



Digital Life Organisation Audit Checklist

Use the checklist below to assess the strength of your current digital organisation and cybersecurity habits.

Check each item honestly.

Account & Password Management

- I use unique passwords for important accounts
- I use a professional password manager
- Multi-factor authentication is enabled on critical accounts
- My recovery email addresses and phone numbers are current
- I regularly review old or unused accounts

Device Security

- All my devices receive regular software updates
- I know exactly which devices I currently own and use
- Old devices have been securely wiped before disposal or resale
- My smartphone uses biometric or strong lock-screen protection
- I avoid using unsupported or outdated devices

File & Cloud Organisation

- My files are organised into logical folder structures
- I regularly remove unnecessary digital clutter
- Sensitive files are separated from general storage
- I maintain reliable backups of important information
- I review cloud-sharing permissions periodically

Email & Communication Security

- My inbox is organised and manageable
- I can confidently recognise common phishing attempts
- I unsubscribe from unnecessary marketing emails regularly
- My primary email account has strong security protections
- I separate sensitive accounts from general-use email addresses

Privacy & Exposure Reduction

- I review app permissions on my devices regularly
- I limit unnecessary personal information sharing online
- I review connected third-party apps and revoke unused access
- My social media privacy settings are intentionally configured
- I understand the risks of public Wi-Fi usage

Digital Habits & Resilience

- I maintain regular digital maintenance routines
- I know how to respond if an account becomes compromised
- I maintain backup communication or recovery methods
- My household follows basic cybersecurity awareness practices
- I intentionally reduce unnecessary digital complexity

SCORING RESULTS

Strong Maturity (22–28 Checked)

Your digital organisation and cybersecurity habits are well developed.

You likely maintain:

- strong visibility,
- good operational discipline,
- reduced exposure,
- and healthier long-term digital resilience.

Continue refining and reviewing your systems regularly.

Moderate Exposure (14–21 Checked)

You have a reasonable foundation, but several gaps may still create unnecessary risk or operational inefficiency.

Focus on improving:

- account management,
- backup practices,
- device maintenance,
- and privacy awareness.

Small improvements can significantly strengthen your overall resilience.

High Vulnerability (0–13 Checked)

Your digital environment may currently contain significant organisational and cybersecurity weaknesses.

Disorganisation often increases:

- exposure,
- confusion,
- and vulnerability to avoidable cyber incidents.

Prioritise:

- password security,
- account cleanup,
- device updates,
- backups,
- and structured digital routines.

Improving visibility and consistency can dramatically reduce risk over time.