

Security Action Plan Checklist

Your Personal Digital Security Plan

Software Updates

- ☐ Set my monthly "Update Day": ____ (e.g., first Sunday of each month)
- ☐ Create calendar reminder for Update Day
- ☐ Update Windows computer
- ☐ Update iPhone/iPad
- ☐ Update Android device
- ☐ Update other smart devices (list): ____

Strong Passphrases

- ☐ Create strong passphrases for these critical accounts:
- ☐ Primary email account
- ☐ Banking/financial accounts
- ☐ Social media accounts
- ☐ Shopping accounts with payment information
- ☐ Other important accounts: ____
- ☐ Use the Story Method to create memorable but secure passphrases
- ☐ Ensure each passphrase is at least 16 characters long
- ☐ Include uppercase letters, lowercase letters, numbers, and symbols
- ☐ Use unique passphrases for each important account

Password Manager

- ☐ Select a password manager: ____ (recommendation: Bitwarden)
- ☐ Set up password manager account with strong master password
- ☐ Install password manager on:
- ☐ Computer browser
- ☐ Smartphone
- ☐ Tablet
- ☐ Save passwords for at least these accounts:
- ☐ Email
- ☐ Banking
- ☐ Social media

- ☐ Shopping
- ☐ Set up emergency access for trusted contact: _____

Multi-Factor Authentication (MFA)

- ☐ Enable MFA on these accounts:
- ☐ Primary email account
- ☐ Banking/financial accounts
- ☐ Social media accounts
- ☐ Shopping accounts with payment information
- ☐ Cloud storage (Google Drive, Dropbox, etc.)
- ☐ Set up backup methods:
- ☐ Print and store recovery codes in secure location: _____
- ☐ Add trusted backup phone number: _____
- ☐ Add recovery email address: _____

Implementation Timeline

Week 1: - ☐ Update all devices - ☐ Set up password manager - ☐ Create strong passphrase for email account

Week 2: - ☐ Enable MFA on email account - ☐ Create strong passphrases for financial accounts - ☐ Add financial accounts to password manager

Week 3: - ☐ Enable MFA on financial accounts - ☐ Create strong passphrases for social media accounts - ☐ Add social media accounts to password manager

Week 4: - ☐ Enable MFA on social media accounts - ☐ Create strong passphrases for shopping accounts - ☐ Add shopping accounts to password manager

Local Help Resources

- Senior Center Tech Support: Tuesdays 1-3pm
- Library Computer Assistance: By appointment
- Community College Free Workshops: Monthly
- Volunteer Tech Help Program: Call 555-123-4567

Notes

Remember: Start small and build gradually. Even implementing just one security measure is better than none!

