Find your most important files and backups

Know whether key documents are backed up and where to retrieve them.

Three steps

1. List essential files
2. Check a separate backup location
3. Open a sample file from the backup

A worked example

File group	Work portfolio
Primary location	Laptop project folder
Backup location	External drive
Last restore check	Nov 20

A restore check confirms the file is retrievable, not just supposedly backed up.

Never record passwords, recovery codes or private keys on this worksheet.

Find your most important files and backups

Use one row per item or decision. Start with what you know.

File group	Primary location	Backup location	Last restore check

My next action / when