

TRAINING TO BE TECH SMART

HOW TO AVOID A TOTAL KNOCKOUT



What's New at BalanceLogic

Breakfast with BalanceLogic Presents: Take One for the Team!

Join BalanceLogic on Wednesday, September 25th from 9:00 am to 10:30 am for Breakfast with BalanceLogic on Effective Leadership & Team Building Skills! This 90 minute seminar will give key points on how to excel as a leader and learn to develop effective team building skills. Our CEO Bill Campbell will also be discussing different styles of leadership, effective communication and will also be conducting a special Team Building Exercise!

To register, please call 301-396-8455 or email info@balancelogic.com.

BalanceLogic Social Media Boot Camp a Success!

BalanceLogic would like to thank all of the organizations that joined us on Wednesday, September 4th for our Social Media Boot Camp! During the seminar, participants got the chance to dive deep into their businesses and figure out the best content and audience for their social media sites! Everyone also left with a social media plan in hand, to help guide them to creating and posting the best content suited for their target audience.

BalanceLogic Insider has a new logo!

Did you notice the brand new BalanceLogic Insider logo? This year has been full of changes for BalanceLogic including our colors, logo and slogan so we figured our newsletter could use some refreshing too!



This Month

[What's Happening](#)

[Interesting Info](#)

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STAYSTRONGWITHCANCER

For more information / registration
Call: 301.944.4673
www.staystrongwithcancer.org

5k

WALK / RUN

Saturday Rain or Shine
SEPTEMBER 28

Improving Your Productivity

Embrace the tools that you have.

Typically, small businesses do not take advantage of all of the software or hardware they have. In many cases, most people just use the basic Microsoft

Quick Links

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Fun Facts

Did you know that 90% of all viruses come from individuals opening up Adobe files? Make sure you always update your software to avoid security issues.



TAKE ONE FOR THE TEAM: Effective Leadership & Team Building Skills

DATE:

Wednesday, September 25
9:00 am – 10:30 am
Breakfast Provided

LOCATION:

RE/MAX Building
Southern Maryland Business Center
10665 Stanhaven Place, Ste. 300A
White Plains, MD 20695

COST:

FREE

[REGISTER](#)

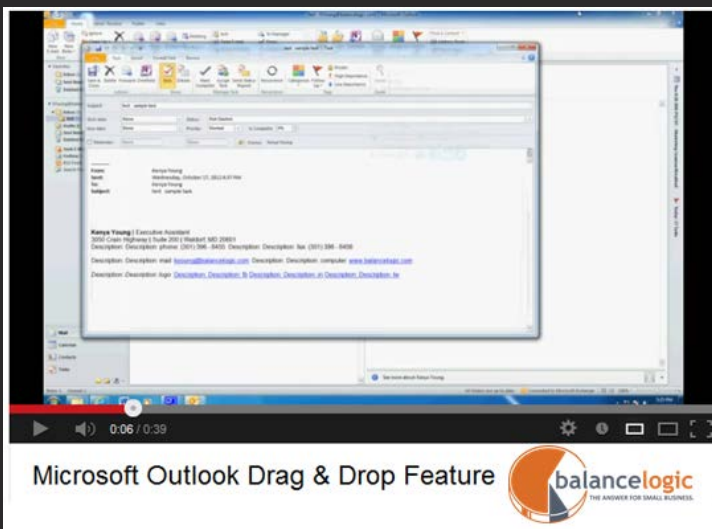
Suggestion Box

We are very interested in hearing feedback on how we can make *The BalanceLogic Insider* more valuable.

Please let us know what you expect from this newsletter

programs like Word and Excel. They do not take the time to really investigate the other programs, which ultimately may be useful to them.

Click the graphic below to learn about the Drag & Drop feature in Microsoft Outlook. Learning even simple tricks can help you be more productive at the workplace!



Invest time into maintenance.

A great way to stay organized is investing a little time at the end of every week or month cleaning up your files, either in your My Documents folder or on the hard drive. Taking a few minutes every month could end up saving you a lot of time looking for files in the future.

Backup your files.

Although it may sound simple, many times file backups are forgotten about until it is too late. Make sure you have a schedule to back up your files at least once a week.



#1 TIP FOR INFORMATION SECURITY

You should be diligent about changing your password every 30 days.

Monthly Tip

Accessing a Unsecured Network

Have you ever been in a restaurant or coffee shop and decided to take advantage of their free Wifi connection? If you have, your data and security may have been compromised.

Below are safety measures you can take when you access a network:

1. Don't visit any site that requires a password to log in, including banking and social media.
2. Make sure you are connecting to the right network, with the proper log in information from the establishment.
3. If using a laptop, make sure your firewall is enabled.
4. Once you are finished using the internet, close out of the connection. Make sure your device is also not set to automatically connect to the network.

each month by sending an email to:

info@balancelogic.com



**YOU FOCUS ON
YOUR PATIENTS,
WE'LL KEEP YOUR
SYSTEMS UP
AND RUNNING.**

Increase Patients. Increase Productivity. Increase Profit.



BalanceLogic works with healthcare practices to:

- Improve their bottom through lowering the cost of IT support services
- Providing professional technology support and management advice
- Support various EMR & EHR systems
- Business Continuity and Disaster Recovery planning
- HIPPA & HITECH Act Compliance
- Practice Management vendor support coordination

Featured Service

IT Support & Services

We know that your IT systems are critical and the impact of your business when these systems are not working properly. BalanceLogic Technology Services can manage, support and maintain these systems so you don't have to. Our monthly support plans give our clients the comfort knowing their technology needs are addressed on an ongoing basis.

Our IT Services include:

- [Technology Support Services](#)
- [Desktop & Server Support](#)
- [Data Recovery](#)
- [Online Backup Services](#)
- [Email Protection Services](#)

About Us

BalanceLogic® is a leading back-office support and services company providing IT Support & Management Services, Web Design Services, Graphic Design Services, Marketing Services, and Bookkeeping Services to the small business community. Our focus is to provide our clients with services that result in cost savings and business operational efficiency.

The Answer for Small Business!

The BalanceLogic Team

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