## Happy May!!

*Berkley Days – May 18-21*
*2400 Robina Avenue, Berkley, MI, 48072*
Berkley Days Is a four-day fair organized by volunteers from various non-profit organizations. Berkley Days is the largest fundraiser of the year for those who participate. Berkley Days offers rides, games, live music, food, and other events to ensure there is something for everyone!

*Flower Day 2023* Save the date: Flower Day is May 21st, 2023! 7 am - 5 pm Flower Day features Metro Detroit Flower Growers Association vendors from all over the Midwest and will have added festivities for all ages. Flowers will also be available for purchase in-person at our weekly Saturday Markets throughout Flower Season. In addition, we will have five Flower Tuesday Markets on May 2, 9, 16, 23, & 30 from 9 am - 3 pm, Sheds 5 & 6. The Tuesday Markets will have flower selections from Eastern Market growers, smaller crowds, and easier parking. Find flower vendors in Shed 6 every day from Mother's Day till Father's Day from sunrise to sunset.

*Kensington Art Fair – May 27-29*
*Maple Beach, Milford, MI*
Summer is art fair season and the best way to kick it off is at Kensington Art Fair during Memorial Day weekend. Around 100 artists from all over will be at Kensington Metropark in Milford to show and sell their works. Buy something special and handmade for a loved one or just treat yourself. Be sure to check out the different activities around as well, from live music, food vendors and trucks, and more.

## May 2023

This monthly publication provided courtesy of Dennis Jock of DenBe Computer Consulting.

## Did you Know?

### The largest village in Michigan is Caro.

## Work Smarter, Not Harder
### Harness The Power Of Technology To Improve Productivity

In today's fast-paced world, it can be challenging to stay focused and productive. With constant distractions from social media, e-mail notifications and other online temptations, it's no surprise that many people struggle to get things done. Fortunately, technology can also be an asset to help you stay on task and reach your goals, regardless of whether you're trying to accomplish things in the workplace or in your personal life. By using the right tools and strategies, you can harness the power of technology to boost your productivity and stay focused on important tasks.

One of the most effective ways is to utilize the right apps and software. Countless productivity tools are available, each with unique features and benefits. Time-tracking apps like Toggl and RescueTime allow you to track how much time you spend on any given task. You'll quickly identify where you're wasting time and can make adjustments to reclaim it. Productivity apps like Asana and Trello can help you create to-do lists and track progress toward accomplishing essential company tasks and projects.

Focus apps like Freedom and SelfControl are also worth looking into if you are continually tempted by distractions. These apps allow you to block access to certain websites for a specified amount of time, which will help you avoid social media platforms and news websites when you should be focused on your work. Some apps and tools are free, while others require a subscription or a onetime fee. To determine the best apps for your situation, you should consider various factors, including your work style, goals and your budget.

In addition to the many apps that are available, another key strategy involves cleaning up and managing your digital

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environment. If you use a computer for work, it's not uncommon for it to become cluttered over time. Clear out applications and documents from your home screen that are no longer needed, and disable those pesky pop-up notifications. Doing so will often boost your computer's processing power.

Organization is a crucial part of tidying up your digital workspace. If you're not already using a cloud-based platform, like Google Drive or Microsoft OneDrive, to keep your files organized, now is the time to do so. If you do use a cloud-based platform, when did you last go through it? Set some time aside every other month to go through your documents to ensure they're organized in a way that makes it easy to access them. Create subfolders and date everything to truly maximize your efficiency. These platforms will also allow you to share your documents with minimal effort. And if you're well organized, you won't get distracted while hunting for a specific document.

If you work remotely and find that your productivity suffers when you need to contact a co-worker, communication programs like Zoom and Slack allow you to facilitate real-time collaboration and better connect with your team. Be careful, though, since communication apps can be a double-

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edged sword. Yes, they can improve productivity, but they can also redirect your focus if you get pulled into conversations that aren't work-related. If you find yourself constantly distracted by communication from other team members, set specific times to check your notifications.

As a final tip, if you need additional support when it comes to staying productive and focused, utilize a digital assistant like Amazon's Alexa or Apple's Siri. These assistants can be programmed to remind you about important tasks and deadlines before they get too close. They can schedule tasks, help you plan your day and even answer questions quickly.

We don't have to think about technology only as a distraction. Once you find the right apps and technological tools that fit your work style, you'll notice an immediate improvement in your productivity.

# The Internet of Things

The Internet of Things (IoT) is a growing network of devices connected to the internet and each other. These include smart tools, security devices, wearables, and appliances. These devices make people's lives easier and more convenient. But they can also come with security risks that put businesses in danger.

Cyberattacks on IoT devices are increasing, so it's essential to understand common vulnerabilities.

Key IoT Security Issues- IoT security issues that can make businesses vulnerable to attacks include:

Weak authentication and authorization. Some IoT devices need better security measures. Also, some devices need to manage user permissions better.

Unsafe data storage and transfer. IoT devices often store sensitive information like usernames or personal data. Threat actors can steal this information if data storage is not secure or encrypted when transferred.

Bad device management. Some IoT devices have outdated software and firmware, making it easy for hackers to exploit.

These security issues show why it is vital to address IoT vulnerabilities. You must know what sections of your IoT system are vulnerable and act quickly to secure them.

Emerging Threats to IoT Devices- As the number of Internet of Things (IoT) devices continues to grow, so do the emerging threats that come with them. Recently, security researchers have discovered vulnerabilities in smart garage door openers and voice assistants that hackers can utilize.

