



IT Essentials Checklist For Small Business owners

Business Name: _____

Hardware Essentials

- ☐ Do you have reliable computers or laptops with updated operating systems for your business?
- ☐ Is your office/ home network set up with a secure Wi-Fi router and strong password protection?
- ☐ Are your mobile devices such as your work phone up-to-date?
- ☐ Do you have a plan to replace aging hardware that might slow down your business processes?

Software and Business Tools

- ☐ Do you regularly update all software and operating systems to the latest versions?
- ☐ Have you installed essential business software like accounting tools, document editing programs, and project management tools? CRMs, Latest Microsoft Office Suites, Google Docs etc.
- ☐ Are you using antivirus software on all computers and devices to protect against malware and viruses?
- ☐ Are you using any cloud-based tools (e.g., Google Workspace, Office 365, Microsoft Teams) to make collaboration easier for your team?

Data Storage and Backup

- ☐ Do you have automatic backups set up for your important data to prevent accidental data loss?
- ☐ Are your files stored securely in the cloud or on external storage devices? OneDrive, SharePoint sites, Google Drive?

Network Security

- ☐ Is your Wi-Fi network protected with strong and secure password?
- ☐ Are all connected devices (computers, printers, mobile devices) secured with proper settings and updated regularly?

Password Management

- ☐ Are you using strong, complex passwords (mix of letters, numbers, symbols) for all your accounts?
- ☐ Do you regularly change passwords for critical accounts and systems?
- ☐ Do you use a password manager to securely store and generate passwords for yourself/ your team?
- ☐ Are administrator-level accounts protected by multi-factor authentication (MFA)?

Email and Communication

- ☐ Are you using a professional email service like Google Workspace or Microsoft 365 for your business communication?
- ☐ Are email accounts protected by multi-factor authentication (MFA) for additional security?
- ☐ Are you/ your team trained to recognize and report phishing attempts or suspicious emails?
- ☐ Is email encryption enabled for sensitive or confidential communications?

Cyber Essential and Compliance

- ☐ Are you aware of basic data privacy regulations (like GDPR) that may affect your business?
- ☐ Do you meet all the requirements to pass your Cyber Essential Audit and get certified?

Ready to Take Your IT to the Next Level?

Book a complimentary follow-up call with Streamline Stride Consulting and let's discuss how we can streamline your IT essentials for maximum efficiency and growth.

Get in touch now!

Chioma Okafor

Email: info@streamlinestride.co.uk

Website: <https://streamlinestride.co.uk/>

Instagram: @streamlinestrideconsulting

Phone: 07386648431