



3 WAYS TO NAVIGATE A HYBRID WORKPLACE

INDUSTRY FACT

ACCORDING TO OUR STUDY 25% OF SMBS WERE THE VICTIM OF A CYBER ATTACK.

IRON MOUNTAIN
SMALL BUSINESS TRENDS SURVEY

Hybrid work is altering the business world. With its increasing prominence and prevalence, Iron Mountain conducted a survey of small business owners to find out whether, and how, their information management practices have changed.

Out of the 40% of small businesses that adopted a hybrid work model:

- 64% moved to cloud-based platforms.
- 44% developed a better understanding of their data.
- 25% acknowledged the importance of staying on top of information security.

By understanding how other small businesses continue embracing hybrid models, consider how you can bring the same practices to your organization. Following are three tips that will help you get started.

- **Look to the cloud.** In today's hybrid environment, employees need to easily access documents regardless of their working location. Evaluate your paper-based records to determine what can be moved to the cloud. When undertaking the process, familiarize yourself with retention and compliance guidelines.

- **Regulate data by centralizing key information.** Disparate data is chaotic and can put your organization at risk of compliance and litigation issues. Consider consolidating your data by creating a centralized repository, which enables your approved employees to easily access, collaborate and analyze data when needed.

- **Control information security by implementing proactive strategies.** With the move to hybrid work, the threat of falling prey to cybercriminals is rising. Get ahead of cybercriminals by evaluating your security practices and assess (and limit) employee access to sensitive information. Then, implement proactive strategies to spot and avoid cyberthreats, including ensuring all systems are up to date and training employees to spot common scams.

Hybrid is here to stay so ensure your business is keeping up

By adapting the aforementioned information management best practices, including moving data to the cloud, centralizing information and shoring up your defenses by training employees on cybersecurity, you, too, can embrace a hybrid environment - something today's employees crave.

WANT TO DIG DEEPER? CHECK OUT OUR SURVEY RESULTS TO LEARN MORE AND VISIT OUR [SMALL BUSINESS BASECAMP FOR ADDITIONAL RESOURCES.](#)

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ABOUT IRON MOUNTAIN

Iron Mountain Incorporated (NYSE: IRM), founded in 1951, is the global leader for storage and information management services. Trusted by more than 220,000 organizations around the world, and with a real estate network of more than 85 million square feet across more than 1,400 facilities in over 50 countries, Iron Mountain stores and protects billions of information assets, including critical business information, highly sensitive data, and cultural and historical artifacts. Providing solutions that include secure storage, information management, digital transformation, secure destruction, as well as data centers, art storage and logistics, and cloud services, Iron Mountain helps organizations to lower cost and risk, comply with regulations, recover from disaster, and enable a more digital way of working. Visit www.ironmountain.com for more information.