## Happy New Year

Hopefully you found time over the holidays to reflect on the year to come. We are all given the same amount of time each day —it's up to us how to best use the time productively.

What changes could you make, personally or professionally, to be more efficient and product–ive in 2016?

For me, it's email. Studies have shown working out of your inbox is a distraction resulting in lost time. Human nature is to try and respond to each email as it arrives regardless of what task we were working on. So I'm moving to scheduled times for responding to emails to cut out the time wasted switching gears between tasks.

**Wishing you a Happy and Productive 2016**

## January 2016

This monthly publication provided courtesy of Scott Beck , President of BeckTek.

"As a business owner, I know you don't have time to waste on technical and operational issues. That's where we *shine*! Call us and put an end to your IT problems once and for all!"

# 3 Office Move Blunders That Will Stress You Out, Demolish Your Budget And Waste Hours Of Your Time…And How To Avoid Them

If you'd rather have a root canal than move your office, you're not alone…

The No. 1 lament from anyone who's ever gone through a stressful office move is "Sheesh – I never would have guessed THAT would happen!"…followed closely by "Yikes! We have to wait *how* long for our cable to get hooked up?!?"

A smooth move requires careful planning. And a critical part of your planning process is knowing what pitfalls to avoid. Here are three things to NOT do when moving your office:

**Moving Blunder #1: Letting your staff try to move your computer network just to save a few bucks**

Your computer network is a complex, delicate and mission-critical system. You wouldn't let your dentist's receptionist pull a tooth or fill a cavity for you, would you? Allowing untrained staff members to move your computer network almost always leads to unexpected glitches, frustration (on your part, and theirs…) and added expense. Even professional movers can mess things up – they simply are not specialists in computer networks…and neither is your staff.

**Moving Blunder #2: Hiring the WRONG IT firm to move your network**

There are several warning signs that you may be dealing with an inexperienced or downright incompetent IT firm to move your network. If you don't see these in the IT firm you're considering to run your office move, then run away:

- A systematic, well-organized approach to moving your network

- References from other clients whose networks they've moved

- Proof of liability insurance

- A service-level guarantee limiting your potential downtime

- A policy in place that will apply the charges for conducting a site survey against the total cost of the move if you choose them

If they don't INSIST on visiting your current location as well as your new one to conduct a detailed site survey, beware. And NEVER hire anyone who wants to quote moving your network over the phone.

**Moving Blunder #3: Not giving your electricity, phone, Internet and cable vendors sufficient advance notice of your move**

Waiting 'til the last minute to map out a moving plan for your computer network virtually guarantees you'll be dealing with emergency rush fees and band-aid fixes to make things work…

An estimated 80% of unexpected communications blackouts and cost overruns during a network move can be avoided simply by planning your voice, data and electrical transfers ahead of time. Internet and telephone connections require as much as six weeks' notice to be installed, tested and ready the day you move in.

And if you are building a new office, leaving it up to the builder to decide how many power outlets and network and phone connections you get may leave you woefully shorthanded. Consult with your IT provider during the design phase to ensure that you have what you need before the drywall goes up.

*"The key to a stress-free move is to plan well in advance."*

When it comes to moving your office, it pays to remember that Murphy's Law prevails (in spades).

Your best defense against the painfully unexpected is to invest the time it takes to map out your game plan *before* the fun begins. It's easy and all too tempting to underestimate how much time it takes to create an effective plan. Yet it's the one thing that controls whether your move is a success –
or disaster.

The key to a stress-free move is to plan well in advance. Avoiding pitfalls with careful planning will en-
sure that your calls and connections don't get crossed – or worse yet, lost – in the transition.

Hire Us For Your Next Office Move And Get A $500 Office Move Toolkit…FREE!

If you – or someone you know – is planning an office move, contact us for a FREE Office Move Toolkit. You'll receive:

- "The Office Relocation Planner": This step-by-step guide for relocating your office – and keeping your data systems intact – could save you untold hours of downtime and frustration.

