

Cybersecurity Checklist

Every Small Business Needs



- ✓ **Keep Software & Systems Updated**
Patch operating systems, apps, and firmware regularly to close security gaps.
- ✓ **Enable Multi-Factor Authentication (MFA)**
Passwords alone aren't enough—MFA protects accounts if credentials are stolen.
- ✓ **Run Regular Backups**
Ensure immutable protection, backing up critical files offsite or in the cloud, and test restores often.
- ✓ **Train Employees on Phishing Awareness**
Most attacks start with human error. Simulations + training reduce risk.
- ✓ **Use Endpoint Protection**
Antivirus, firewalls, and next-gen threat detection across all devices.
- ✓ **Encrypt Sensitive Data**
Protect patient, customer, or intellectual property data both in transit and at rest.
- ✓ **Secure Vendor & Supply Chain Access**
Limit third-party access, review vendor security, and monitor connections.
- ✓ **Have an Incident Response Plan**
Know who to call, what steps to take, and how to minimize downtime.
- ✓ **Remove Unused Accounts & Limit Access**
Follow the principle of Least Privilege, providing only the minimum permissions needed to perform tasks.
- ✓ **Protect Your Inbox with Email Security**
Implement advanced email security to block phishing and Business Email Compromise (BEC) attacks before they reach your inbox.