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## Technology: The business requirement you can master

Understanding the intricacies of technology and staying up-to-date with the latest tech trends isn't a job for the faint of heart. It's hard work and takes a lot of time. But unfortunately, for many business owners, executives, and upper-level managers, knowing how to speak 'tech' is a requirement for any successful business – no matter what industry you belong to.

Technology impacts your employees, customer service levels, and professional reputation. How you use it, what you do with it, and how much you decide to innovate it can shape your overall business. As a result, it can determine how exclusive your company is, how superior your products are, and how brilliant your staff can be.

If you're willing to put in the work and the time that it requires to remain informed about technology and then to subsequently integrate this knowledge into your daily operations, your business will be far better off as a result. Here are a few useful sources you can turn to if you're looking to speak tech.

### Online Media

One of the simplest ways to stay informed about technology is to read about it, and to simplify this even further, you can use an app – like [Feedly](#) or [Flipboard](#) – that combines multiple publications into one easy-to-read format.

It's important to round out your content and to get as much bang for your buck as possible. In other words, don't pull six sites dedicated to gadgets and one dedicated to online security. You'll find yourself

reading a lot of the same things and missing out on important information. Here are a few sites to consider:

- [Infosecurity](#) – relevant security concerns and tips
- [Lifehacker](#) – apps and valuable how-tos
- [TechCrunch](#) – gadgets, software, and reviews
- [OnlineTechTips](#) – tips and tricks for Windows, Mac, Google, and Software
- [NetworkWorld](#) – big data, cloud computing, and new technology

### Podcasts

Podcasts are great because hearing someone's voice is always going to be different than reading someone's thoughts, and usually, the hosts are completely dedicated to and inspired by the topic at hand – which means you are more likely to be inspired by it, too.

Find a podcast or two that you enjoy, and consider asking your fellow executives or staff members to listen to it with you. The more ears you have listening, the more of an opportunity there is for something great to come of it. Here are a few podcasts that speak a little bit of business and a little bit of tech.

- [Analog\(ue\)](#) – understand how new technologies change lives
- [Clockwise](#) – hear current technology issues and how they affect you
- [Back to Work](#) – learn about productive business technologies and workflows
- [Mac Power Users](#) – discover more about the Apple technology you use every day



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## 8 computer tricks everyone should know

Even though the business world is getting more and more mobile with each passing day, the majority of professionals are still required to interact with a computer during their work day. And for now, it looks like things will probably stay this way for a while... if the news has been any [indication](#) as of late, a robot takeover is clearly not in our near future.

So in order to make your experience on that desktop of yours a more enjoyable one, here are a few simple tips and tricks that every person should know and use.

### Control + Shift + T

We've all accidentally exited out of a tab at some point and then proceeded to feel like the whole world is falling apart. Next time this happens, push the annoyance aside and get your tab back with Control + Shift + T.

### Middle Click

To minimize all that right clicking and to finally get away from that "x" that seems to get smaller and smaller every day, simply use that middle click that no one really knows anything about. If you middle click a link, it opens up the site in a new tab. If you middle click an open tab, it will close the page.

### K, J, and L in YouTube

It's extremely perplexing when you're on YouTube and you hit the spacebar

to pause the video, but instead of the video pausing, you find yourself at the bottom of the page. To avoid this, just hit the K – this will automatically pause or play YouTube for you. If you want to rewind or fast-forward, the J will get you to 10 seconds before and the L will get you 10 seconds ahead.

### Control + (+), Control + (-), Control + (0)

No one ever knows where the zoom button is. So forget about it altogether and just use the plus or minus sign with the Control key to zoom in and out. When you want to reset things, hit Control + 0.

### Windows + D

Do you always have a million screens open at once? If you're anything like the average office worker, then you probably do. Windows + D will minimize all open screens to get you back to the desktop.

### Control + Tab

A good way to think of the tab button is to consider it an actual tab on your browser. If you hit Control + Tab, you can open up the next available tab.

### Control + (any number)

However, if you don't want the next available tab to open, then just use Control + the tab number you need. If it's the third tab over, use Control + 3.

### Alt + D

If you need to search for another item or get to a different site but don't feel like reaching for that mouse just yet, Alt + D will highlight the browser bar for you. From here, you can go anywhere...

## A good workday starts with a good morning

Whether you want it to or not, the quality of your morning can have a significant impact on the rest of your day.

For instance, if you woke up late and barely had enough time to brush your teeth, let alone put on a decent work shirt, there's no way you're going to feel put together at any point during the workday. You won't begin to feel like your normal self again until you walk through the front door of your home come nighttime... about 10 hours too late.

So, naturally, one of the best ways to pave a path to a better workday is by waking up the right way. Here are a few tips to make sure every morning sets a good tone for the rest of the day.

### Wake up early.

If you expect your morning to be anything but chaotic, then you need to wake up early, and this is an obvious tip. Depending on how long it takes for you to get yourself ready and what your morning commute looks like, the definition of early can vary from person to person. But a good rule of thumb is to wake up two hours before you have to be at work. This buffer is crucial if you plan to incorporate any of the following tips into your morning routine.

