

KOSI BITS & BYTES

Insider Tips To Make Your Business Run Faster, Easier And More Profitably

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Lock It Down. Stay Open.

October is Cybersecurity Awareness Month, the right time to find out where your business is exposed. Most attacks don't target the biggest company in town, they target the easiest one to get into.

Our free Cybersecurity Risk Assessment reviews your network, devices, email and backups, then shows which gaps a criminal could use and what it takes to close them.

You get a clear, plain-English report and a prioritized action plan, with no obligation and no jargon.

Claim your FREE Cybersecurity Risk Assessment this October, a \$500 value at no cost through October 31.

Scan the QR code or call us at 419-522-4001 to book your assessment



October 2026

This monthly publication is provided courtesy of Jen Evans
CEO & Owner of
King Office Service, Inc.



OUR MISSION:

We leverage technology to provide simple and secure solutions to enhance profitability and productivity in our clients' organizations.

KOSI - Your Trusted Local Partner for Over 45 Years!

The 15-Minute Meeting Every Leadership Team Should Have



If an unexpected disruption hit your business tomorrow, would your team know what to restore first, who makes decisions and how to keep communication moving?

Many businesses only find planning gaps during a real disruption. A quick year-end readiness review can reveal the assumptions before they become problems.

Bring your leadership team together for 15 minutes and focus on these five questions:

1. How would we communicate?

If email, phones or collaboration tools were unavailable, employees and customers would need a dependable backup communication path.

2. What do we depend on most?

Identify critical software, internet access, third-party providers or one-person processes that could hold everything up.

3. Who makes decisions?

Unclear ownership slows response. Decide who starts the plan, updates employees, contacts customers and works with vendors or IT partners.

4. What would we wish we had prepared?

Use this question to uncover missing documentation, outdated contact lists, untested backups or unclear recovery priorities.

Preparation gives your team room to respond instead of react.

5. What must be restored first?

List the functions your business cannot operate without, such as customer support, payment processing, scheduling, order fulfillment or access to essential files.

Knowing the priority helps the team focus instead of trying to fix everything at once.

A sixth question for October

October is Cybersecurity Awareness Month, and attacks are now among the most common causes of downtime. Would employees know how to report a suspicious message, who calls your IT partner first and how fast you could restore clean data from backup?

Turn the answers into action

These answers show where your plans are clear and where they still depend on assumptions.

A good IT partner can help turn those gaps into action by testing recovery processes, checking backups and documenting what matters most before disruption strikes.

Then test one step this month. Restore a file from backup or reach the team through your backup channel. If it works, you have proof. If it doesn't, you found the gap while it was cheap to fix.

PARTNER SPOTLIGHT



Leverage Strong IT Security To Secure Better Cyber Insurance

Cyber insurers are rewarding businesses with strong IT security—often with broader coverage and lower premiums. At the same time, AI-driven scams and social engineering attacks are becoming more frequent and harder to detect, making strong insurance coverage more important than ever.

Security controls that matter to insurance companies:

- Multi-factor authentication (MFA)
- Endpoint detection & response (EDR)
- Tested backup & recovery

Pro Insurance Partners specializes in cyber insurance and works across multiple carriers to help clients turn strong IT environments into better cyber insurance outcomes.

Interested in learning more or a second look at your existing coverage?

Email: Info@ProInsPartners.com or call: 614-653-6392 to get started.

Mention KOSI for a prioritized review.

4 WAYS TO GET MORE OUT OF YOUR TEAM

Great employees can still end up in the wrong roles. Businesses don't usually struggle because they lack capable people. They struggle when they don't understand what kind of work energizes the people they already have.

Patrick Lencioni's book *The 6 Types of Working Genius* explains that every job uses a mix of skills, but most people are naturally energized by only a few. When daily work leans too heavily on their weaknesses, frustration can look like poor performance.

Hire for the work, not the title. A resume may match the job description, but that does not mean the person will thrive in the actual work. A marketing role, for example, could require big ideas, lead generation or deadline-driven coordination.

Those are very different strengths. Before hiring, get specific about what the role requires on a normal day, then look for someone who finds that work motivating instead of draining.

Look at your team before you hire. When a team has a gap, the instinct is

often to add another person. But the answer may be better awareness of the people already there.

Map what each employee does best and what consistently frustrates them. One person's draining task may be another person's strength, so rearranging responsibilities can sometimes solve more than a new hire would.

Underperformance may need a role change, not an exit.

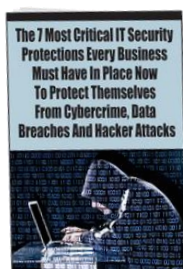
If an employee fits the culture, shares your values and wants to contribute, do not assume they are the wrong person. Ask whether the role is the problem. Moving good people into work that fits their strengths can cost far less than replacing them.

Teamwork is your real advantage.

Strategy, pricing and products matter, but a business cannot reach its potential if the team works against itself. Understand how your people are wired, build around their strengths and the whole business becomes easier to run.

7 Urgent Security Protections Every Business Should Have In Place Now

Cybercrime is at an all-time high, and half of all attacks target small businesses. This free report shows you exactly what to put in place — in plain English, written for business owners, not IT people.



