



# WORDPRESS WEBSITE MAINTENANCE CHECKLIST





# WordPress Website Maintenance CHECKLIST



## Daily

- Visit your website.
- Monitor website uptime.
- Run a security scan. Automate this process.
- Backup your website. Automate this process.

## Quarterly

- Verify/Test your WordPress backup.
- Delete inactive themes and plugins.
- Optimize your WordPress database.
- Identify and fix broken links.
- Identify and fix 404 errors.
- Monitor your web host statistics.



<https://bootupyourtech.com/claritycall>

## Weekly

- Update WordPress Plugins
- Check for spam. If found delete.
- Review/Moderate comments.
- Review WordPress security logs.

## Annually

- Check/Renew domain.
- Perform a site audit.

## Monthly

- Check the speed of your website.
- Click thru your site to check the user experience.
- Scan user accounts for any unusual accounts/activity.
- Optimize site performance.
- Review website SEO. *(Optional)*
- Review Google Analytics. *(Optional)*
- Review Google Console. *(Optional)*

## Maintenance Pro Tips

- Read over the Change Log for ANY plugin, theme or core update prior to pressing the update button.
- Backup your website prior to making any updates.
- Maintain good password practices.
- Optimize media files prior to uploading.



### NOTES :



# Have You Ever Gotten that Deer in the Headlights Look?

When it comes to the tech in your business . . .



Never Again  
will you have  
to tackle the  
tech alone.



**BOOK A CLARITY CALL**

<https://bootupyourtech.com/claritycall>

Mark



We went from a 19% close ratio on our leads to 38% with one change she recommended.

True Blue Pro Home Services  
Mark A. Armstrong

Barbra



I have not been disappointed. Kim is competent and confident in the area of her expertise.

Kairos-B Enterprises  
Barbra Gentry-Pugh

## How I Can Help.




- Do the maintenance for you.
- Handle your website security and updates for you.
- Talk tech with you. Sometimes you need a techie to help you plan and strategize your next move.
- Integrate that new plugin with your WordPress site.
- Relook that part of your website that's not working for you.

## BOOTUP YOUR TECH



# Tools and Resources

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## EMAIL

	<p><a href="#">Active Campaign</a> is an integrated marketing and customer relationship management (CRM) suite with a foundation in email marketing. It is my one-stop email marketing service.</p>
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## MEMBERSHIP SOLUTIONS

	<p><a href="#">aMember</a> is An all-in-one membership/subscription software.</p>
	<p><a href="#">Wishlist Member</a> is a WordPress plugin that helps online business owners sell products and monthly memberships.</p>

## CONTENT




	<p><a href="#">PLR.me</a> is helps you to create resources that you can license, brand and sell so you can grow your audience without having to write everything from scratch</p>
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## Bootup Your Tech Tools & Resources

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### PHOTOS & GRAPHICS

	<p><a href="#">Depositphotos</a> — is a commercial platform that brings authors of high-quality licensed stock photos, graphics, vectors and videos together with appreciative buyers.</p>
	<p><a href="#">Envato Elements</a> This digital subscription service provides high-quality content you can use to generate products for your community.</p>
	<p><a href="#">Unsplash</a> is an online freely-usable image repository that is sourced by creators everywhere.</p>

### SITE HOSTING

	<p><a href="#">Mom Webs</a> is a family owned and operated business with several layers of support and backup systems to ensure that you and your web sites are always operational.</p>
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