Making your online presence work-safe

Mind Your Social Media:

a. Remember, everything you post online is public, so be mindful of what you share.

a. Keep your profiles professional and avoid sharing controversial or offensive content.

a. Consider setting your profiles to private or limiting the information that is visible to the public.

Manage Your Online Reputation:

a. Google yourself regularly to see what information is out there about you.

a. Respond to any negative or false information in a professional manner.

a. Encourage others to leave positive reviews or testimonials about your work.

**Making sure your online presence is work-safe and squeaky clean is crucial in today's digital world.
By following these tips, you can protect your reputation, maintain professionalism, and keep your information secure.**

Protect Your Privacy:

a. Be careful about the information you share online, including personal details like your full name, address, and phone number.

a. Be mindful of the privacy settings on your social media accounts and regularly review them to make sure they're set the way you want them.

a. Use strong, unique passwords and enable two-factor authentication on your accounts to keep your information secure