



Seltek Tech Tips March 2011



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Simple Tips for Safe Browsing at Wireless Hotspots and Public Computers

- * Choose a secure connection if you can. Opt for wireless networks that require a security key (a password) or a certificate.
- * Ensure your security software is up to date. Be sure that your anti-virus is up to date and regularly scans your computer for malicious software.
- * Don't enter sensitive data on a network you're unsure about. Avoid visiting websites that send usernames, passwords or banking information without encryption (a site using encryption starts with https and has a "lock" icon in your browser window).
- * Turn it off if you don't need it. If you're working on your computer at a hotspot and don't need internet access, turn it off until you need it again. Look for a wireless icon in your system tray or a switch on your laptop.

Steps for Organizing Your Inbox

By Kara Mueller, Primary Help Desk Analyst

1. Set up a simple and effective email reference system

Reference information is information that is not required to complete an action; it is information that you keep in case you need it later. Setup a series of email file folders where you store reference information to ensure you have easy access to it later on.

2. Schedule uninterrupted time to process and organize email

Many email messages require you to make a decision. The best decisions require focus, and focus requires uninterrupted attention. Establish a regular time each day to process your email so that you can empty your Inbox. Book yourself a recurring appointment for an hour a day to process email, and mark that time as "busy." During that hour, don't answer the phone or take interruptions, and work only on processing your Inbox.

3. Process one item at a time, starting at the top

When you sit down to process your email, the first step is to sort it by the order in which you will process it. For example, you can filter by date, by subject, or even by the sender or receiver of the email message. Resist the temptation to jump around in your Inbox in no particular order. Begin processing the message at the top of your Inbox and only move to the second one after you've handled the first.

4. Use the "Four D's for Decision-Making" model

The "Four Ds for Decision-Making" model (4 Ds) is a valuable tool for processing email, helping you to quickly decide what action to take with each item and how to remove it from your Inbox. Under the 4 Ds model, you have four choices: Delete it, Do it, Delegate it, or Defer it.

Delete it

Does the message relate to a meaningful objective you're currently working on? If not, you can probably

* Make it a public network. In Windows 7, when you connect to a network for the first time, you will be asked what type of network it is. At a public hotspot, choose "public network" for the most secure settings.

* Using Public Computers. Be cautious on public computers, such as in libraries and hotels. Don't use them for anything but casual surfing. These computers can store information you type in, such as usernames, passwords, and more.

* Remember, it is better to be safe than sorry. Wireless hotspots may be good for casual surfing, but if you can help it, save any important online work, purchasing or banking for your home or office network.

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delete it.

Does the message contain information you can find elsewhere?
If so, delete it.

Does the message contain information that you will refer to within the next six months? If not, delete it.

Does the message contain information that you're required to keep? If not, delete it.

Do it (in less than two minutes)

If you can't delete it, then ask yourself, "What specific action do I need to take?" and "Can I do it in less than two minutes?" If you can, just do it. There is no point in filing an email or closing an email if you can complete the associated task in less than two minutes. You could file the message, respond to it, or make a phone call.

Delegate it

If you can't delete it or do it in two minutes or less, can you delegate it?

If you can delegate it, do so right away. You should be able to compose and send the delegating message in about two minutes. After you delegate the action, delete the original message or move it into your email reference system.

Defer it

If you cannot delete it, do it in less than two minutes, or delegate it, you need to defer it and deal with it after you are done processing your email.

There are two things you can do to defer a message: Turn it into an actionable task, or turn it into an appointment. When you're using Outlook, you can defer emails that require action by dragging the messages to your Task List to turn them into tasks. Name the task to clearly state the required action so that you don't have to reopen the email message. The result is a clearly defined list of actions on your Task List that you can prioritize and schedule to complete on your Calendar. Or you can turn the message into a meeting request by dragging it to your Calendar.

[Forward email](#)



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