Home and Small Office Security Checklist

A practical checklist from the FlexyBlogs editorial team. Work through one section at a time and write the date you completed it.

Accounts

- [ ] Unique password for every account, stored in a password manager
- [ ] Two-factor authentication on email, banking, password manager and phone cloud account
- [ ] Recovery codes saved somewhere you can reach without your phone
- [ ] Recovery email and phone number up to date
- [ ] Old accounts you no longer use closed or deleted

Devices

- [ ] Automatic updates on for phones, computers, browsers and apps
- [ ] Devices restarted at least weekly so updates finish installing
- [ ] Screen lock with PIN, password or biometrics on every device
- [ ] Disk encryption switched on for laptops
- [ ] Devices that no longer receive security updates replaced or retired

Wi-Fi and router

- [ ] Router admin password changed from the default
- [ ] WPA3 or WPA2 encryption enabled with a long Wi-Fi passphrase
- [ ] Router firmware up to date
- [ ] Guest network for visitors and smart-home devices

Backups

- [ ] Three copies of important data, on two types of storage, one off-site
- [ ] At least one backup offline or protected by version history
- [ ] Restore of a sample file tested in the last three months

Scams and phishing

- [ ] Everyone knows to check the real sender address and link destination
- [ ] Bank-detail changes always confirmed by phone on a known number
- [ ] Nobody shares passwords or one-time codes, ever
- [ ] Everyone knows who to tell if they click something suspicious

Review

Completed by: _____

Date: _____

Next review date: _____

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