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.