



IT Checklist for SMEs

Start your year with confidence by ticking off these essential IT tasks.

1. Review your IT inventory:

- List all hardware (computers, laptops, servers, mobile devices).
- Check warranties and replacement schedules.
- Audit software licenses—are you paying for tools you no longer use?

2. Update your IT security:

- Change all passwords to strong, unique ones (we can help you set up a password manager).
- Enable multi-factor authentication (MFA) across your systems.
- Install and update antivirus and anti-malware software.
- Use Cloud & More's security services to assess your current defences.
- Train your team with Phished.io, delivered through Cloud & More, to recognise and avoid cyber threats like phishing scams.

3. Identify recurring IT issues from the past year

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- Ask yourself: Is your IT support proactive or just fixing problems after they happen?
- Switch to Cloud & More for proactive, personalised IT support that aligns with your business goals.

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5. Plan for future IT needs

- Budget for IT upgrades (hardware, software, or services).
- Explore cloud solutions for scalability and remote work flexibility.
- Consult with Cloud & More to align your IT strategy with your growth plans.

6. Clean up and organise

- Archive old files and emails—free up storage space.
- Remove unnecessary apps or software from devices.
- Reorganise shared folders and ensure proper access permissions.

7. Engage your team

- Hold a team meeting to review IT updates and plans.
- Gather feedback on tools or processes causing bottlenecks.
- Train your team with Phished.io, available through Cloud & More, to stay cyber-aware.



8. Test your disaster recovery plan:

- Ensure all team members know the process.
- Simulate potential IT failures and test your recovery plan.
- Work with Cloud & More to refine and strengthen your disaster recovery strategy

9. Keep your systems updated:

- Schedule all pending operating system and software updates.
- Replace any unsupported hardware or software.
- Automate updates with the help of Cloud & More's managed IT services.

10. Identify recurring IT issues from the past year

- Define key IT priorities for 2025.
- Create a roadmap with quarterly check-ins.
- Celebrate small wins to keep your team motivated.

Pro Tip: This checklist is a great start, but why not let Cloud & More handle it for you?

From personalised IT support to expert cyber security training with Phished.io, we've got everything you need to stay secure and focused on growing your business.

Ready to tick off your IT checklist with ease?

Let Cloud & More take the stress out of your IT strategy. From proactive support to expert online cyber security training, we'll ensure your business is secure, efficient, and ready for 2025.

Get started today! Schedule a free 20-minute jargon free consultation to see how we can help your business thrive this year.

Book a discovery call 0333 577 0966

