Data Backup Planning Worksheet

Worksheet · Map Your 3-2-1 Backup Strategy. Test The Restore.

3 copies of your data, on 2 different media types, with 1 stored offsite. The gold standard. Most people skip the restore-test — that's the part that proves your backups actually work.

What Needs Backing Up

#	Data source (device or service)	What's there	Priority (

My Backup Map (3-2-1)

Source	Destination	Frequency	Encrypted?	Last verified

3-2-1 Compliance Check

- [ ] I have at least 3 total copies of every critical file (original + 2 backups).
- [ ] Backups are stored on at least 2 different media types (e.g., local drive + cloud).
- [ ] At least 1 copy is offsite or cloud-based (survives a fire/flood/theft at home).
- [ ] Backup process is automated, not manual.
- [ ] Backups are encrypted at rest.
- [ ] Critical accounts are 'backed up' too — recovery codes stored separately from the device.

The Restore Test

This is the part most people skip. Pick one file you backed up. Try to restore it — from the cloud, from the external drive, from wherever. Confirm it works.

Test file restored: _____

Restore source tested: _____

Time it took: ____ min

Issues encountered: _____

Backup Schedule

- **Daily / continuous:** _____ (e.g., iCloud, Google Backup, Backblaze)
- **Weekly:** _____
- **Monthly:** _____ (e.g., full image of laptop)
- **Annually:** _____ (e.g., archive of old photos to cold storage)

Next Restore Test Scheduled

Date: _____ · What I'll restore: _____