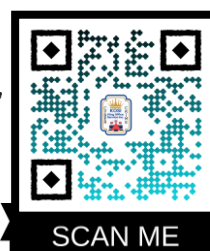
Inside you'll find:

- 7 security measures explained in plain English
- The #1 vulnerability on every business network
- What a strong password and AUP policy should include
- How to make sure your backup actually works
- Why firewalls and patching need ongoing monitoring
- A simple checklist you can hand to your IT provider

It's a quick 10-minute read, and it could save you from downtime, data loss and costly data-breach fines.

Download your FREE COPY of this Executive Report today online at: www.kingoffice.com/cybercrime

Or Scan the code



CARTOON OF THE MONTH



"You must be the new remote employee"

5 Overlooked Cybersecurity Habits That Save Time and Reduce Risk



Business owners are always looking for ways to save time without adding risk. New software and AI tools help, but the businesses that avoid the most time interruptions share one thing: strong cybersecurity habits.

The biggest time-savers aren't flashy tools. They're everyday routines that keep small gaps from becoming downtime, data loss or expensive recovery.

1. Plan ahead instead of reacting to incidents.

If you wait for a suspicious email or outage to disrupt the workday, your team is already playing catch-up. Security-minded businesses review risks, identify critical systems and prepare for what could interrupt operations – so weak points surface sooner. A short quarterly review is usually enough.

2. Document the important security details

If only one person knows where vendor contacts, passwords, and recovery steps live, you have a continuity risk. Approved software, key procedures, responsibilities, and incident-response steps should be easy to find and share, so work keeps moving when someone is unavailable.

3. Fix small security gaps before they become big problems.

Most businesses work around outdated software, unused accounts, shared passwords, missing updates or aging hardware. Those issues rarely feel urgent, but a forgotten account or unpatched application can open the door to attackers and slow recovery. Keeping a running list

of known gaps – and closing a few each month – prevents the backlog that attackers count on.

4. Test your security plans instead of making assumptions.

"Our backups are fine" and "we'll figure it out" are assumptions, not proof. Resilient businesses verify backups, review recovery plans, test alerts and walk through cyber scenarios. A quiet month is the best time to pressure-test your plans. A single restore test can reveal a broken backup job before you need it.

5. Treat cybersecurity as a business strategy, not just an IT issue.

If you only discuss cybersecurity when something breaks, you're missing chances to prevent problems. Regular conversations about goals, risks, compliance, insurance requirements and future technology decisions help security support growth. Employees matter here too: brief, ongoing training on phishing and safe data handling turns your team into an early warning system. A strong IT partner reinforces those habits and flags risks early.

Better cybersecurity habits create more time.

Saving time isn't about working faster or adding another tool. Planning ahead, documenting security details, closing gaps early and testing your plans can save hours of downtime later – keeping your business secure, productive and focused on what matters most. Start with one habit this month and build from there.



GEEKOM A9 Max 2026 A Mini PC That Earns Its Space

This little device puts desktop-level performance into a compact frame. It can power four displays, run demanding applications and support fast wired networks, while expandable memory and storage make upgrades simple. Its small size works in offices, home setups and mobile workspaces, giving teams a flexible machine that's easy to deploy, easier to manage and doesn't crowd the desk.



QUICK TECH TIP

Your October Security Check-Up

October is Cybersecurity Awareness Month. Spend 20 minutes on these.

- ✓ Turn on MFA everywhere it is offered.
- ✓ Change every password you reuse.
- ✓ Report odd emails, do not just delete.
- ✓ Patch phones, laptops and browsers.
- ✓ Lock your screen when you step away.
- ✓ Test one real restore from backup.

Why it matters: skip one of these and a reused password can drain a bank account, freeze payroll or lock every file behind a ransom note. Recovery drags on for days, and many small businesses never win back the customers they lose.





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Keeping Technology Secure & Simple

PRST STD
US POSTAGE
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Who Wants To Win A \$25 Gift Card?

TRIVIA



Which computer term did web browser
programmer Lou Montulli coin to refer
to information that is sent from the
browser to the web server?

- A. Web Token C. Packet
B. Browser Cache D. Cookies

Q & A : Last Month's Trivia: The world's first computer
bug was an **actual moth trapped in a computer.**

You can be a Grand Prize Winner of this month's Trivia Challenge Quiz! Just
be the first person to correctly answer this month's trivia question (no
cheating!) and receive a \$25 gift card.

Ready? Call us right now at [419-522-4001](tel:419-522-4001) or send an email to
katies@kingoffice.com with your answer!

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we would be happy to provide them. Email katies@kingoffice.com and we will
take care of your request. You can also view & download our newsletters
online at: www.kingoffice.com/newsletter



Makes: 6 servings
Prep Time: 5 min
Cook Time: 20 Min
Total Time: 25 min
Recipe Created By: tenastic66
www.allrecipes.com

INGREDIENTS

- ❖ 1 pound lean ground beef
- ❖ 1 (15-ounce can) tomato sauce
- ❖ 1 (15 ounce) can kidney beans, drained
- ❖ 1 (15 ounce) can chili beans, not drained
- ❖ 2 tablespoons chili powder, or to taste
- ❖ salt and freshly ground black pepper to taste

INSTRUCTIONS

Step 1: Heat a large skillet over medium-high heat. Cook and stir
ground beef in the hot skillet until browned and crumbly, 5 to 7
minutes.

Step 2: Stir in kidney beans, chili beans, and tomato sauce.
Bring to a boil and stir in chili powder. Reduce heat to a simmer,
and cook, stirring occasionally, until thickened, about 15
minutes. Season to taste with salt and pepper.