Blog Maintenance Checklist

By Jason Conn

- ☐ Daily
    - ☐ Check comments and trackbacks.
    - ☐ Delete spam.
    - ☐ Reply to comments.
    - ☐ Check incoming links.
    - ☐ Check dashboard for WP notices.
- ☐ Weekly
    - ☐ Check plugins for updates.
    - ☐ Check latest database/files backup.
    - ☐ Update widgets and blogging software.
    - ☐ Study bandwidth usage and re-evaluate hosting plan.
    - ☐ Check server uptime statistics.
- ☐ Monthly
    - ☐ Validate HTML and CSS using validator w3.org.
    - ☐ Study server uptime reports and re-evaluate hosting.
    - ☐ Check accounts of blog members.
    - ☐ Refresh header banner and site images.
    - ☐ Check sidebar links and blogrolls for dead links.
    - ☐ Track visits and new referrers.
    - ☐ Update pages.
    - ☐ Track your ad revenues and blog expenses.