

# 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	