# **Personal IT Disaster recovery plan – Protect *Data* first then *Device***

At some point your device will fail, it’s a guaranteed fact. Failure can be done to loss of the device, technical failure or damage. It’s prudent to plan for this unavoidable failure with some small easy preparation.

Priorities your action plan as this will help you maintain control over emotions.

| **10-Point Action** | **By When / last checked** | **Status / Progress** | **Priority Rating** |
| --- | --- | --- | --- |
| 1. Identify what is a personal IT disaster to you |  |  | Critical |
| 1. Document IT Assets i.e. serial numbers, IMEI |  |  | Important |
| 1. Check Insurance status i.e. gadget, home |  |  | Desirable |
| 1. Verify support status |  |  | Critical |
| 1. Verify warranty status |  |  | Essential |
| 1. Verify back-up status to external media    1. Photos    2. Videos    3. Core documents |  |  | Critical |
| 1. Verify account log-in list including online accounts |  |  | Critical |
| 1. List key services used i.e. banking, insurances, social media accounts |  |  | important |
| 1. Have a cold standby device as backup i.e. 2nd phone |  |  | Desirable |
| 1. Review continency budget i.e. cost of new device, source and availability |  |  | Important |