



WordPress Maintenance Checklist v1.0



WEBSITE INFO	NOTES
NAME URL MONTH	

		S S M T W T F S S M T W T F S S M T W T F S S M T W T F
DAILY	Approve Comments & Trackbacks Clear Spam Respond To Comments Review Incoming Links	
WEEKLY	Review WP Dashboard Msgs Review Weekly Visitor Stats Test Contact Form / Plugins Review Ads For Relevance Note Areas For Improvement	
MONTHLY	Backup Files Update WordPress Update Plugins Review Monthly Visitor Stats Review Error Logs	