

GPS Business Academy 90 DAY QuickStart Program



gpsbusinessacademy.com

with Jennifer Hoffman

MODULE 1 – Business Basics -- Backups

Your ACTION Steps

A data backup system and plan protects your most important business asset, your data and content. You must have a multi-level backup system in place which includes both on- and off-line systems. Create your backup schedule and use it regularly – don't wait until you lose your data to remember that you should have backed up your hard drive.

Remember to also save any data on your phone, tablet, and ipad to your computer and include it in your backup.

Here are some suggestions for your backups, as detailed in this module:

Your off-line backup

1. Flash drives or memory stick – 30 MB to 128 MB capacity, use to backup sections of your content
2. External hard drive – from 1TB to 8 TB around, \$40 to \$100 – USB connection provides continuous backup.

See Seagate or Western Digital, available at office supply stores, Costco, & electronics stores

3. Burn documents to CD and save, good for one-time use. I do this for my annual financial files and keep the CD with my yearly records.

Use this method if your computer has a CD drive, get some R/W (read/write) CDs and use them regularly.

Your on-line backup

1. carbonite.com good for small business, provides continuous backup to online source
2. crashplanpro.com also good service for small business with continuous online backups
3. backblaze.com good resource for on-line backup service

Get a subscription with an online backup service and check your backups weekly.

Set up a backup schedule

Once a week – save hard drive documents to flash drive

Verify that your online backup service is working and check your files

Once a month or as needed – burn important documents, such as books, videos, audio files, to CD or use a separate flash drive

Annually – copy yearly financial data to CD and to flash drive, store with your records

Note: If you're wondering about data sizes, computer data is measured in bytes.

A MB is a megabyte, which is a million bytes

A GB is a gigabyte, which is a billion bytes or 1,000 MB

A TB is a terabyte, which is a trillion bytes or 1,000GB

Most computer hard drives today are between 500GB and 1TB. Your file manager will tell you how much data is on your hard drive. You will need to get a new computer or another hard drive as you approach its capacity.

I am here to support your business success!

Jennifer Hoffman

Founder, GPS Business Academy, your Expert Source for Business Advice, Resources & Training

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Founder Enlighteninglife.com, your Expert Source for Life Transformation & training to have a 'rich, happy & successful' life

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Remember to send your questions to support@enlighteninglife.com