- FREE Office Move Checklist to make sure you don't miss the critical action items, dates and deadlines you'll need for a stress-free move.

- FREE Site Survey and Network Move Plan. At no charge, we'll map out your move to help you cut costs and minimize downtime.

To Receive Your $500 Office Move Toolkit – FREE! –
Call Us Today At (506) 799-2100.

## Shiny New Gadget Of The Month



## Who Else Wants A Little Music With Their Light?

The next time you replace a lightbulb, you can now pick one that will stream your favorite music and light up your life in your choice of over 16,000 colors, all with a tap on your phone.

In case you haven't noticed, some LED bulbs now include a Bluetooth- or Wi-Fi-controlled speaker. And at least one, the MagicLight® Plus, available on Amazon, also lets you pick a light color to suit your mood.

At anywhere from $15 to $129 or more, these bulbs can add music – and light – throughout your home or office in a matter of minutes, at a fraction of the cost of a wired-in sound system.

How's the sound quality? It depends on the one you select. And it may not resonate like Carnegie Hall live…but hey, it's a lightbulb – what did you expect?

# The 5 Biggest Mistakes All Leaders Make

Although everyone agrees that hiring is tough, most managers struggle with an even more prevalent leadership mistake. It's an affliction as prevalent as the common cold, and one of the least recognized in the workplace today.

Over the last 20 years at ghSMART, we have been able to empirically observe where executives excel and where they get in their own way. We have conducted five-hour interviews with more than 15,000 leaders across every major industry, producing more than 9 million data points.

So, what is the No. 1 most common mistake that holds leaders back?

The complete inability to remove underperformers.

And why do we all struggle with this? Here are the top five reasons that we see:

1. You are an eternal optimist. You somehow believe that you will fix poor Mark in Finance or Emma in Marketing. Or, even better, perhaps they will magically fix themselves.

2. You don't want to rock the boat. You believe in accepting the cards that you are dealt. You have been taught to make do. As kids learn at daycare today, "You get what you get and you don't get upset."

3. You dislike conflict. Difficult conversations are difficult. So it is easier to suffer through it even if your whole team can now get less done.

4. You will look bad. You may have hired or promoted them into the role. You don't want to just pass the buck.

5. You excel at procrastinating. Why do today what can safely be put off for another day? Besides, who knows? He or she might resign, and that would make it easier for everyone.

You may suffer from just one, or more likely a combination, of these reasons.

And yet our research found that executives who excelled at removing underperformers from their teams are more than twice as likely to have had a successful career than all other senior leaders.

Yes, that's right: twice as likely. The best leaders we meet tell us that it makes all the difference.

Panos Anastassiadis is one who does it very well. He was the CEO of Cyveilance, which grew over 1500% in five years. His secret? "I have simply been constantly averaging up who is on the team."

Yet how do you do that and still do right by the individual in question?

You can set them clear goals and craft the role to play to their strengths. But when it clearly isn't working, it's time to take action. Run a fair, objective talent management process, tell them that their performance isn't where it needs to be and give them 30, 60 or 90 days to turn their situation around.

If that doesn't work, it's time to have that tough conversation that deep down you know you should have had six, 12 or maybe 24 months ago.

Once done, yet only then, can you hire that A player you really need.

Geoff is Chairman & Founder of ghSMART. Geoff is co-author, with his colleague Randy Street, of the *New York Times* bestselling book *Who: The A Method for Hiring* and the author of the #1 *Wall Street Journal* bestseller *Leadocracy: Hiring More Great Leaders (Like You) into Government*. Geoff co-created the Topgrading brand of talent management. Geoff is the Founder of two 501c3 not-for-profit organizations. SMARTKids Leadership Program™ provides 10 years of leadership tutoring and The Leaders Initiative™ seeks to deploy society's greatest leaders into government. Geoff earned a B.A. in Economics with Honors from Northwestern University, an M.A., and a Ph.D. in Psychology from Claremont Graduate University.

