

MONTHLY, QUARTERLY, AND ANNUAL TASKS THAT KEEP YOU PROTECTED.

MONTHLY • ABOUT 15 MINUTES

- ☐ Check all devices for pending software and OS updates.
- ☐ Review bank and credit card statements for unauthorized charges.
- ☐ Delete unused apps from your phone.
- ☐ Clear browser history, cookies, and cached data.
- ☐ Review "connected apps" on Gmail, Facebook, and other main accounts; revoke unused ones.

QUARTERLY • ABOUT 30 MINUTES

- ☐ Run a breach check at haveibeenpwned.com on all your email addresses.
- ☐ Audit your password manager; remove accounts for services you no longer use.
- ☐ Check your credit report at annualcreditreport.com (free, federally mandated).
- ☐ Review privacy settings on social media; platforms change defaults after updates.
- ☐ Test your backups; restore a file to confirm backups actually work.
- ☐ Update any passwords flagged as weak or reused in your password manager.

ANNUALLY • ABOUT 2 HOURS

- ☐ Full password audit; rotate passwords on all high-value accounts.
- ☐ Review all accounts linked to your primary email; close anything dormant.
- ☐ Check all three credit bureaus for unauthorized accounts (Equifax, Experian, TransUnion).
- ☐ Review your digital footprint; search your own name and email address.
- ☐ Run a data broker opt-out sweep. Free version: the Data Broker Opt-Out Quicklist in this library. Paid, continuous version: a service like DeleteMe.
- ☐ Review beneficiaries, recovery emails, and backup codes on all critical accounts.

This sheet is the free habit list. The Annual Security Reset (\$18.99) turns the annual section into a guided weekend. A fresh edition ships every January with what actually changed that year; buy the new edition each year if you want that year's recap.

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