

Most small businesses are not breached by a brilliant hacker. They are breached through five ordinary gaps that keep working because nobody closed them. Here are twelve checks that tell you which ones are open. Mark what you know and take the rest to whoever handles your IT.

|                                                                                        |                                                                                                                                                          | YES                      | NO                       | NOT SURE                 |
|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| <b>1. Phishing and scam messages</b> the way in most attacks begin                     |                                                                                                                                                          |                          |                          |                          |
| 01                                                                                     | Your team knows to check the sender address and hover a link before clicking, and reporting a suspicious message is encouraged rather than embarrassing. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 02                                                                                     | Email filtering screens sender reputation, attachments, and link destinations before messages reach anyone's inbox.                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 03                                                                                     | Awareness training covers text message and phone scams, not only email.                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>2. Passwords and stolen credentials</b> how attackers log in instead of breaking in |                                                                                                                                                          |                          |                          |                          |
| 04                                                                                     | Multifactor authentication is on for email, banking, and remote access at a minimum.                                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 05                                                                                     | Everyone uses a password manager, so no work password is reused anywhere else.                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>3. Unpatched systems and devices</b> the known holes attackers scan for             |                                                                                                                                                          |                          |                          |                          |
| 06                                                                                     | Operating systems and business software update automatically, and someone confirms the updates actually applied.                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 07                                                                                     | Firewalls, VPN appliances, routers, and camera systems are on the patch list and still supported by their manufacturer.                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>4. Account access and offboarding</b> who can reach what, and for how long          |                                                                                                                                                          |                          |                          |                          |
| 08                                                                                     | An offboarding checklist names every system a departing employee can reach, and it is completed the day they leave.                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 09                                                                                     | Nobody shares a login. Where a shared account is unavoidable, it lives in a credential vault that records who used it.                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10                                                                                     | Access is reviewed once a quarter, including vendors and contractors with remote access.                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>5. Training and response</b> the part most businesses skip                          |                                                                                                                                                          |                          |                          |                          |
| 11                                                                                     | Everyone has completed short security awareness training in the last twelve months.                                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12                                                                                     | You know who to call in the first hour of an incident, and that number is written down somewhere you could reach without your network.                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## WHAT TO DO WITH YOUR ANSWERS

Every no and every not sure is a door someone else could open. If you would like an outside read on which gaps actually matter for your business, we will walk the list with you.

Book a 15-minute consultation: [gocourant.timezest.com/darrin/sales-call-15](https://gocourant.timezest.com/darrin/sales-call-15)

Or send us a message: [gocourant.com/contact-us](https://gocourant.com/contact-us)