

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 Is anything outdated?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: