

Home Office Recovery Checklist

What to do when something goes wrong — a calm, step-by-step recovery checklist.

From the TechODash SOHO Architecture series. Keep this one printed, not just saved.

IF YOUR INTERNET GOES DOWN

- **Check modem and router status lights before anything else**
A steady, non-blinking light in the wrong color often points straight to the actual problem.
- **Restart equipment in the right order**
Unplug both for 30 seconds, plug the modem back in first, let it fully reconnect, then plug in the router.
- **Use a phone hotspot as a bridge while you troubleshoot**
Keeps you online for anything urgent while the real fix gets sorted out.

IF A DEVICE OR DRIVE FAILS

- **Stop using a failing drive immediately**
Continuing to use it risks further data loss — back up whatever's still accessible first.
- **Restore from your most recent backup**
This is exactly why the 3-2-1 backup rule exists — confirm your backup actually works before you need it.
- **Replace hardware rather than repeatedly troubleshooting old equipment**
A router or drive old enough to be failing regularly is usually cheaper to replace than to keep patching.

IF YOU SUSPECT A SECURITY INCIDENT

- **Change passwords on affected accounts immediately**
Anywhere that password was reused too — reuse is what turns one exposure into several.
- **Turn on or reset two-factor authentication**
Do this right after changing the password, not as an afterthought.
- **Review your router's admin panel and connected devices list**
Look for settings you didn't change and devices you don't recognize.

WANT TO GO DEEPER?

The SOHO 2026 Guide covers the full picture: network architecture, device segmentation, remote work security, and AI scam defense — with checklists and templates for home offices and small businesses.

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