets in your spot. And if possible, a door. A door is the Holy Grail of working out of your home, but if you can't have a door, find the quietest, most private place in your home so when you're working you're separate from as many potential distractions as possible.

Equip Your Workspace

If you're WFH temporarily you may be out of the office for few days, or maybe a few weeks. Either way you won't want to spend a lot of money on your workspace. So, what are the can't-live-without essentials?

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- Headphones are essential and if you're going to be conducting conference calls, a headset is best.
- On the list of 'nice to have' equipment are a few things that you can work without, but will make WFH easier:
- An extra monitor. If you've never had a second monitor, your life is about to change for the better.
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Make Sure Your Internet & Wi-Fi Meet Your Needs

All internet and Wi-Fi setups are not created equal. The bandwidth you have at home is probably slower than what you're accustomed to in the office. Test your internet speed, by going to your internet provider's website and doing a speed test. Web conferencing, file uploads and VPN will require a very good web connection & speed. Also, be sure your temporary office setup is in an area with strong Wi-Fi coverage. If necessary, consider installing a mesh network to improve wireless coverage. Call tech support (Wyant Computer Services) to help you VPN into your network

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Setting Expectations for Yourself and Others

Working from home may mean there's a delay in your response time. Depending on your job, you may not have access to all the same things you do at the office so it might take longer to get in touch with people or to find the information you need. Communicate potential delays with co-workers, clients, and supervisors. Also set expectations for yourself and the people who occupy the same space you do, too. That includes setting boundaries for your family to guide the hours you work.

Create a Schedule and Manage Your Time Well

The lure of the kitchen, household chores, the television, and the sun in the backyard is enough to distract anyone. Don't fall for these distractions. It's easy to lose time when you work from home. Keep a calendar, make a schedule, and track all your meetings and appointments. Use to-do lists and task management or productivity apps to make sure you know what needs to be done, and that it's getting done.

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GOCURNAGENI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FOUESLYNJS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LONAXRETAI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GAINHLIN	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EAFUCLEP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SLAMCENS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HAXDELE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROYWR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HINT: AIDING EXTREMITIES



DO THESE 4 THINGS TO IMPROVE YOUR BUSINESS

Read. There are always new things to learn or perspectives to gain. The top entrepreneurs in the world read every single day. Read books, blogs, articles, anything – but always be reading.

Listen To Podcasts. Podcasts are more popular than ever, and there is a podcast for just about every topic. This is a great way to hear from industry leaders on issues that are affecting them and may be affecting you.

Continue Your Education. How can you improve yourself? Take a class or a seminar! Keep your skills and knowledge base sharp by incorporating continuing education into your year.

Be Open-Minded. Be willing to give and receive feedback and critique on how you work, manage or anything else you want to improve on. The more open-minded you are, the more comfortable your team will be in giving you feedback – and the better you will be at applying it.



Small Business Trends, Dec. 30, 2019.



Sometimes working from home is not easy, especially when dealing with technical difficulties. We have all seen clips of children or pets interrupting video chats or even news stories that made us chuckle. But we are representing your company wherever our office is set up and want to avoid seeming unprepared or ill-equipped to deal with everyday business.

Here are some of the things that can cause issues:

Bad Internet Connection: many of our clients have found that their home internet signal is not strong enough and they are constantly losing their internet connection. The solution could be as simple as moving your work space closer to the modem or it might mean you need a router and access point so that the signal strength is strong throughout your house.

Slow Internet Speed: you get what you pay for. If you are using video meetings, graphics software you may need to contact your provider to upgrade your internet. In a pinch you could use your phone as a Hot Spot but watch out for the extra data charges.

Essential Equipment: When it comes to gadgets Less is better. The more you have the more complicated the set up will be and the chance of running into issues is greater. But for those of you who need that printer, extra monitor or work phone setting them up can be a hassle, no matter how good you are at reading directions. Luckily our techs can remote in and help you get your equipment running the way it is supposed to.

The most important issue is **SECURITY!**

- HIPPA & Privacy rules still apply: most businesses have very strict rules about taking client information home.
- If you are remoting into your company's network you had better make sure that your internet is secure. This is not something you want to mess around with call the professionals i.e. Wyant Computer Services.

If You Would Like More Information About Our Services Go To: <https://www.gowyant.com/>