

WORK SECURITY CHECKLIST

	TASK	COMPLETED
Work Device vs. Personal Device		
	Use separate devices if possible.	
	On a shared device, create distinct user profiles for work and personal use.	
	Avoid installing personal apps on work devices, and vice versa.	
	Report any suspicious activity immediately to IT/security team.	
	Maintain strict confidentiality of work data.	
	Enable MFA for all work accounts (if permissible).	
Updates & Patching		
	Regularly update passwords and security settings.	
	Keep the OS and any required corporate software up to date.	
Policy / Compliance		
	Ensure you comply with policies for connectivity, data handling, backups, etc.	
	Keep work files on company-approved cloud services or encrypted drives.	
	Regularly review and comply with organizational security policies.	
	Do not share sensitive work information on social media.	
	Securely dispose of sensitive work documents	
Network Connectivity / Segmentation		
	If possible, put your work computer on a separate VLAN/SSID	
	Use corporate VPN when accessing company data or networks	

