



## THE VAULT CHECKLIST

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*Audit your files. Lock your flow. Take back control.*

Use this checklist to walk through your digital storage and writing flows. You'll find holes. Patch what you can now. Schedule the rest.

### STEP 1: Where's the Data?

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Walk through each category and write down where your files are actually stored.

☐ **Writing & Notes:**

(Google Docs? Joplin? Nextcloud? iCloud? Dropbox?)

☐ **Documents:**

(Tax records, IDs, contracts. What folder or device holds these?)

☐ **Media Files:**

(Photos, audio recordings, personal videos. Where do they live?)

☐ **Offline Backups:**

(USB drives, external HDDs, SD cards. List all that exist)

☐ **Online Backups or Syncs:**

(Are you using iCloud, Google Drive, OneDrive, Dropbox, or other?)

## STEP 2: Who Has Access?

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This is the trust test. Any platform or person with access is potential exposure.

- ☐ Are any files stored on services you don't fully trust?
- ☐ Do you share files through email, Slack, or cloud links?
- ☐ Does anyone else have login access or shared folder permissions?
- ☐ Have you ever signed into these tools from a shared or work device?

*Write down the weak spots. Scrub where you can.*

## STEP 3: How Strong Is the Vault?

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This isn't just about having a password. It's about resistance.

- ☐ Is your main vault (backup or notes folder) encrypted at rest?
- ☐ Are your passwords stored in a password manager (not browser)?
- ☐ If you lost your main device, could someone access your files?
- ☐ Could you recover your vault if the device failed?

*If you can't say yes with confidence, flag it.*

#### STEP 4: Quick Fixes You Can Make Today

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Don't overthink. Start with small wins.

- ☐ Encrypt one folder using **Picocrypt** or **VeraCrypt**
- ☐ Turn off auto-sync for any sensitive folders
- ☐ Replace cloud notes with local first options (Obsidian, Standard Notes)
- ☐ Backup to a local, encrypted USB drive
- ☐ Set a recurring reminder to rotate or verify your backup

#### STEP 5: Pick One Habit to Change

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Don't overthink. Start with small wins.

- ☐ *Encrypt one folder using **Picocrypt** or **VeraCrypt***
- ☐ I will review my backup system monthly
- ☐ I will stop writing in Google Docs
- ☐ I will move my passwords out of the browser
- ☐ **I will lock down my working folder this week**

*Add your own:*

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Start with the folder that matters most.

Build from there. Lock it down. Claw it back.

-GHOST

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