# Weekly Maintenance Tasks

- ❏ Check to make sure that a recent backup has been taken of your website and is stored safely off-site

- ❏ Perform any WordPress core updates

- ❏ Perform any WordPress plugin updates

- ❏ Perform any WordPress theme updates

- ❏ Run a security scan

- ❏ Check that all pages are loading without any errors

- ❏ Check all forms on your website to ensure they are functioning and working correctly

- ❏ Remove spam comments or form submissions

- ❏ Check for broken links

- ❏ Check for any 404 errors

- ❏ Review uptime logs - If there are any significant downtime periods, talk to your hosting provider to ascertain why

# Monthly Maintenance Tasks

- ❏ Test the loading speed of your website using GTMetrix or Pingdom Tools. If your website is loading in over 2-3 seconds, it needs optimising

- ❏ Review the security scans from the last month and ensure that all issues are resolved

- ❏ Check your website statistics are being saved in Google Analytics or the tool of your choice

- ❏ Check how your website is performing in the search engines. Are you visible locally?

## Notes:

# Quarterly Maintenance Tasks

- ❏ Review your website - Is there anything that needs improving?

- ❏ Do you have any new content to add? Is anything outdated?

- ❏ Graphics and photos - Are these all up to date? Do any of these need updating to newer versions?

- ❏ Check your meta titles and meta descriptions - have you correctly set each of these on every page?

- ❏ Do each of the pages of your website have a clear Call to Action (CTA)?

- ❏ Are all of the forms on your website user friendly and giving a clear success or failure message when used?

- ❏ Test your website to make sure it's loading well responsively - across computers, laptops, tablets and mobile devices

- ❏ Test the health of your backups by restoring a backup on a staging website

- ❏ Review uptime logs - are there any worrying trends with your hosting provider?

# Yearly Maintenance Tasks

❏ Renew your domain name(s)

❏ Check your hosting contract and make sure it's the most suitable one for your business

❏ Update the copyright year in the footer of your website

❏ Review each page on your website and make sure that your content is still accurate

❏ Review your website and marketing strategy for the year ahead and reflect on the data from the year that has gone

❏ Consider updating the design of your website to better suit your target audience.

## Notes: