



Cybersecurity Checklist

Date: _____

☐ Have a Response Plan

- The first step to good preparation is to have a plan. Having a plan gets past any surprises and focuses on outcomes.
- HINT: The best plans have been tested over time.

☐ Lock Your Doors

- Make sure the right people have just enough access to do their job at work, no more, no less.
- If you have remote, make sure its setup for 2025's security needs.

☐ Train Your People

- Your security is only as good as your people, so make sure they're ready.
- Monitor training progress and provide additional training and support if needed.

☐ Practice Makes Perfect

- Do a dry run or a tabletop exercise periodically, you'll be better ready for if things happen.
- Ongoing testing is the only way to discover potential holes in your plan.

☐ Review Periodically

- No plan is good forever, make sure you update it at least annually with the newest information.
- Discuss execution, changes, and recovery goals as a team and make sure everyone gets buy in.

☐ Be Socially Aware

- Be aware that everything you post online is viewable by the world.

