

ProtectIT Management

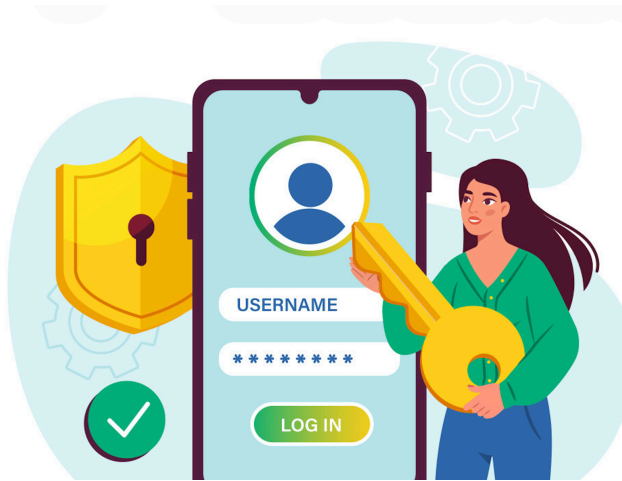


Small Business Cybersecurity Checklist

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.

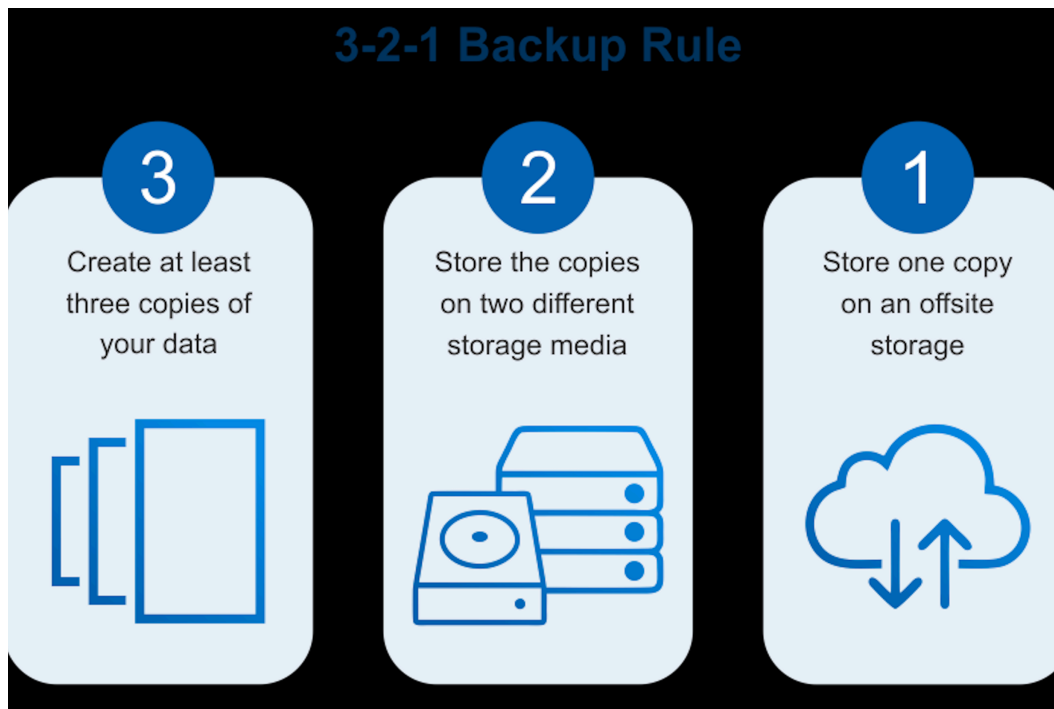
- ☐ *Use modern endpoint protection (EDR)*
- ☐ *Enable full-disk encryption*
- ☐ *Lock screens automatically*
- ☐ *Patch operating systems and apps regularly*
- ☐ *Secure firewall and Wi-Fi (no default passwords)*



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



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:

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



Small actions. Big risk reduction.

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