



CHECKLIST: Data Backup



STAGE ONE – ORGANISATION

- ☐ 1. Clean up your files and delete any irrelevant files that you no longer wish to keep
- ☐ 2. Organise your files into meaningful folders. This may be based on a year/month structure or a category type structure.

STAGE TWO – PREPARATION

- ☐ 3. Set up your back up devices.
- ☐ 4. Keep a checklist of the files and folders that you need to back up using the following back up timeframes:
eg. daily, weekly, monthly, yearly.
- ☐ 5. Add the task of backups to your schedule.

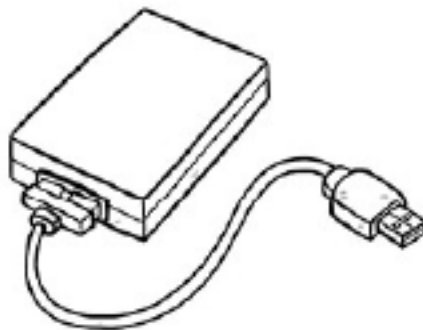
STAGE THREE – BACKUP

- ☐ 6. Back up your files according to your schedule, eg. daily, weekly, monthly, yearly. Using the 3-2-1 strategy mentioned above you may want to follow the below arrangements:
 - Save duplicate files on your computer hard drive in a separate folder called BACKUP.
 - Back up your second copy of files to an external hard drive.
 - Back up your third copy of files to cloud storage.

DATA BACKUP METHODS



COMPUTER



EXTERNAL



CLOUD