Small Business Cybersecurity Checklist

A practical, printable checklist to reduce cyber risk and improve security readiness.

Identity & Access Security

- ● ■ Enable Multi-Factor Authentication (MFA) on all critical systems
- ● ■ Use strong, unique passwords for all users
- ● ■ Remove access immediately for former employees
- ● ■ Apply least-privilege access controls

Email & Phishing Protection

- ● ■ Enable spam and phishing filters
- ● ■ Train employees to recognize phishing attempts
- ● ■ Create a clear process to report suspicious emails
- ● ■ Disable macros by default

Endpoint & Device Security

- ● ■ Install endpoint protection on all devices
- ● ■ Keep operating systems and software patched
- ● ■ Encrypt laptops and mobile devices
- ● ■ Enable automatic screen locking

Backup & Recovery

- ● ■ Run automated daily backups
- ● ■ Store backups off-site or in the cloud
- ● ■ Use immutable backups where possible
- ● ■ Test backup restoration quarterly

Remote & Network Security

- ● ■ Secure Wi-Fi with strong encryption
- ● ■ Use VPN or secure remote access

- ● ■ Disable unused ports and services
- ● ■ Segment critical systems when possible

Employee Training & Awareness

- ● ■ Conduct cybersecurity training at least annually
- ● ■ Run phishing simulations
- ● ■ Encourage fast reporting of suspicious activity

Incident Response

- ● ■ Define an incident response owner
- ● ■ Document response and recovery steps
- ● ■ Know when to contact IT, legal, and insurance