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Dear Lifehacker (After hours), I have an asshole friend who sent me an email titled Funny Joke and revealed that a photo of two older citizens having oral sex. I opened it at work, and I quess I was a funny joke. Luckily, no one saw the picture, but what if they were? How to avoid getting into trouble or worse? Sincerely, Random PervertDear AP, I can tell from personal experience that this is always a very uncomfortable problem. If you work for a bad company, it might even be unsolved. Nonetheless, let's discuss your options. Prevention is better than treatmentlf someone sends you an inappropriate picture during business hours, it's always better if you have a chance to stop other people from seeing it rather than explaining it away. While you can't prevent your friends from sending embarrassing emails, you can take steps to prevent them from accidentally displaying in the office: Disabling pictures: Most email apps for both desktop and web — allows you to turn off automatic image downloads so that nothing appears without your explicit permission. Gmail does this by default (until you confirm the sender manually) and so does a lot of webapps. However, many offices use Outlook, which provides the most control. Follow the Microsoft steps to block blocking an individual, an entire domain, or all images. Use Parental Controls: The embarrassment of content doesn't always come in the form of a picture, but rather as a link to an e-mail message. You can't always tell where the link is taking you, so if your IT department doesn't prevent it, you can turn on Parental Controls (Mac and Windows Instructions) to prevent inappropriate content from loading. If it can't load, it can't work automatically from your Inbox to another folder. It keeps you from watching it until you know you can go somewhere private. It can be a bit annoying, but if you're really worried it's an easy way to implement it. Just follow these instructions in Outlook, Apple Mail and Gmail. Probably the only sure solution is not to allow your personal life to enter the office in any way, but we are trying to be realistic here. Filter out as much as you're happy with, if the more action you take more hoops you need to jump out to get things done. Choose what's right for you and don't glue it too much. Admit it and apologize to me once in the office for a dirty picture and it resulted in a much more embarrassing situation, but I managed to keep my job. My friend sent me an email with a topic that says: NSFW: Does it look like Jon? I looked at the messages during the meeting and deleted irrelevant messages, all while my laptop was connected to another monitor. When I got to his message, he sent his ex-friend who takes part in sex. He wanted me to know if I thought this guy looked like that friend or not. Because the external monitor was connected to the laptop, everyone migrated to the screen moments later, in front of the entire meeting. The pornographic photo was front and center. I immediately ripped the power cord out of the monitor and it disappeared before anyone noticed. Except for my boss after the meeting to apologize and explain the situation. Being a reasonable person, he understood the mistake and forgave me. All it took was admitting that I knew that putting porn on my monitor during the meeting was bad and that I didn't want it to happen again. After all, an employer really has cause for concern if you deliberately put pornographic images on your work computer. It shows poor judgment in most offices, so if it's there by accident you shouldn't worry. Just use the above prevention advice to make sure it doesn't happen again. Take a trip to human resources with human resources not a catch-all department problem, but if the situation turns sour and your manager/boss doesn't take your excuses, HR can help. That means don't rush right after it happens. If random porn pissed off your boss, take a moment to calm down. When you go to your office's human resources department, you want to look calm and flat-headed. If you're nervous or erratic, it looks like you did something wrong. Be sure, and I know it was a mistake. Tell them you're worried about your boss's reaction, you don't want anyone to get in trouble, and collected manner, it is difficult to reject you — even if the situation involves. For those who don't have a human resources department, try to find someone higher up the food chain in a company that can be trusted. If this person holds more power than you, trusts your judgment, and is respected by your boss, they'll be a good mediator, so you can civiled the conversation about the incident. Ultimately, however, once is seen, it cannot be invisible. Once you are caught, any explanations you give may fall on deaf ears. Some companies just aren't very understanding. I hope you don't work for one of these. If you do, you better hide this porn well. Surprisingly few people are comfortable admitting they watch, so it's understandable that you... Read moreLove, Lifehacker (after hours)Lifehacker: After hours is a new blog on the NSFW side of life hacking. Follow us on Twitter here. Photograph: Magnifico (Shutterstock), Robert Adrian Hillman (Shutterstock), sootra (Shutterstock), and Cameron Whitman With one tap on your smartphone, it's easy to frantically control and re-check it. Harj Taggar, a partner at startup incubator Y Combinator, found his email habit did more harm than good. One small change (deleting your phone's mail app) will result in much bigger changes. Six months ago, I deleted an email from my phone unlinking my Gmail account from the iPhone Mail app. Technically I could still check your email using Safari, but I use 1Password to manage my passwords and experience mobile requires a number of guite timeconsuming steps to download the password and log on. It's definitely enough friction to break the urge to sign in and check email during, say, walking or chatting. Why? I did so out of curiosity about two questions: did I actually do it given how addicted to checking my email I was? And what are the consequences of my daily life? The first is easily answered. It's been six months and I still don't have easy access to email on my phone. The adaptation process was surprisingly difficult though. In the early days I was somewhat shocked at how anxious it made me not being able to constantly check my email. I was upset and disappointed, and I found out how common it had become to open the Mail app every second I had. Gradually this feeling passed and was replaced by a feeling of liberation. The consequences have been interesting. For the most part, apparently I've become a lot slower answering email. Its downside was greatly reduced by the change we made at Y Combinator earlier this year. We have created a shared email address with all partners. Founders can ping when they need help, especially when it comes to time sensitive. If I happen to be a few hours away from my computer, it's likely that someone else will see an email and a response. If it's something really urgent that only I can help, the other partners have my cell number and you can call/message me. The least obvious consequence is the extension of my concentration span, even if I'm at my desk with easy access to my email. I've long understood that email is the biggest killer of my productivity (eg, if I tried the code, I never stopped playing video games, but I didn't stop to check my email on my phone constantly, suddenly I had a less normal urge to check my email in general. It feels amazing. The second consequence has been my understanding of the time. Over the last six months, the days have given me a longer feeling. When I walk from one place to another I actually have time to look around, to observe my surroundings (which is actually a great source of cheerfulness when you live in Palo Alto), and, most importantly, to think about it. It only takes a few of these moments to stop the day feeling like is whizzed by blurring. Having time to think is valuable to me and it's also incredibly important if you want to achieve something close to the original idea. William Deresiewicz expresses this well in his lecture on Loneliness and Leadership: I find for myself that my first thought is never my best idea. Wy first thought is always someone else;; It's always what I've already heard about the subject, always conventional wisdom. Just focus, stick to the question, be patient, let all parts of my mind play, that I'm going to get to the original idea. Smartphones make it more difficult than ever to actually stick to their thoughts and keep working on them until they are polished into something interesting. Joe Kraus talks about it in his speech about what he calls SlowTech. When I realized the power of it, I was going to delete more than just email. Facebook, Twitter and Quora apps have all been removed (for me Twitter is the one I've missed the most). It's been the best decision I've made this year and it would be highly recommended for it. E-mail | there is no Planet KryptonHarj Taggar is a partner of Y Combinator. Read his blog here and follow him on Twitter @Harjeet.Image remixed from psdGraphics.Want to see his work on Lifehacker? Send Tessa. Tessa.

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