

WORK FROM ANYWHERE

The art and science of making a living while on the go

"It's better to be boldly decisive and risk being wrong than to agonize at length and be right too late."
- Marilyn Moates-Kennedy

"If time be of all things the most precious, wasting time must be the greatest prodigality."
- Benjamin Franklin

"Time is what we want most and what we spend the worst."
- William Penn



The winds of circumstance blow on us all. It's how we set our sails that determines our course. - adapted






GRADUATION EXAM


1. COMPLETE YOUR 9 TIMES TABLE
2. DIVIDE SQUARE INTO 4 EQUAL PARTS

1 x 9 =	9
2 x 9 =	18
3 x 9 =	27
4 x 9 =	36
5 x 9 =	45
6 x 9 =	54
7 x 9 =	63
8 x 9 =	72
9 x 9 =	81



Scott Fricks
CFO, Case In Point
ITU, USAT, FMTRI,
Lil Triathlon Coach & Trainer

The End Goal



INFORMATION
EVERYWHERE



STOCKPORTER.NET
DEFRAUDANCE!

- Microsoft SharePoint
- Microsoft OneDrive
- Google Drive
- Dropbox (Business Only)
- Box
- Carbonite

SUPER SECRET SILENT SYNCING

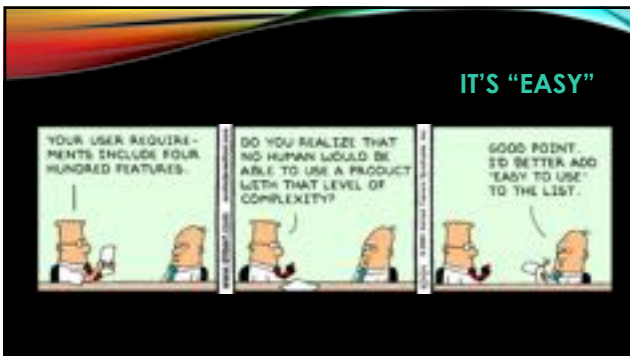
CLOUD STORAGE

COMMON NON-HHIPA COMPLIANT CLOUD SERVICES

- iCloud
- Dropbox Basic

Penalties for HIPAA Violations

1. Unknowing—Resulting in \$100-\$50,000 fine per violation.
2. Reasonable Cause—Resulting in \$1,000-\$50,000 per violation.
3. Willful Neglect—Corrected: \$10,000-\$50,000 per violation.
4. Willful Neglect—Uncorrected, at least \$50,000 per violation.



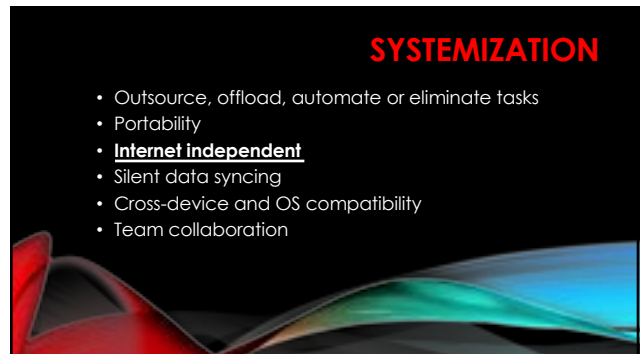
THE DIGITAL TRANSFORMATION TRAP

DIGITALIZATION

Faster?
Cheaper?
More efficient?
Better for business?

EFFICIENCY OR DIGITAL ADDICTION?

ZVM9



HARDWARE REQUIREMENTS



Laptop or Tablet
Travel and Mobility (weight)
Reliability
Speed



Screen Real Estate




Primary Computer(s)




Buy The Absolute Best You Can Afford

- Security
- Reliability
- Speed
- Storage
- Memory
- **Avoid Used!**


SOFTWARE REQUIREMENTS (REDUCED INTERNET DEPENDENCY)



Word Processing Software
Basics
Also include spreadsheet and presentation software
Microsoft Suite
Google Docs (offline sync via Chrome)




Silent Syncing Cloud Service
HIPAA COMPLIANT
OneDrive for Business
SharePoint
iCloud (not compliant)
Google Drive (not natively compliant)




Records Management App
Notability (iPad only)
Books
OneNote
PDF Expert
Adobe Acrobat


SOFTWARE REQUIREMENTS (REDUCED INTERNET DEPENDENCY)



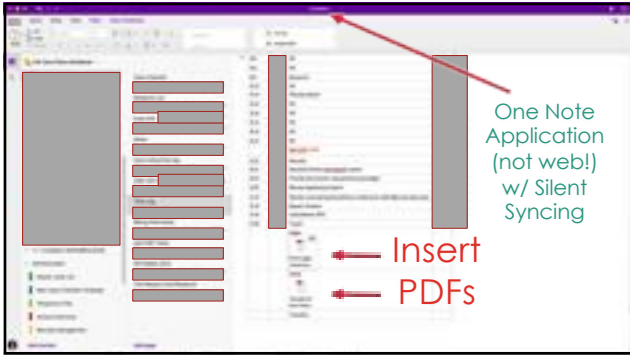
Note Taking (and Team Collaboration)
MS OneNote
FREE



