



Personal & Business Security Quick-Start Checklist

A practical self-check to help identify common vulnerabilities before they become bigger problems.

Purpose: This checklist gives you simple, practical steps that you can begin right away. It is not a full security assessment and does not replace professional, legal, insurance, tax, cybersecurity, or law-enforcement guidance. It is designed to help you recognize basic gaps, prioritize what matters, and determine whether a custom security plan would help.

How to Use This Checklist

Check each item that is already in place. Leave items blank if you are unsure, if the control is only partially in place, or if it needs review. The goal is not to make every home or business look the same. The goal is to identify exposure and build a plan that fits your situation.

Why this version is intentionally quick-start only

This free checklist highlights common areas of concern without replacing a custom review. A professional assessment looks deeper at your property, routines, online exposure, family or employee needs, budget, timeline, and risk tolerance.

Quick Sections

- Identity & Privacy Protection
- Online Exposure Review
- Scam Prevention
- Cybersecurity Basics
- Social Media & Family Privacy
- Physical Security
- Vehicle Security & Mobility
- Readiness Score & Next Steps

1. Identity & Privacy Protection

Identity issues often begin with small public details. A layered approach separates personal information from public-facing business or online activity.

- ☐ Freeze your credit with the three major credit bureaus.
- ☐ Consider a fraud alert if you believe your identity may be at risk.
- ☐ Consider setting up an IRS Identity Protection PIN.
- ☐ Use a separate phone number for business or public-facing activity.
- ☐ Use a separate business email address.
- ☐ Avoid using your home address on public business listings when possible.
- ☐ Consider a PO Box, virtual mailbox, registered agent, or commercial mailbox when appropriate.

2. Online Exposure Review

This is a visibility check, not a removal plan. A deeper review can prioritize which exposures matter and what can realistically be corrected.

- ☐ Search your full name in major search engines.
- ☐ Search your full name with your city and state.
- ☐ Search your phone number and email address.
- ☐ Search your home address.
- ☐ Search your business name and your name plus your business name.
- ☐ Check image results, not just website results.
- ☐ Write down anything that should be removed, corrected, hidden, or reviewed.
- ☐ Do not enter personal information into random people-search websites.

3. Scam Prevention

Most scams rely on pressure, confusion, or trust. Slowing down and verifying through a known source is one of the strongest basic defenses.

- ☐ Do not give personal or financial information in response to unexpected calls, texts, or emails.
- ☐ Do not click links in unexpected messages.
- ☐ Verify suspicious messages through a trusted website or known phone number.
- ☐ Be cautious of urgency, threats, prizes, refunds, or "act now" messages.
- ☐ Talk to someone you trust before sending money, crypto, gift cards, or wire transfers.
- ☐ Teach family members or employees common scam warning signs.

4. Cybersecurity Basics

Cyber basics do not need to be complicated, but weak email, reused passwords, and old account access can create major risk.

- ☐ Use a password manager.
- ☐ Use different passwords for important accounts.
- ☐ Turn on multi-factor authentication for email, banking, cloud storage, social media, business accounts, phone provider, and password manager.
- ☐ Update phones, computers, apps, and routers.
- ☐ Secure home or business Wi-Fi with a strong password and current router settings.
- ☐ Back up important files.
- ☐ Remove old users from business accounts.

5. Social Media & Family Privacy

Security habits only work when the household or team understands them. Tagged posts, backgrounds, routines, and photos can reveal more than people realize.

- ☐ Set personal profiles to private when possible.
- ☐ Avoid posting vacation plans before or during the trip.
- ☐ Avoid posting real-time locations, check-ins, or daily routines.
- ☐ Do not post photos that clearly show your house number, street sign, or full front of your home.
- ☐ Blur or crop license plates before posting vehicle photos.
- ☐ Avoid showing children's school names, uniforms, bus stops, team schedules, or pickup/drop-off locations.
- ☐ Be careful with birthday posts that reveal a child's full name, age, and birthdate.
- ☐ Avoid posting security camera locations, alarm panels, safe locations, access codes, key storage spots, or gun safes.
- ☐ Review tagged posts from friends and family.
- ☐ Turn off automatic location tagging when possible.
- ☐ Ask family members not to post sensitive details about your home, children, vehicles, travel, or schedule.

6. Physical Security Basics

This section is intentionally high-level. A full review considers layout, lighting, approach paths, routines, access control, budget, and temporary versus permanent solutions.

- ☐ Check exterior doors, locks, and strike plates.
- ☐ Check windows and sliding doors for proper locking and obvious weaknesses.
- ☐ Add or improve lighting near entrances, driveways, and dark areas.
- ☐ Trim shrubs and landscaping around windows and entry points.
- ☐ Make sure cameras, if used, cover key areas instead of only convenient areas.
- ☐ Know who has keys, alarm codes, gate codes, and access cards.
- ☐ Create a simple emergency plan for family members or employees.

7. Vehicle Security & Mobility

Vehicle habits are part of personal security. The goal is not paranoia; the goal is having options and avoiding unnecessary predictability.

- ☐ Park in well-lit, visible areas when possible.
- ☐ Avoid leaving bags, electronics, documents, keys, tools, or firearms visible.
- ☐ Consider a dash camera if it fits your needs and budget.
- ☐ Vary commute routes and times when realistic, especially if you have a known safety concern.
- ☐ Keep vehicle doors locked while driving and parked.
- ☐ Avoid sitting distracted in parked vehicles for long periods.
- ☐ Check mirrors and surroundings before entering or exiting your vehicle.
- ☐ Keep your gas tank at a practical reserve level, especially for emergencies, detours, bad weather, or unsafe situations.
- ☐ Consider whether personal versus business vehicle use creates privacy, insurance, tax, or liability concerns.

Security Readiness Score

Give yourself one point for each completed item. If an item is only partially complete or you are unsure, leave it unchecked for now.

Score	Meaning	Suggested Next Step
0-15	High exposure. Several basic protections may be missing.	Start with identity protection, account security, and basic home/vehicle habits.
16-30	Several easy gaps remain.	Prioritize the gaps that expose your home, family, money, or business publicly.
31-45	Good start. Some risks may be less obvious.	Consider a deeper review to identify blind spots and build a realistic plan.
46+	Strong basics. You may be ready for more tailored planning.	Focus on family, business, travel, vehicle, and online exposure details.

Recommended First Moves

- Pick your top three unchecked items that affect identity, money, family, home, or business exposure.
- Decide which items you can fix yourself within 7 days.
- Mark items that require professional help, budget decisions, family discussion, or landlord/business approval.
- Schedule a custom review if you want help prioritizing vulnerabilities and building a realistic plan.

When a Custom Security Plan Helps

A checklist can show that gaps exist. A custom plan helps decide what matters most, what to fix first, what not to waste money on, and how personal, family, vehicle, online, and business risks connect.

A custom review may be useful if you recently moved, started a business, have public-facing work, have children, travel often, have a known concern, or simply want a more organized approach.

Call to Action

Want help prioritizing your results? Schedule a discovery call with Layered Defense Group, LLC. We provide practical security consulting and risk-reduction planning for individuals, families, homeowners, and small businesses.

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