

TRANSLATOR'S WEBSITE MAINTENANCE: 4 MAIN CHECKLISTS

WEEKLY TASKS

Day: _____

- Visit your site to make sure it is working and pages are loading without errors
- Scan for malware or infected files
- Approve comments and remove spam comments
- Update core website software and plugins

MONTHLY TASKS

Day of the month: _____

- Backup and store the files off-site
- Check the contact form and the subscription form
- Perform website speed audit
- Review your website statistics
- Revise one blog post or page

QUARTERLY TASKS

Day of the quarter: _____

- Visually inspect your website
- Review and update meta title and meta descriptions tags
- Check the uptime logs
- Optimize the database
- Check your RSS feeds
- Check for 404 errors and resolve
- Resolve all other error messages
- Review (and improve) your Google ranking

YEARLY TASKS

Date: _____

- Update the copyright date
- Review the domain name
- Verify backups
- Review all personal information
- Review each of website pages
- Delete unused plugins and themes
- Delete unnecessary files
- Review and update top performing blog posts
- Submit an updated sitemap
- Consider updating the design