Email Application
Outlook for MS Windows
iOS Mail for Apple



PDF Software
PDF Expert
Nyro
Adobe Acrobat \$
Adobe reader (free)



SOFTWARE REQUIREMENTS (ADVANCED)

 Note Taking and Team Collaboration OneNote FREE	 Enterprise File Management WPA COMPANY Sharepoint File Failsafe Silent Syncing	 Task Management App Goodtask Apple Reminders Outlook tasks All offers capable, cross-platform compatible and silent syncing
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Browser files from malicious attacks

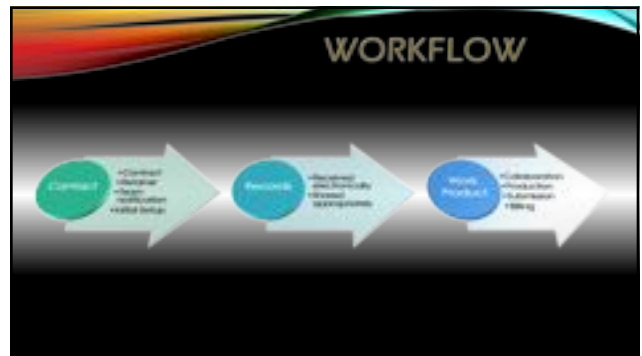
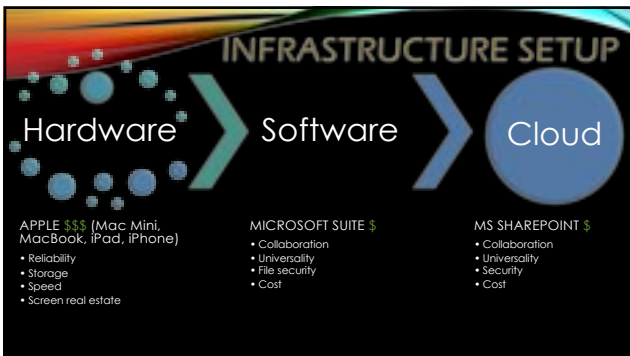
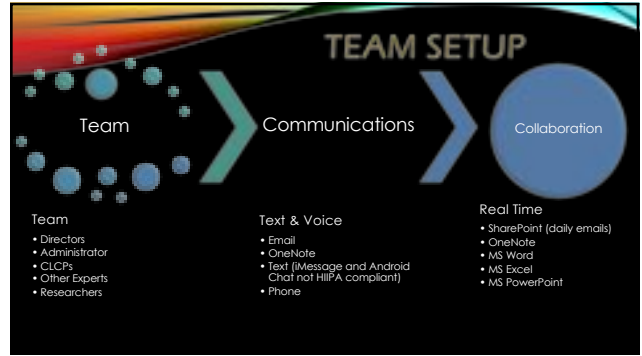
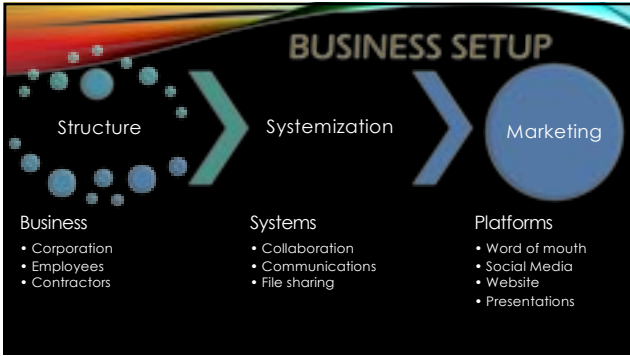
1. Malware
2. Phishing
3. Man-in-the-middle attack
4. Denial-of-service attack
5. SQL injection
6. Zero-day exploit



A screenshot of a web browser interface. A blue banner at the bottom of the page reads "Slide the slider to select a different date".




