



Small Business Technology Checklist

A practical readiness checklist for modern business operations.

Infrastructure

- Document computers, printers, network equipment and critical software.
- Replace unsupported operating systems and aging hardware before failure.
- Separate business, guest and device traffic where practical.

Cybersecurity

- Enable multifactor authentication for email, cloud and financial accounts.
- Use endpoint protection, password management and tested backups.
- Train employees to recognize phishing, payment fraud and suspicious login requests.

Continuity

- Identify systems required to operate during an outage.
- Maintain cloud and offline backups and test restoration.
- Document vendor, administrator and emergency contact information.

Growth

- Review repetitive processes for automation opportunities.
- Track leads and customers in a consistent CRM process.
- Schedule a technology review at least annually.