

# Talk Nerdy to Me



Tips To Help Your Organization Run Faster, Easier, & More Profitably

Winter 2026



## New Year. New IT Goals.

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## FIND INSIDE:

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# 6 Tech Habits Your Business Should Quit Cold Turkey

Every business has a list of habits everyone knows aren't great. The risky shortcuts, the "we'll fix it later" processes, the workarounds that are now just "how we do things."

They feel harmless until the day they aren't.

If you want your systems to run smoother, safer and with fewer surprises, these are six tech habits worth quitting cold turkey and what to do instead.

## Habit #1: Clicking "Remind Me Later" on Updates

That tiny button has caused more business damage than most cybercriminals. Updates patch known vulnerabilities that attackers actively exploit.

"Later" becomes weeks or months, leaving your systems exposed. Massive ransomware outbreaks in the past spread because businesses skipped available patches.

**Quit it:** Schedule updates after hours or let your IT partner push them automatically. No interruptions, no exposed systems.



## Habit #2: Using the Same Password Everywhere

Your favorite "strong" password isn't strong if it's used across multiple accounts.

When even a small website gets breached, your credentials get sold and attackers try them across banking, email and business systems. This is called credential stuffing, and it works shockingly well.

**Quit it:** Use a password manager (1Password, Bitwarden, LastPass). One master password. Unique credentials for everything else. Done.

## Habit #3: Sharing Passwords Over Email, Text or Slack

"Can you send me the login?"

Sure. Now that password gets permanently stored in inboxes, backups, search histories and servers.

If anyone's account gets compromised, hackers can search for "password" and

harvest everything.

**Quit it:** Use the secure sharing features built into password managers. No passwords in writing, no permanent trail.

## Habit #4: Giving Everyone Admin Access Because It's Easier

One person needs to install something, so you just grant admin access and never take it back. Now, half the team can bypass security tools, delete folders or install risky software. If any of those accounts get compromised, attackers instantly gain full control.

**Quit it:** Use the principle of least privilege. People get the exact access they need, nothing more.

## Habit #5: Workarounds That Became Permanent

A process broke, you found a workaround and now it's the "official" way.

Workarounds cost time, create fragility and depend on employees remembering a trick instead of relying on a real system.

**Quit it:** List every workaround your team uses. Then let an IT professional replace them with proper solutions that save hours and eliminate frustration.

## Habit #6: The One Spreadsheet Running Your Entire Business

One Excel file with 12 tabs and mystical formulas known only to a few people is not a business system: it's a single point of failure. If it corrupts or the creator leaves, your operations grind to a halt.

**Quit it:** Document what the spreadsheet actually does and then move those functions into real tools with backups,

permissions, audit trails and scalability.

## Why These Habits Stick and How to Break Them

You don't keep these habits because you're careless. You keep them because you're busy. Bad tech habits feel fast in the moment, but the consequences stay invisible until they're catastrophic.

The businesses that finally fix these issues don't rely on willpower; they change their environment. With the right IT partner:

- Password managers get deployed company-wide
- Updates happen automatically
- Permissions get managed correctly
- Workarounds disappear
- Critical spreadsheets become real systems

**The right way becomes the easy way.**

**Most business owners are just too busy doing what they do best—like growing their business—to consider cyber-security issues that could effect their business in the future. If you are not sure how secure your network is, or how secure your data is, please don't hesitate to call. A conversation with the cyber-security experts at Capstone IT is a time investment that you will not regret.**

**Call us for a FREE CONSULTATION at**

**561.257.1879**

***OUR SERVICE GUARANTEE***

***100% Money Back Guarantee***

## Capstone's Shiny New Gadget Of The Quarter



### LOOI Space AI Desktop Robot Companion

LOOI Robot in sleek Space Black — a fun, AI-powered desktop companion that brings personality and smart tech right to your workspace. With ChatGPT voice interaction, visual recognition, built-in memory, and even 10W wireless phone charging, it's equal parts helpful assistant and futuristic desk buddy. Perfect for tech lovers, gadget fans, or anyone who wants their desk set-up to feel a little more alive (and a lot more fun).

# 7 Ways to Spot a Reliable IT Service Provider

A reliable IT partner doesn't just fix problems—they help your business thrive. This checklist will help you spot a provider who's up to the task.

**1 Proven experience**  
They have an extensive track record of successfully managing IT services for businesses in your industry.

**2 Prioritizes security**  
They implement comprehensive security measures and continuously monitor your systems to keep your business protected.

**3 Clear communication**  
They provide regular, detailed reports on your systems and maintain open lines of communication.

**4 Predictable pricing**  
They offer transparent pricing with no hidden fees.

**5 Reliable service**  
They consistently resolve issues quickly and ensure steps are taken beforehand to reduce downtime.

**6 Scalable and flexible solutions**  
They offer scalable solutions that evolve and adapt according to your business needs.

**7 Strategic IT planning**  
They think long-term and proactively work to align your tech with your goals, ensuring you're always future-ready.

Want to see how we measure up?  
**Let's talk!**



“Choosing Capstone IT was the best business decision we made. The onboarding process has been amazing. It is great when a vendor delivers what they promised and goes above and beyond to ensure that we had no downtime. Their response time to tickets is incredibly fast!

**Marisa M.**



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# Win a \$25 Amazon Gift Card

## Capstone in the Community

We are proud to be the official IT company for many non-profits on the Treasure Coast and the Palm Beaches. Outside of our clients, our CEO also serves on the Board of the United Way of Martin County. We love to sponsor, participate, volunteer and donate to these amazing causes. Please join us in 2026 and consider attending events that benefit the following non-profit organizations:



Which Microsoft 365 app was the FIRST to widely roll out Microsoft Copilot AI features to business users?

- A. Microsoft Excel
- B. Microsoft Outlook
- C. Microsoft Word
- D. Microsoft Teams

Follow us on LinkedIn and leave a message there with the correct answer to win.  
<https://www.linkedin.com/company/capstone-it-services/>

More and more Treasure Coast and Palm Beach businesses and organizations are trusting the Capstone IT Team as their partner in technology!

# WE MADE THE LIST!



Capstone IT is one of Inc. Magazine's top 5000 fastest growing companies in 2025!

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