GUIDE

Six steps to cyber security for small businesses

Progress tracker and asset list templates

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Progress tracker template

	What to do	Notes	Done!
1	**Make a list of your digital tools, accounts, technology, and systems**		☐
2	**Use long, unique passwords and a password manager**		☐
3	**Turn on two-factor authentication**		☐
4	**Keep your devices and systems up to date**		☐
5	**Set up your backups**		☐
6	**Understand your risks and come up with a cyber security incident response plan**		☐

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Asset list template

	Tools and accounts		Technology and systems	
Social media	☐ Twitter ☐ Facebook ☐ Instagram	☐ LinkedIn ☐ _____ ☐ _____		
Website	**Content management** ☐ Wix ☐ Wordpress	☐ Squarespace ☐ _____	**Web server management** ☐ cPanel ☐ _____	☐ _____ ☐ _____
Storage	☐ Dropbox ☐ Google Drive ☐ OneDrive	☐ _____ ☐ _____ ☐ _____	☐ Local laptops and devices ☐ External hard drives or USBs	☐ Local office network ☐ _____ ☐ _____
Email	☐ Gmail ☐ Outlook ☐ ProtonMail	☐ _____ ☐ _____ ☐ _____	☐ Mobile devices logged into email ☐ _____	☐ _____ ☐ _____
Communications	☐ Slack ☐ Discord ☐ WhatsApp ☐ Zoom	☐ Google Meet ☐ _____ ☐ _____ ☐ _____	☐ Mobile devices logged into communications accounts	☐ _____ ☐ _____ ☐ _____
Money management	☐ Online banking ☐ Shopify ☐ Xero ☐ Square	☐ PayPal ☐ _____ ☐ _____ ☐ _____		
Other stuff	☐ Document management (like DocuSign) ☐ Customer communications (like Mailchimp) ☐ Password managers (like 1Password) ☐ Creative tools (like Canva) ☐ _____ ☐ _____ ☐ _____		☐ Cloud infrastructure (like AWS, Google Cloud, or Azure) ☐ _____ ☐ _____ ☐ _____	