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		