

THE HD TECH WAY

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

**THOSE
LITTLE
JOBS ADD
UP...**

Independence Day Edition,
written by Humans not geeks.

DELEGATE THEM TO AI

When people think about AI at work, they often imagine things like writing reports, analyzing data, or answering emails.

That's useful, of course. But it's not where most of your time goes.

In a typical working day, it's the smaller jobs that really slow things down. Following up after meetings, tidying documents, fixing spreadsheets, chasing information.

They're not difficult but combined they eat into hours you'd rather spend elsewhere.

This is where tools like Microsoft Copilot and Claude are becoming genuinely helpful.

Take meetings as an example.

The real time cost usually comes afterwards. Notes need checking, actions need confirming, and anyone who missed the call needs catching up.

Copilot in Teams can summarize discussions in a more practical way, pulling out decisions, highlighting what still needs doing, and helping people get straight to the important points.

It's a similar story with writing.

Most people aren't staring at a blank page. They're trying to improve something that already exists. A draft might be too long, unclear, or not quite right for the audience.

Copilot can reshape that content, tighten it up, and adjust the tone without you having to rewrite everything from scratch.

Spreadsheets are another common frustration.

You know what you want the outcome to be but remembering how to get there isn't always straightforward.

Instead of searching for formulas or watching tutorials, you can describe what you need in plain language and let Copilot handle much of the process.

Microsoft has also started bringing everything together more effectively.

Shared pages and notebooks mean ideas, notes, and files don't end up scattered across different tools.

It becomes easier to keep projects moving without constantly switching between apps.

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For those repetitive tasks that crop up every day, simple workflows can now be created just by describing the process.

Routine updates, reminders, and approvals can run in the background without needing manual input each time.

As a reassurance, this isn't to replace people. It's to remove the small points of friction that build up during the day.

When those start to disappear, work feels smoother, and your team can focus more on the things that move the business forward.

If that sounds like something you'd like to learn more about, we can help! Get in touch.

Technology Update

Cyberattacks are getting better disguises

A fake Windows update page has been discovered that closely mimics a genuine Microsoft support site. It offers what appears to be a normal update for Windows 11, complete with official-looking details and a download button.

Really, it installs malware designed to steal data.

What makes this worrying is how realistic it is, even using legitimate tools to avoid detection.

One wrong click is all it takes. Bookmark this: [legitimate Windows updates only come through your device's Settings – never a website.](#) HD Tech's Security Awareness Training is a good solution for this situation.

GADGET OF THE MONTH

Keychron V6 Max

You're halfway through a busy day, typing constantly...and your keyboard just isn't keeping up. It feels cheap, a bit clunky and can slow you down more than you realize.

Keychron's V6 Max aims to fix that.

It's a full-size mechanical keyboard that makes typing smoother, faster, and more accurate. You can customize how the keys feel, and there's a handy volume knob for quick adjustments during calls.

It's not the cheapest option, but if you type all day, it's a noticeable upgrade that makes work feel easier.

~\$119.99 from [Amazon](#).



ANSWERS BY: TOM HERMSTAD,
YOUR CYBER LIFEGUARD



Q: How do I actually know if my business is protected – not just “probably fine”?

- **Answer:** You don't – unless you've tested it. Most businesses find out they're exposed the hard way: a breach, a ransomware hit, or a failed audit. Our Cyber Float Test maps your real attack surface – not what your IT guys *thinks* is covered—but what's actually verified. That's the difference between hope and confidence.

Q: We use the cloud, but I'm not sure we're using it securely. How do I find out?

- **Answer:** Misconfigured cloud environments are one of the top causes of data breaches — and most businesses don't know they have a problem until it's too late. The question isn't just *are you in the cloud*, it's *who has access, what's exposed, and what happens if those credentials get stolen*. A cloud security review answers all three in plain English — no guesswork.

Q: We've already got antivirus and a firewall. Isn't that enough?

- **Answer:** It was – in 2005. Today's attacks are designed to walk right past antivirus. Ransomware, social engineering, and credential theft don't trigger traditional defenses because they exploit *people and configurations*, not just software. Think of antivirus as your seatbelt. You still need airbags, lane assist, and someone watching the road. That's what layered cybersecurity looks like.

