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# Resolutions for a great IT new year [1]

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Each new year brings new resolutions. Although it can be difficult to stick to resolutions sometimes, it doesn't have to be. Staying up to date on best practices is easy and can help you and your coworkers work safer and more effectively. Consider adhering to these new year resolution practices.

1. Always connect to the VPN at the start of the day [3]

Connecting to the VPN will ensure that your data is protected while you work. Using the university VPN keeps data secure — a VPN creates an encrypted "tunnel" for all the data you send and receive to pass through an encryption protocol. Did you know you actually have two "tunnel" choices?. If you're experiencing any lags in connectivity, you can increase your internet speed while on the VPN by selecting the half tunnel option.

2. Check your colleagues' Outlook calendar before sending an invite [4]

You can avoid double-booking meetings with Outlook Scheduling Assistant, which allows you to view your colleagues' availability. Time availability is not the only benefit of Outlook — Room Finder can also assist you in viewing meeting room availability if meeting in person.

3. Use a password manager [5]

Password managers are one of the best ways to manage unique passwords and protect your digital privacy. A password manager is a software application created to manage and store all of your online credentials like usernames and passwords in a safe, encrypted database. Some notable advantages of a password manager include saving time, protecting your identity and information, notifying you of potential phishing websites and more.

4. Turn off your computer each week

Turning off your devices is a good way to hit the reset button. Just like we need time to rest and reserve our energy, our devices  need to shut down regularly in order to keep their file systems and programs running optimally.

5. Create a "Weekly Wins" OneNote document

Schedule time in your calendar each week to record wins, big and small. When performance review time rolls around, you'll be glad you did!

6. Respond to Service Desk emails

Consider responding to Service Desk emails to offer your feedback after an IT issue is resolved. Even something as simple as clicking the "thumbs-up" or "thumbs-down" icon in the

service completion email you receive helps UIS measure their performance and improve.

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