



Summer Slowdown: How To Work Well This Summer

by [Sydney Hillard](#), BSS Staff

Business System Solutions is your IT Service Partner who provides peace of mind through guidance, education, and responsive support. Serving communities in Indiana and Tennessee.

Caretakers of Your Productivity.

"So whether you eat or drink, or whatever you do, do it all for the glory of God."

1 Corinthians 10:31

Summer often brings shifting schedules, time away from the office, and a change in pace. While it offers a chance to recharge, it can also disrupt productivity and increase security risks to data and devices. Having a balanced approach can help you stay focused, maintain secure systems, and keep projects moving forward while still enjoying the summer months.

Embrace The Summer Pace

As the rhythm of the workday shifts during the summer months, adjusting your approach can help you stay consistent without adding unnecessary pressure. Embracing the summer pace allows you to remain productive while making room for time off and a lighter calendar.

Be intentional about how you approach these temporary changes. Take breaks outside, readjust your work hours if your schedule is flexible, and incorporate fun, seasonal additions to the workplace like themed days, team building, or lunches. These simple changes can help you and your team enjoy the energy of summer while staying focused and on track to achieve your goals.

Keep Systems Secure While Schedules Change

With shifting schedules, it's easy to forget important security measures. Staying mindful of public Wi-Fi and charging stations, software updates, and data backups can help keep your information secure while working from new locations or adjusting your schedule.

Be Cautious of Public Wi-Fi & Charging Stations

Connecting to Wi-Fi and charging your device in public spaces is convenient, but it can also increase the risk of your data being compromised.

Unsecured public Wi-Fi gives hackers easier access to your device and information. Data sent over these networks is often unencrypted, meaning it may be transmitted in plain text and can be intercepted or viewed by unauthorized users. Sensitive information is more vulnerable to cyberattacks without the right security measures in place.

Some networks may appear secure because of a lock icon next to the network name. In most cases, this simply means a password is required, not that the network itself is secure.

Public charging stations can also pose risks. A tactic known as "juice jacking" occurs when cybercriminals use compromised USB ports to access devices and install malware, also known as malicious software. When a device is plugged into one of these ports, it can unknowingly connect to a hacker who may gain access to your data.

This risk is especially prevalent in high-traffic locations, such as airports, hotels, and shopping centers. These are common warning signs to be aware of:

- The device's battery drains faster than usual, even when it's not in use.
- The device runs unusually hot.
- Slower performance or frequent app crashes.
- Apps appear that were not downloaded.
- Login alerts, account activity, or password reset emails from unfamiliar locations.

When traveling, plug your device directly into a wall outlet, use a portable charger, or connect to your personal hotspot to keep your devices and data secure.



Update Software Regularly

As another layer of protection against cyberattacks, set your software, apps, and devices to update automatically to keep them secure. These updates include necessary patches designed to fix known vulnerabilities. Regularly updating your software helps improve both functionality and security.

Back Up Data

Regularly backing up your data is an essential safeguard in case your device is lost, damaged, or compromised. Store files in a cloud service, such as OneDrive, so your data is saved and can be quickly restored if needed.

Working from the cloud also helps prevent data loss when traveling or using unreliable connections, as your work is automatically saved and synced across devices.

For added protection, consider enabling automatic backups and version history, which allow you to restore previous versions of files if they're accidentally deleted or altered.

Prepare For Upcoming Projects

As more team members are out of the office, it's a great opportunity to work ahead and plan for upcoming projects. This uninterrupted time allows you to focus on high-priority items and make significant progress before schedules fill back up.

Summer Productivity Tips

Longer days, warm weather, and fun activities can make it more tempting to step away from work and spend time outside. These simple tips can help you stay focused and productive this summer:

- Take short outdoor breaks to recharge, whether it's a brief walk or simply stepping outside for a few minutes.
- Adjust your schedule if it's flexible. Consider working earlier in the morning to free up your afternoons.
- Set clear, attainable goals to maintain focus throughout the day.
- Stick to a routine that works for you, whether it's starting your day earlier or making small changes that help you stay energized.

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A lighter, more flexible schedule doesn't mean work has to fall behind. With the right balance, you don't have to choose between productivity and taking time off. Both can exist while you continue working towards your goals.

By embracing the summer pace, maintaining secure systems, preparing for upcoming projects, and applying simple tips, you can stay productive at work and enjoy the summer months. □

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# STAFF Q&A

## What's your go-to summer activity?



**JOE**

TECHNOLOGY SOLUTIONS ADVISOR

"My family and I love sunny beach days or lounging by the pool."



**CHAD**

IT SYSTEMS RELIABILITY ADMINISTRATOR

"I enjoy spending the day on the lake in my pontoon boat."