



Freelancer Cybersecurity Readiness Checklist

Score Your Current Security Readiness

Check each item completed.

Device and Workspace Security

- I regularly update all devices and operating systems.
 - My laptop and mobile devices use strong login protection.
 - Device encryption is enabled on my primary work devices.
 - I avoid leaving devices unattended in public spaces.
 - My home Wi-Fi uses secure encryption and a strong password.
-

Password and Account Security

- I use unique passwords for important accounts.
 - I use a reputable password manager.
 - Multi-factor authentication is enabled on critical accounts.
 - My email account is strongly protected.
 - I review account activity and login alerts regularly.
-

Communication Security

- I verify unusual client payment requests carefully.
- I avoid clicking suspicious links or attachments.
- I use secure file-sharing methods with clients.

- I review sharing permissions on cloud platforms regularly.
 - I avoid exposing sensitive information during video meetings.
-

Financial Security

- My banking accounts use MFA and security alerts.
 - I verify invoice payment changes verbally when necessary.
 - I separate personal and business financial activity.
 - My accounting software access is properly secured.
 - I remain cautious of tax-related phishing scams.
-

Backup and Operational Resilience

- I maintain both cloud and offline backups.
 - I test backup recovery periodically.
 - I maintain organized access and recovery documentation.
 - I review inactive cloud sharing permissions regularly.
 - I have a basic incident response plan for compromised accounts or lost devices.
-

SCORING RESULTS

Strong Maturity (21–25 Checked)

You demonstrate strong operational cybersecurity awareness and disciplined digital protection habits. Continue reviewing and improving your security posture regularly.

Moderate Exposure (13–20 Checked)

You have several important protections in place but still maintain operational gaps that could increase exposure during phishing attacks, account compromise, or financial fraud incidents.

High Vulnerability (0–12 Checked)

Your current cybersecurity posture may leave you significantly exposed to preventable risks affecting finances, client trust, operational continuity, and professional reputation. Immediate improvement is strongly recommended.