

CYBER-SAVVY HABITS

Tips to Stay Safe
at Home and at Work

Our personal, work, and online lives are more connected than ever, making it essential to build strong cybersecurity habits. In 2025 alone, the Internet

Crime Center reported that bad actors caused

\$20.8 BILLION

IN LOSSES*

We play a key role in keeping ourselves and others safe online. By practicing these nine cyber-savvy habits, we can better protect our families, communities, and workplaces.

1

PRACTICE THE PAUSE

TRUST TIP

Take a moment to pause and think before you click or share. A few seconds can protect you from bad actors.

2

MAINTAIN A HEALTHY SKEPTICISM

TRUST TIP

Always verify sources. You never know who is on the other side of the communications.

3

KEEP PERSONAL INFORMATION PRIVATE

TRUST TIP

Always be careful of what you share. All information is important to bad actors.



USE STRONG, UNIQUE PASSWORDS FOR EVERY ACCOUNT

4

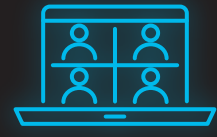
TRUST TIP

Never reuse passwords for multiple accounts. If one account is compromised, your other accounts could easily be accessed.

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Use a password manager if you need assistance with storing your passwords.

Cisco recommends 1Password.



5

USE MULTI-FACTOR AUTHENTICATION (MFA)

TRUST TIP

Always add an extra layer of security by using MFA on digital accounts when available.

TRUST TIP

Bad actors constantly look for opportunities in unpatched software. Keeping software up-to-date is one of the most effective security tools you have.

6

REGULARLY UPDATE SOFTWARE

7

LIMIT WHAT YOU SAVE TO YOUR BROWSERS

TRUST TIP

Avoid saving sensitive information like passwords and payment information to your browsers.

8

ESTABLISH A “SAFE WORD” WITH FAMILY AND CO-WORKERS

TRUST TIP

Creating a safe word helps verify individuals. Use abstract words, phrases, or objects that are not easily guessable such as latte, fish, and sky.

9

SHARE YOUR KNOWLEDGE AND BE A CYBERSECURITY ADVOCATE

TRUST TIP

The cybersecurity lessons we learn at work are just as applicable at home. Share your cybersecurity best practices and experiences with your family, friends, and community.

Visit [Cisco Trust Center](#) to learn more.