



Checklist for DIY System Administrators

Captain's Log: We empower business growth through technology and while we'd rather you let us be your SysAdmin, we understand the desire to DIY (we are geeks after all) and sometimes the necessity. Here's how we keep our clients' digital assets healthy, safe, and ready for whatever tomorrow brings.

Is My System Healthy?

Keeping Your Tech Running Smoothly and Efficiently.

- ☐ **Regular Restarts:** Have I restarted my computers and modem/router in the last week? *[clears out temporary glitches]*
- ☐ **Updates Installed:** Are my operating system (Windows, macOS, etc.) and web browsers set to automatically update, or have I manually checked for updates this month?
- ☐ **Software Up-to-Date:** Are my most-used applications (Office suite, security software, etc.) updated to their latest versions?
- ☐ **Adequate Free Space:** Does my main computer drive have at least 15-20% free space? *[essential for good performance]*
- ☐ **Performance Check:** Is my system generally running without unusual slowdowns, freezes, or frequent error messages?
- ☐ **Physical Cleaning:** Have I dusted out my computer vents and keyboard recently (e.g., every 6 months)?

Vendor Tracker

Vendor	Renewal Date	Annual Cost
Microsoft 365	08/31/2025	99.99

Warranty Tracker

Device	Serial #	End Date
Dell Inspiron Laptop	7X3YZN2	09/15/2026

Is My System Safe?

Protecting your valuable information and devices from threats

- ☐ **Strong, Unique Passwords:** Am I using different, complex passwords for important accounts (email, banking, etc.)? [*Consider a password manager*]
- ☐ **Multi-Factor Authentication (MFA/2FA):** Is MFA enabled on critical accounts like email, banking, and social media wherever possible?
- ☐ **Security Software Active:** Is my antivirus/anti-malware software installed, active, updated, and scheduled for regular scans?
- ☐ **Firewall Enabled:** Is the firewall on my computer and/or network router turned on and operating with defined permissions and policies?
- ☐ **Regular Backups:** Am I regularly backing up my important files (documents, photos, etc.) to an external drive or secure cloud service?
- ☐ **Phishing Awareness:** Have I launched a consistent and ongoing training program to prevent phishing and malware?
- ☐ **Secure Wi-Fi:** Have I changed the Wi-Fi password recently and ensured it's secured with a strong password with WPA2/WPA3 encryption?

Is My System Ready for Tomorrow's Challenges?

Future-proofing and preparing for the unexpected

- ☐ **Backup Test:** Have I recently tried restoring a file from my backup to ensure it's working correctly? [*A backup isn't useful if it doesn't restore*]
- ☐ **Simple Recovery Plan:** Do I have a basic plan for what to do if my main computer fails or my data is lost?
- ☐ **Hardware Age Awareness:** Am I aware of the age of my critical hardware (computer, router, server)?
- ☐ **Needs Review:** Does our current hardware/software stack align with the overall business goals for the next calendar year?
- ☐ **Admin Plan:** Have I reviewed policies and operational plans in the event of a long-term absence?

Questions? Need a Hand? Find Us Online or Send Us a Message!



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