



FREE CHECKLIST

The 10-Minute IT Health Check

20 plain-English questions to find the gaps in your small business IT — before they cost you a day's work, your data, or your reputation. Tick each box honestly, then tot up your score on the back.

- Yes / sorted Not sure / partly No / never

Every 'No' is a gap worth closing — and most are quick wins.

BACKUPS & DATA

- Your important files are backed up automatically every day (not manually, when you remember).
- At least one backup copy is kept somewhere separate from your main computers.
- Someone has actually tested that you can restore files from the backup.
- You'd know within a day if a backup had stopped working.

SECURITY

- Multi-factor authentication (MFA) is switched on for your email and Microsoft 365.
- Your team would recognise a phishing email and know not to click.
- All your computers get security updates promptly (not 'remind me tomorrow' for weeks).
- You're confident no one is still using old, unsupported software or Windows versions.

ACCESS & ACCOUNTS

- When someone leaves, their access to email and files is removed straight away.
- Staff don't share logins or use the same weak password across everything.
- Not everyone can access everything — sensitive files are limited to who needs them.

KIT & NETWORK

- Your computers are quick enough that staff aren't losing time waiting on them.
- Your Wi-Fi is reliable across the whole premises, with no dead zones.
- Guest / customer Wi-Fi is separate from the network your business runs on.

Continued on the back → 3 more questions + your score

PEOPLE & PLANNING

- There's a clear person or company responsible for your IT (not 'whoever's free').
- If your main work computer died today, you have a plan to keep working.
- You have a rough budget for replacing ageing kit, rather than waiting for it to fail.

Your score: count the ticks

16–20

Strong. Your basics are in good shape. A quick review keeps it that way — there are usually one or two easy wins left.

9–15

Some gaps. A few of these could bite on a bad day. Worth getting the riskiest ones — backups and MFA — sorted soon.

0–8

At risk. Several serious gaps. One bad day — a failed drive, a wrong click — could cost you dearly. Let's talk, no pressure.

Got a few 'No's? Let's fix them.

Book a free 15-minute IT review. We'll go through your gaps in plain English and tell you what's worth doing — what's solid, what's risky, and what it'd cost to fix. No jargon, no sales pitch.

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SCAN TO BOOK