STRATEGIC EXECUTION SERIES PART 3: HOW SUCCESSFUL ORGANIZATIONS EXECUTE



Thomas H. Willingham
The Hampton Group

Why Some Organizations Consistently Deliver Results

Successful organizations don't execute well by accident. They build systems, habits, and a culture that support execution at every level of the business. In Part 2, we discussed the four common ways execution breaks down: people don't know the goals, don't know what to do, don't know the score, and aren't held accountable. High-performing organizations overcome these challenges by creating clarity and discipline around execution.

One proven framework is the Plan-Do-Check-Act (PDCA) cycle, which also serves as a cornerstone of Operational Excellence.

Four Habits of Successful Organizations

1. People Know the Goals (PLAN):

Successful organizations establish clear goals and performance measures. Employees understand the expected outcomes, key performance indicators (KPIs), and target dates. Clarity creates alignment and helps individuals understand how their work contributes to organizational success.

2. People Know What to Do (DO):

Defining the actions required to achieve a goal is often the most challenging step. Successful leaders clearly document responsibilities, milestones, and required

resources. Research has shown that people who write down their goals are significantly more likely to achieve them. We often encourage clients to create Performance Agreements that clearly define annual goals, expectations, and action plans.

3. People Know the Score (CHECK):

Execution requires regular feedback. High-performing organizations track progress against goals and review results consistently. Weekly one-on-one meetings help address tactical issues, while periodic Progress Meetings provide an opportunity to step back, review long-term objectives, and ensure priorities remain on track.

4. Accountability Drives Improvement (ACT):

Accountability is not about blame—it's about learning and adjustment. When results fall short, effective leaders evaluate what happened, identify obstacles, and make course corrections. Sometimes the environment changes. Sometimes the actions chosen were not the right ones. The key is to learn, adapt, and move forward.

The Takeaway

Successful execution is not a mystery. It occurs when people know the goals, understand what actions matter, can see the score, and are held accountable for results. When performance falls short, don't abandon the plan. Return to the PDCA cycle, learn from the results, and begin the next iteration. **Execution improves when improvement becomes a habit.**

NEW TO

Microsoft



A new way to make your screen more comfortable

A feature called Screen Tint is being tested in Windows 11.

It gives you a range of color filters you can apply to your display. These include options designed to reduce eye strain, make reading easier, and help with light sensitivity. You can also adjust the strength of the effect or create your own custom tint.

It builds on the existing Night Light feature but offers more flexibility and control.

HD TECH
Security Delivered

THE INBOX HIDING PLACE YOU DON'T THINK TO CHECK

If a cybercriminal got into your email account, you'd probably change your password straight away.

That's the obvious fix.

But it doesn't always solve the problem.

There's a simple feature inside your inbox that attackers are using to stay hidden, even after you've locked them out.

It's called inbox rules.

You may have used them.

They're the settings that automatically move emails into folders, flag messages, or forward certain emails to someone else.

They're designed to help you stay organized.

But they're also very easy to misuse.

When someone gains access to an email account, often one of the first things they do is create their own hidden rules.

These can forward copies of emails to an external address, move important messages out of sight, or mark them as read so you never notice them.

And it can happen almost instantly.

In some cases, these rules are created within seconds of a breach.

That gives the attacker a huge advantage.

They can monitor conversations, intercept sensitive information, and even hide security alerts that might otherwise warn you something's wrong.

If they're targeting your finance team or leadership, they can also watch for opportunities to impersonate you or redirect payments.

If you change your password but don't remove those rules, the attacker may still have visibility of your emails.

But this is relatively easy to check.

Inbox rules must be named, and unusual or meaningless names can be a red flag.

It's worth reviewing them periodically, especially after any suspected security issue.

Modern cyberattacks don't always rely on complex techniques. Sometimes they use everyday features in ways most people wouldn't think to look out for.

If you'd like to make sure your business email is as secure as it can be, we'd love to help. If you are an existing client you are covered by our 24X7 SOC.



INSPIRATIONAL QUOTE OF THE MONTH

"Those who expect to reap the blessings of freedom, must, like men, undergo the fatigues of supporting it."

Thomas Paine, American political activist, philosopher, and revolutionary writer.



WORLD CUP WATCH: US MNT



⚽ Group D ⚽

- June 12th
 - USA 4 - 1 Paraguay
- June 19th
 - USA 2 - 0 Australia
- June 25th
 - Türkiye 3 - 2 USA

