Blog Maintenance Checklist

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# Tasks:

☐ **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.**