

**Freelancersâ€™™ Workstation Cyber Hygiene Checklist**

<input type="checkbox"/>	Operating system and software are updated regularly
<input type="checkbox"/>	Antivirus/antimalware installed and running
<input type="checkbox"/>	Strong, unique passwords for all accounts
<input type="checkbox"/>	Two-factor authentication enabled where possible
<input type="checkbox"/>	Work files are regularly backed up to secure location
<input type="checkbox"/>	Sensitive data encrypted at rest and in transit
<input type="checkbox"/>	Unused services and ports disabled
<input type="checkbox"/>	Firewall is enabled and properly configured
<input type="checkbox"/>	Beware of suspicious emails, links, and attachments
<input type="checkbox"/>	Workstation automatically locks after inactivity
<input type="checkbox"/>	Public Wi-Fi avoided or secured with VPN
<input type="checkbox"/>	Regular review of account permissions and access
<input type="checkbox"/>	