

ProtectIT Management



Protect IT
Management

Educate | Protect | Comply



Small Business Cybersecurity Checklist

Practical Protection Without the Overwhelm

One smart action at a time.

🔑 *Identity & Access (Your New Perimeter)*



If attackers can log in as you, they don't need to "hack" anything in as you, they don't need to "hack" anything.

- Use strong, unique passwords (12–14+ characters)*
- Enable Multi-Factor Authentication (MFA)*
- Remove access immediately when employees leave*
- Assign role-based access only*

Why this matters:

💡 *Most breaches today start with stolen credentials – not malware.*

Email & Phishing Protection



Email is still the #1 way attackers get in — because it targets people.

- Enable spam & phishing filters*
- Train employees to pause before clicking*
- Make reporting suspicious emails easy*
- Run regular phishing simulations*

Remember:

 ***Technology blocks threats. Training stops mistakes.***



Devices, Network & Endpoints



Every device connected to your network is a potential entry point.

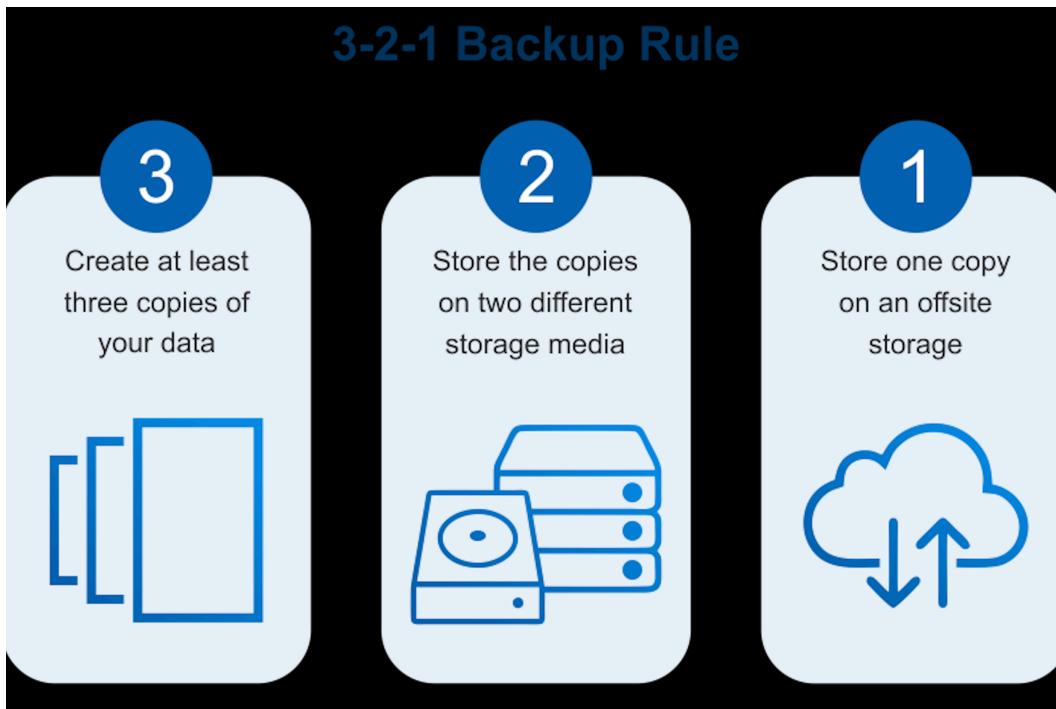
- Use modern endpoint protection (EDR)*
- Enable full-disk encryption*
- Lock screens automatically*
- Patch operating systems and apps regularly*
- Secure firewall and Wi-Fi (no default passwords)*



Unpatched systems help attacks spread faster.



Backups, Recovery & Resilience



Backups only matter if they work when you need them.

Follow the 3-2-1 rule:

- 3 copies of your data*
- 2 different storage types*
- 1 offsite or cloud backup*
- Test restores quarterly*
- Document recovery steps*



Backups don't stop attacks – they stop disasters.

Policies, Training & People



Cybersecurity is a team effort.

- Document acceptable-use policies*
- Provide annual cybersecurity training*
- Maintain an incident response plan*
- Secure onboarding and off-boarding*



People are not the weakest link — they are the first line of defense.

✓ Final Thought

DIGITAL RESILIENCE



SECURITY



ACCESSIBILITY



PRIVACY



MAINTENANCE



CAPACITY



GOVERNANCE



You don't need perfection — you need progress.

Cybersecurity improves one smart action at a time.



If you only do a few things, do these:

If you want help turning this checklist into action, ProtectIT Management is here to help.

- Enable MFA everywhere
- Use a password manager
- Patch systems regularly
- Train employees consistently
- Limit admin access



Small actions. Big risk reduction.



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