

Website Maintenance Checklist

Month:

Website:

Daily Tasks

- Review Website Uptime
- Quick Glance at Analytics
- Handling Website Backups
- Promote Content on Social Media

Weekly Tasks

- Perform an In-Depth Analytics Review
- Research Target Keywords and SEO Optimization
- Publish New Content
- Review User Feedback and Site Issues
- Moderate Comments
- Run a Broken Link Check Scan
- Check Monetization Performance

Monthly Website Maintenance

- Audit Site Speed and Performance
- Update Old Content and Media
- Monitor Google Search Console
- Track Keyword Rankings
- Optimize Site Architecture
- Review Backlink Profile
- Review Goals and Make Strategic Adjustments