### Take your time.

For people who like to be early to everything, it can be difficult to shake yourself of morning anxiety and the "gotta-go" mentality, but you need to force yourself not to rush your morning ritual. It's okay if you want to spend a few minutes in bed after the alarm clock goes off, and it's perfectly acceptable if you want to sit down on the couch to watch the news for a little while. If you take your time, you'll set the tone for a more relaxed and significantly less stressed workday.

### Plan your day.

It's always a good idea to plan out your day, but you don't have to go to the trouble of listing out every little thing you can possibly think of. Instead, jot down the items you'd like to finish during the day. These items don't have to be work-related, and they can be incredibly simple, like "pay registration" or "call dad." In fact, this list is better suited for those things you've been putting off and that typically tend to stress you out during the workday. And if time allows, feel free to immediately cross one item off the list. You might be surprised to find yourself motivated to do more after crossing something off that big hairy to-do list you've been creating in your head for the last few weeks.

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## 5 influential women in the world of technology

In honor of International Women’s Day, Microsoft released a video dedicated to historic female inventors who often go unnoticed in a world that is wholly dominated by remarkable male inventors such as Bill Gates, Nikola Tesla, Steve Jobs, and Thomas Edison.

Within the video, Microsoft mentions some rather notable female inventors like Tabitha Babbitt (circular saw), Stephanie Kwolek (bullet proof material), and Yvonne Brill (satellite propulsion), making it apparent that female inventors are – and can continue to be – just as impactful as male inventors. But what about females in the tech industry specifically?

It seems that lately the public has been inundated with the idea that there are not enough women in technology. Whether there’s truth to this statement or not, no one ever brings to surface the significant impact that women have had on the technology industry. For this reason, we thought it’d be a breath of fresh air to have a conversation on the female movers and shakers in the world of technology.

### Angela Ahrendts

As the senior vice president of Apple’s retail and online stores, Angela Ahrendts has a big job to do – not that she didn’t before, though. Prior to Apple, Angela was the CEO of a little place called Burberry.

### Susan Wojcicki

Harvard graduate and YouTube CEO, Susan Wojcicki, was the 16th employee hired on at Google. Today, she’s worth over \$300 million at the ripe age of 47.

### Marissa Mayer

Even though 40-year-old Marissa Mayer is the CEO of a struggling Yahoo, she was also one of the original Googlers. But she wasn’t just in it for the business; Marissa was a lead engineer and computer scientist.

### Sheryl Sandberg

As the COO of Facebook, Sheryl Sandberg is considered one of the most powerful women in America. She’s worth over \$1 billion and is a Harvard graduate turned bestselling author.

### Ursula Burns

CEO of Xerox, Ursula Burns, has managed to turn up the profitability on Xerox – something many considered to be impossible. With a Master’s of Science in her arsenal, there’s not much she can’t do.

## End the battle against your Wi-Fi connection with a little help from Eero

Hop on over to Eero’s [website](#), and you’ll come across an amusing video that’s a little too familiar with the bulk of Wi-Fi users, also known as “those who battle Wi-Fi.”

A husband, wife, and son go about their daily lives, and every minute of every day, they wage war against their Wi-Fi connection and router. The router makes for a beautiful centerpiece on the dining room table; the father builds a high-tech contraption that manually resets the connection for him, and buffer signals consider themselves to be just another member of the family.

But this is all wrong. You pay for a reliable Wi-Fi connection, and the last we checked, the most recent New Year’s Eve transpired in a world where technology like virtual reality, self-driving cars, and high-flying drones exist. So why can’t your router and, subsequently, your connection be just as advanced?

Introducing Eero, the Wi-Fi system that will forever change the way you connect. Eero transforms the traditional notion of a router into a modernized system that blankets your entire home with total Wi-Fi coverage. It finally eliminates the need for “band-aids” like range extenders and allows you to go ahead and unsubscribe from that dreadfully complicated YouTube channel, “*How to build a router for your router.*”

A set of three Eeros, one connected to your modem and two connected to traditional outlets, are strategically positioned throughout your home to deliver “hyper-fast, super stable Wi-Fi.” With the guidance of the Eero app, you’ll know exactly where these should go since the app pinpoints the spots in your home that will provide the best, most even coverage for your family.

But that’s not all the app will do for you. Thanks to the Eero app, setting up your Wi-Fi system is simple and managing it is even simpler. Plug it in, download the app, and get going. Name your router whatever you want, and create any password you’d like. Share Wi-Fi access with your guests with a simple tap of the app and forget what it was like to search your house from top to bottom for your password. Easily view every device connected to your Wi-Fi and even see what speeds your currently receiving.

With Eero, you’ll never again need to worry about installing updates, or in the majority of cases, stress over the fact that you’ve had your router for four years, but you’ve never installed one single update. Software and security updates are automatic with human interaction not necessary. These updates occur overnight and only last a few minutes.

Problem-solving is also automatic – so you’ll never have to push that dreaded reset button or build a hi-tech contraption to push it for you while you’re nestled into bed binge watching Netflix.

If you’re ready to live in peace with your Wi-Fi connection, then Eero might be the solution for you. You can purchase this complete Wi-Fi system for yourself right [here](#).



eero.com