**Cybersecurity 101**

**Checklist-**

1. **Use Strong Passwords**
   * At least 12 characters long
   * Include a mix of letters, numbers, and special characters
2. **Enable Two-Factor Authentication (2FA)**
   * Add an extra layer of security to your accounts
3. **Keep Software Up to Date**
   * Regularly update your operating system and applications
4. **Use Antivirus Software**
   * Install reputable antivirus software and keep it updated
5. **Be Wary of Phishing Attempts**
   * Don't click on suspicious links or attachments
6. **Regularly Back Up Your Data**
   * Use cloud storage or an external hard drive
7. **Secure Your Wi-Fi Network**
   * Use a strong password for your Wi-Fi and change it regularly
8. **Educate Yourself and Your Team**
   * Stay informed about the latest cybersecurity threats and best practices
9. **Limit User Access**
   * Provide access to only those who need it for their role
10. **Use a Password Manager**
    * Store and manage passwords securely
11. **Implement Firewalls**
    * Use hardware and software firewalls to protect your network
12. **Regularly Monitor Accounts and Transactions**
    * Check bank and credit card statements for unauthorized activity
13. **Be Cautious with Public Wi-Fi**
    * Avoid accessing sensitive information when connected to public networks
14. **Use Encryption**
    * Encrypt sensitive data stored on your devices and transmitted over the internet
15. **Disable Unused Services**
    * Turn off services and ports that are not in use to minimize attack surfaces
16. **Develop an Incident Response Plan**
    * Prepare a plan for responding to security breaches and incidents
17. **Review Privacy Settings on Social Media**
    * Ensure your personal information is not publicly accessible
18. **Conduct Regular Security Audits**
    * Assess your organization's security posture periodically
19. **Secure Mobile Devices**
    * Use password protection and encryption on smartphones and tablets
20. **Understand Compliance Requirements**
    * Familiarize yourself with regulations relevant to your industry (e.g., GDPR, HIPAA)