

WORDPRESS MAINTENANCE CHECKLISTS

DAILY, WEEKLY, MONTHLY & QUARTERLY



FROM AGATHON

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Agathon provides WordPress hosting by real people & for real people, with a focus on performance, security, and support.

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Take a few minutes to schedule the following tasks on your calendar or reminder app.

These checklists help simplify your maintenance tasks so all you have to do is walk through the list on your scheduled maintenance days, checking off each item as you go.

Daily:

- Backup your site (don't worry, you don't need to actually do this every day; [automate it with a plugin!](#))

Weekly:

First:

- Run [a one-time backup](#)

Then:

- Update WordPress
- Update plugins
- Update theme
- Delete spam comments
- Empty trash (posts and comments)
- Delete older backups



Monthly:

- