



# Bank of Botetourt

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## 6 Tips to Speed Up Your PC



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Many have made the shift to remote working during the pandemic. The transition can sometimes be stressful, so the last thing anyone wants to deal with is a slow or unresponsive computer. But before you instant message your Help Desk Support Team, here are six tips that may give your pc a boost!

### 1. Give Your PC a Reboot

Restarting your PC is always a good place to start if it is running slow. We get accustomed to keeping our PC's running all the time. This means all running programs are occupying and filling up their RAM continuously, which can lead to the PC running extremely slow. Try shutting down and restarting. Always be sure to save your work before you shut down.

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## 2. Disable Start Up Programs

Startup items are programs that the system will run in the background once your computer is ON. Anytime you download and install software it normally defaults to "Start-up". If the software is not something commonly used, consider changing the setting. This will also save room on your hard drive and improve system security.

## 3. Scan for Malware, Adware and Viruses

We all know malware and viruses will affect the performance of a computer and make it run slow. Scan your computer using an antivirus program.

## 4. Free Up Disk Space

If your hard drive is almost completely full, your computer may run noticeably slower. Too many junk files, useless big files and duplicate files usually cause insufficient disk space. Take some time to clean up unwanted files and do so on a regular basis.

## 5. Reduce Animations

Windows 10 has tons of animations. Animations can make for a more polished, streamlined and visually appealing look, however they also can slow down the speed of your PC. An animation tile is an app representation on the start screen in Windows 10. It can be live or static. Live tiles can show updates from friends, app notifications, your calendar and much more. Static only displays the default content which is typically the full tile app logo. Each time you open the Start menu or open an app, you have to wait a moment while all the tiles animate. However, Windows has the option to disable that feature which may result in a faster moving PC.

## 6. Browser Overload

One of the best parts about surfing the web is the ability to have multiple windows open at the same time. But each window and tab takes up memory and processing power and over time and slow down your pc. Stay cognizant of how many windows you have open at any given time. Reducing the count may help speed things up.

# Inadequate Business Continuity Plans Can Be Risky

Although business continuity plans are a must-have for all businesses, many organizations are just not prepared for a business emergency. A recent survey performed by Gartner Business shows just 12 percent of organizations feel they are prepared for the impact of COVID-19. Although a majority of businesses have some version of a business continuity plan in place, they are rarely expected to be used and, therefore not always getting the attention they deserve. Typically, the plans focus on natural disaster situations and not necessarily a global pandemic, but here we are in the midst of just that. COVID-19 has had a significant impact on our economy, businesses and personal lives and every report as of today indicates that as we approach the fall, we should expect the worst and hope for the best.

Businesses will need to take a long hard look at their current business continuity plans and determine if there are any gaps that need to be immediately addressed. If so, now is the time to fix them. Business continuity planning is the process of creating systems of prevention and recovery to deal with potential threats to a company. The goal of these plans is to enable ongoing operations before, during and after a disaster. It helps determine an organization's ability to withstand severe changes in its environment and still be able to function. It also tests if an organization can adapt to changes temporarily or permanently that will help it successfully do business in a way that better suits their business needs. Not having an adequate business continuity plan can be extremely risky.

Unfortunately, research has shown that only 30 percent of businesses have a fully documented disaster recovery strategy in place and 15.4 percent didn't even consider a fully documented plan applicable to their situation. Not having a robust plan in place can lead to significant downtime which can equate to millions of dollars lost. Studies have shown on average companies spend a minimum cost of \$926 per minute of unplanned outage or downtime. A poor plan can have an impact on business operations and employees which may lead to the organization playing catch up and losing ground during a most critical time.

A weak business continuity plan does not just have financial repercussions but can have severe impacts that range from compliance issues to reputational dam-



age. Reputational damage can have a lasting effect on the public's perception of an organization. Protecting your customers and an your reputation is a crucial part of any business continuity plan.

COVID-19 has proven to be extremely challenging for all. Even the best of plans are being put to the test. But having a good business continuity plan in place that implements strategies to adapt to change quickly during a very fluid situation is important and can make a significant difference.

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