Security Best Practices Checklist

Daily Security Habits

â¡ Lock computer when away from desk
â¡ Use strong, unique passwords
â¡ Enable two-factor authentication
â¡ Verify email senders before clicking links
â¡ Report suspicious activity immediately

Weekly Security Tasks

â¡ Update software and applications
â¡ Review account access and permissions
â¡ Backup important files
â¡ Scan for malware and viruses

Monthly Security Review

â¡ Change important passwords
â¡ Review security settings
â¡ Check for system updates
â¡ Security awareness training