## BeckTek Trivia - Win a $25 Gift Card By Answering:

The Internet Domain name system was created in January of what year?

a) 1975      b) 1985

c) 1995      d) 2005

**Email your answer to:**

**wendy@becktek.ca**

**Winner determined by random draw on the third Friday of the month and announced in next months newsletter. **

Last month's winner was

**Melanie Rousseau - EPR Robichaud**

She correctly answered:

Which of Santa's reindeer is especially beloved by children everywhere?

d)   Rudolph

## Upgrading To Windows 10? Avoid Headaches, Downtime And Frustrations By Following This Advice

For the past few months, we've been swamped with questions about Windows 10.

If you're wondering whether now is the best time to upgrade your system, here's what you need to know:

First and foremost, if your organization relies on your computers in any way to make money or save lives, consider the risks carefully.

As with any software upgrade – but especially your computer's operating system – you've got to weigh the advantages of upgrading now against potential downtime if there are problems with the new code.

A good rule of thumb regarding any operating-system upgrade is to wait six months after the product release before deploying it into any system or group of systems that your business depends on.

Since January 29 marks six months since the Windows 10 official release date, it's a good time to look at whether it's wiser to upgrade now or wait for further fixes and improvements.

That being said, here are a few of the key questions we've been fielding – and pitfalls to avoid:

**Q. It's free for a "limited time" – don't I have to act now?**

A. No. You have until July 28, 2016. If you do plan to upgrade, we strongly advise that you get it done well before that date, in order to avoid any last-minute scrambling.

**Q. We use some custom software here. Will it run on Windows 10?**

A. Until your custom software vendor blesses Windows 10 for that program, the answer is no. In all cases, we advise against upgrading to Windows 10 until your custom programs are 100% fully vetted, compatible and supported for it. Even then, we recommend updating one system and testing to ensure it works before you roll it out to all your computers.

Deciding when to upgrade to Windows 10 isn't as simple as Microsoft and some pundits would have you believe. Need help or have more questions?—call us at (506) 799-2100

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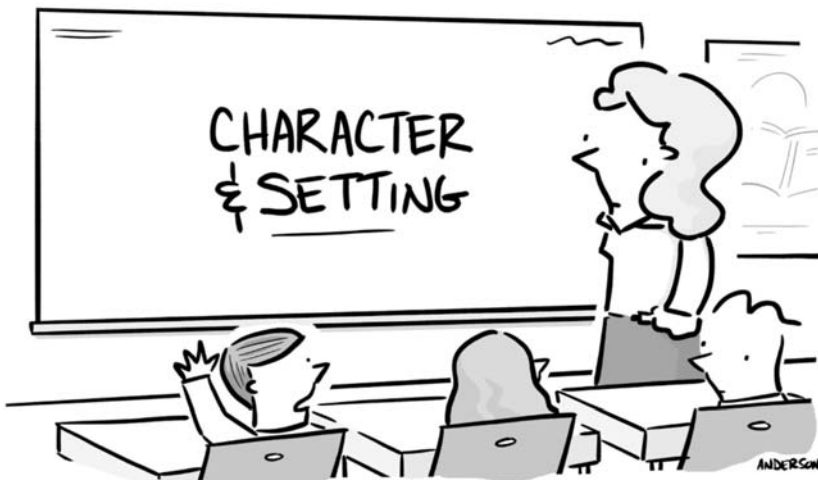


"Like how the people in the story configure their wi-fi?"

## What We Are Reading

If you were faced with a situation, personal or business, would you be able to change to save yourself?

This is the question presented by Alan Deutschman. He laysout and debunks age-old myths about how to make changes in your life, your business or your industry. His message empowers the reader with three keys to making a change successful- relate, repeat, reframe. He clearly demonstrates how anyone can achieve true change, if you want to. Powerful for your business and personal life.

**Be the first to email me the title of the book at scott.book@becktek.ca and I will send you a free copy of the book.**