Not so FAST

Employees strive to be efficient. **But at what cost?** Lean operations can benefit, but in the right areas. Infosec requires due care.

RUSHING CAN BE RISKY....

Shortcuts & workarounds open vulnerabilities:

Misplaced devices or documents

Mistakenly sending data to the wrong party

UNDER STAFFED

Sometimes, offices may not have enough resources to securely operate. This requires existing staff to do **much more in less time**.

SECURE YOUR OFFICE SPEED LIMIT.

1 DON'T BE SO FORWARD (FWD:)

Check your email recipient lists before you click send. Sometimes the autopopulate feature pulls in a similar name, but **not** your **intended** person.

2 ASSESS THE WORKLOAD OF YOUR TEAM

Ensure your security policies and processes can be managed with the staff at hand. Anticipate any increase in workload and grow support accordingly.

3 SIGN OUT & LOG OFF

Even when in a rush, users that access their accounts on shared terminals and devices need to log out every time they step away from the computer.

FRIENDLY REMINDERS FOR CYBERSECURITY.

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