

Security work has a lopsided return: a handful of steps remove most of the risk. This is those steps, in the order we would do them. Write a name and a date next to each one, because a roadmap with no owner is a list of good intentions.

STEP	OWNER	DUE	DONE
Days 1 to 30 close the doors standing open			
Turn on multifactor authentication: email first, then banking and payroll, then remote access.	_____	_____	☐
Roll out a password manager so every account has a unique password.	_____	_____	☐
Run an offboarding sweep on everyone who left in the last two years, then write the checklist.	_____	_____	☐
Turn on automatic updates, and add the firewall, VPN appliance, and router to a monthly check.	_____	_____	☐
Verify backups are running, then restore one file to prove the process works.	_____	_____	☐
Days 31 to 60 make an incident survivable			
Put business-grade endpoint protection on every device, including phones and tablets.	_____	_____	☐
Review who can reach what. Least access, individual logins, vendors included.	_____	_____	☐
Write the incident response plan: four roles with backups, printed contact list, message templates.	_____	_____	☐
Read your cyber insurance application and confirm every control you claimed is actually in place.	_____	_____	☐
Days 61 to 90 make it stick			
Run short security awareness training, covering text message scams as well as email.	_____	_____	☐
Hold a 30-minute tabletop exercise and write down every question nobody could answer.	_____	_____	☐
Put security on the leadership agenda quarterly, as a standing item.	_____	_____	☐
Write the one-page summary: what you have, what you skipped, and why.	_____	_____	☐
AFTER DAY 90, KEEP THESE ON THE CALENDAR			
Access review, every quarter	Contact list verified, every quarter		
Patching checked, every month	Training and a tabletop exercise, every year		
NOT SURE WHERE YOUR BUSINESS SHOULD START			
Every business has one or two items on this page that matter far more than the rest, and they are not always the obvious ones. We will walk the roadmap with you and tell you plainly which to do first.			
Book a 15-minute consultation: gocourant.timezest.com/darrin/sales-call-15			
Or send us a message: gocourant.com/contact-us			