



Website & Blog Maintenance



CHECKLIST

Daily/Weekly

- Perform theme & plugin updates
- Perform WP updates
- Run a back up
- Moderate & respond to comments
- Delete spam
- _____
- _____

Monthly

- Broken link check & repairs
- Site speed - optimise if possible
- Check inbound links & SEO score
- Perform a visual site inspection
- Optimise database
- Check RSS feed
- Check stats & adjust content

Half Yearly

- Check affiliate links
- Check opt-ins & contact form(s)
- Review & update about page
- Review & update legal pages
- _____
- _____
- _____

Annual

- Review & renew hosting
- Renew domain
- Renew https certificate
- _____
- _____
- _____
- _____