

Blue Horizon Office Supplies

Daily, Weekly & Monthly Security Checklist:

Daily Tasks

- Lock your screen when stepping away
- Verify sender emails before clicking links
- Use approved systems only
- Ensure MFA is active
- Report suspicious emails immediately
- Secure physical documents
- Avoid public Wi-Fi or use a VPN

Weekly Tasks

- Install updates
- Check inbox for suspicious activity
- Back up important files
- Clean unnecessary files
- Review account activity

Monthly Tasks

- Audit device and account access
- Review password manager entries
- Team cybersecurity refresher
- Confirm backup system functionality