CASE IN POINT

Our System





SAFE BROWSING / SAFE SEARCHING

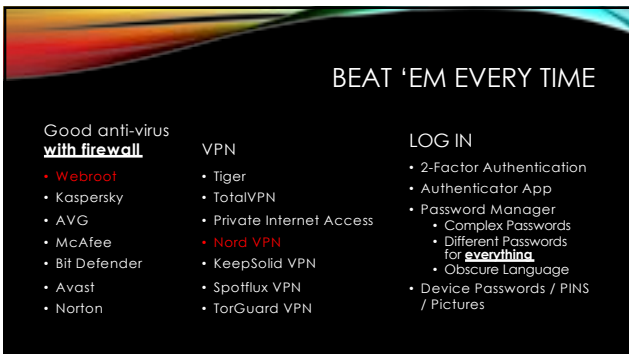
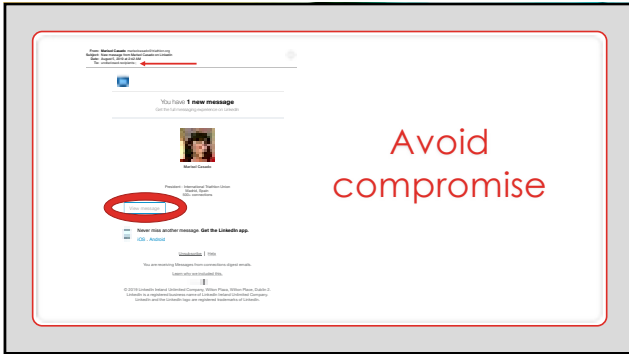
		
Firefox	Safari	Edge

EMAIL SAFE

		
Gmail	Yahoo	Hotmail

EMAIL SAFE

- Hushmail for Healthcare
- VM Racks
- NeoCertified
- Paubox
- Virtru
- Atlantic
- LuxSci
- Apsida Mail
- Protected Trust
- MaxMD
- EmailPros
- MD OfficeMail
- Delivery Trust from Identillect Technologies



ASSET PROTECTION AND GROWTH STRATEGIES

"Even if you're on the right track you'll get run over if you just sit there." – Will Rogers

- FLOW THROUGH TAX PROGRAM
 - Incorporation
 - Cap on qualified business income
- 401k, SEP, IRA
- Passive Income Opportunities

THE ABSOLUTELY, POSITIVELY, UNQUESTIONABLY, MOST IMPORTANT THING?

HEALTH TIME MANAGEMENT

- ✓ 90 Seconds – 600 calories – 50+ lbs/yr
- ✓ 90 Minutes – 600 calories – 50+ lbs/yr

PRODUCTIVITY

- ✓ Would anyone here like a 3% raise?
- ✓ CMD-TAB / ALT-TAB
- ✓ Beware software nuances, for example:
 - ✓ MS Office applications will hog resources, crash, freeze, run and save slowly if you're working remotely, connected to Wi-Fi but not connected to the internet
 - ✓ A VPN, if left running in the background when you move to a new network, may block the new connection
 - ✓ With the MS family of applications, don't rely exclusively on auto-save for super-critical work. Although the apps are getting better with each release, occasional crashes can cause data loss. This isn't as big of an issue working while connected to your home or office network.
 - ✓ Add a save button the ribbon (CMD-s) and save periodically
- ✓ BACKUP, BACKUP, BACKUP



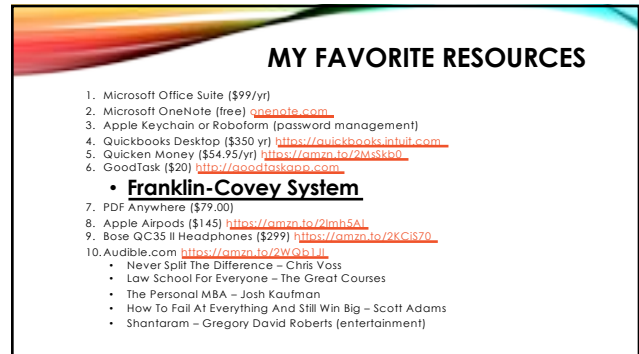
Summary

改善

Kai = Change Zen = Good

KAIZEN = Continuous Improvement

- Structure your business so that it is minimally tethered
- Systemize to disconnect with maximum productivity
- Kaizen your business model constantly. Is it necessary? How can I improve it.



MY FAVORITE RESOURCES

1. Microsoft Office Suite (\$99/yr)
2. Microsoft OneNote (free) onenote.com
3. Apple Keychain or Roboform (password management)
4. Quickbooks Desktop (\$350 yr) <https://quickbooks.intuit.com>
5. Quicken Money (\$54.95/yr) <https://amzn.to/2Ms3khp>
6. GoodTask (\$20) <http://goodtaskapp.com>

- **Franklin-Covey System**

7. PDF Anywhere (\$79.00)
8. Apple AirPods (\$145) <https://amzn.to/2mh5A1>
9. Bose QC35 II Headphones (\$299) <https://amzn.to/2KClS70>
10. Audible.com <https://amzn.to/2WGb1Jl>
 - Never Split The Difference – Chris Voss
 - Law School For Everyone – The Great Courses
 - The Personal MBA – Josh Kaufman
 - How To Fail At Everything And Still Win Big – Scott Adams
 - Shantaram – Gregory David Roberts (entertainment)