

Small Business Security Checklist

Most breaches don't start with sophisticated hacks—they start with small, overlooked habits. Are you and your team covering the basics?

DID YOU KNOW?

60%

of breaches are due to human error or involvement. *

*"2025 Data Breach Investigations Report," Verizon Business, April 2025

Daily Essentials

The small stuff matters more than you think. Are your employees doing these every day?

For Employees

- Are you locking your device every time you step away?
- Are you logging out of sensitive applications when you're done?
- Are you avoiding public Wi-Fi—or using a VPN when you have to?
- Are you pausing before clicking an email link?
- Are you keeping work and personal browsing separate?

For IT Administrators

- Are devices set to auto-lock after a short period of inactivity?

PRO TIP

Skipping any of these can create security gaps. Set daily, weekly, and monthly reminders to reduce risk.

Weekly Essentials

These help you and your staff catch issues early—before they become incidents.

For Employees

- Are you applying application updates when prompted?
- Have you checked your inbox rules for unexpected forwarding or filtering lately?

For IT Administrators

- Are your backups verified and completing successfully?
- Are you reviewing login activity for anything that looks off — unfamiliar locations, devices, or timestamps?
- Are patches being applied to operating systems, browsers, and business apps?

