

# Spring Cleaning Checklist

Tips you can use to ensure cyber-safe tech in your professional and personal life.

## Review Passwords

- Establish a unique password for each account.
- Update passwords that aren't strong.
- Consider a password manager.
- Use Multi-Factor Authentication (MFA).
- Share wifi passwords only with those you trust.

## De-Clutter Your Desk

- Cross-cut shred unnecessary paperwork.
- Lock up documents containing sensitive data.
- Never use post-its to jot down logins.

## Update Devices

- Make sure devices are routinely updated.
- Make sure apps are routinely updated.
- Don't ignore security updates.
- Remember that kids devices also need regular updating.

## Clean Your Email

- Delete emails you no longer need.
- Delete emails with personally identifiable information (PII).
- Delete contacts that are no longer current.
- Filter spam and marketing messages to trash.
- Use Multi-Factor Authentication when possible.

## Remember Backups

- Back up important files to the cloud.
- Make sure backups happen regularly and test that they're successful.
- Test to ensure you can recover from a backup.

## Dispose & Discard

- Destroy unnecessary paper documents or files.
- Dispose of old equipment and devices per company policy.

## Create Boundaries for Children

- Create a separate space exclusively for work.
- Never allow children to use work devices.
- Close windows and log out of shared devices when not in use.
- Never leave sensitive information or passwords where children can access them.
- Store usb drives and other portable media away.
- Set good examples your children can follow.