

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.