

Security Worksheet

Step	Task	Completed (Y/N)	Notes
Device Updates	Updated OS + browsers		
Password Rotation	Changed passwords for:	Email / CRM / Finance	
MFA Audit	Enabled on:	Slack / Drive / Banking	
Access Removal	Removed former staff from:	---	
Backup Codes	Saved offline? (Yes/No)		
Incident Contacts	Lawyer / Tech ally / Rapid responder		