Exploiting Smart Garage Door Openers- CISA recently reported that hackers could remotely open smart garage door openers. The problem was due to weak security in the device's communication. Hackers can use this to open house garages without the owners knowing.

Ultrasonic Attacks on Voice Assistants- Researchers found a new ultrasonic attack that can send harmful commands to voice assistants in IoT devices. These attacks use sound waves we can't hear to give commands to voice assistants. This allows hackers to control devices without anyone noticing.

The Impact of IoT Security Risks on Businesses- IoT security risks can cause significant problems for businesses, like:

Data breaches. Attackers can steal sensitive information, like customer data, financial records, and intellectual property.

Operational problems. Cyberattacks can make IoT devices stop working, causing downtime and lost productivity.

Financial losses. Data breaches can lead to lost money and damage a company's reputation.

Legal and regulatory penalties. Businesses that don't protect customer data can be fined and penalized by government authorities.

Protect Your Business From IoT Security Risks

As a business owner, protecting your company from IoT security risks is essential. Here are the steps you can take:

Change default passwords: Use strong, unique passwords for each IoT device.

Secure communication: Ensure your IoT devices use encrypted communication to protect data.

Update regularly: Keep your devices' software and firmware up to date to fix known weaknesses.

Physical security: Put IoT devices in secure places to stop unauthorized access and tampering.

Protect your business and customers from the risks by staying informed about IoT security threats. Ensure your IoT devices' security and provide training on IoT best practices.

Implementing a robust IoT security strategy can minimize potential threats. As a result, you can ensure a safer environment for your business operations and customer data.

# They'll Love Your Reflective Skills

## How Reflective Listening Will Help You Accomplish Your Goals

How would you like to be 20% better at persuasion, improve your chances of landing your dream job and become more popular in social settings? All of this is possible by refining one simple conversation tactic: reflective listening. Reflective listening occurs when you show an understanding of what someone else is saying, feeling, aspiring to or worrying about.

For example, when your lunch partner says, "The energy stocks got hammered again today; my firm insists on staying the course, but I feel it's time to go in another direction," you could reflect by saying, "It sounds like you had a hard day, and you feel trapped on a boat that's going in the wrong direction." Your lunch partner will say, "EXACTLY!" and appreciate that you cared enough and were confident enough to explain their emotions.

Reflective listening is better than lecturing your friend by offering a premature solution off the cuff like, "Well, you should leave then." It's better than saying something competitive like, "Well, I have been predicting further declines in energy this past year, and I've been right." And it's way better than ignoring your lunch partner's turmoil and talking about something else on your mind, like "Cheer up – hey, did you catch the football game last night?"

Reflecting what you hear someone saying makes the other person feel like you are respectful, attentive, empathetic and willing to put yourself in their shoes. People who feel that you understand them and are an ally in helping them get what they want (in work and in life) are much more likely to listen to your persuasive idea, hire you for the job of your dreams or want to spend time with you socially.

Reflecting is not asking new probing questions (which many strategy consultants, lawyers, accountants and other professionals do all too often). Probing questions are not at all related to what the person just said and are all about getting you the data you seek to advance your agenda. In contrast, reflecting is meeting the person where *they* are. It's furthering the conversation on a topic that is important to *them*. Reflecting is easier to do, extremely powerful and more about building trust and mutual understanding than collecting details.

I encourage you to dial up the reflective listening in your professional and personal conversations. You'll see how capable you feel when persuading someone to take action and notice how more people seem to gravitate toward you socially. They will love your skills of reflection.

■ Authenticity In Action The Benefits Of Showing Vulnerability In The Workplace

Many business leaders believe they shouldn't show any vulnerability in the workplace. They think that it will come off as a weakness and cause them to lose the respect of their team. This couldn't be further from the truth. A recent study from Catalyst found that employees say they are more creative, dedicated and willing to go above and beyond when their leaders display vulnerability and openness.

In many ways, vulnerability can be a strength. When you're vulnerable, you show your employees that you're willing to admit your mistakes and ask for help when needed. You're less likely to get in over your head, and your employees will follow suit. Vulnerability also improves trust among your team and will make them more comfortable voicing their opinions, concerns and ideas without fear of judgment.

So, how do you become more vulnerable in the workplace? It starts with how you talk with your team. Don't be afraid to share your feelings and any wins or losses you've experienced at work. Frequently check in with your employees so they can voice their feelings. And if they mention that something is bothering them about the workplace or your leadership style, take action and make some changes.

■ How To Turn Your Employees Into Leaders

It can become a difficult situation when a longtime manager or leader steps away from your business or their role. You have to find a replacement for them, and while you might think it's best to hire someone outside the organization who comes with extensive experience, you may benefit even more from promoting within your own ranks. When you promote an employee, you're showing their co-workers that advancement opportunities are available, which can encourage them to work more diligently. You also don't have to worry about training your new leader on the nuances of your company since they'll already be familiar with your processes and systems.

It may take some strategizing on your part, to successfully develop your team member to ensure they're capable of taking on a leadership role. This starts by building a strong company culture so every employee values the business and knows what it stands for. You also need to reward success whenever possible. Offer raises and promotions to deserving employees, and when applicable, recognize their achievements in front of the team. Finally, don't throw anyone to the wolves by simply hoping for the best. Instead, develop a leadership training program to ensure the success of every leader.



"Well if you people can't fix my computer virus, maybe you can tell me what the heck the Center For Disease Control is doing with my tax dollars!"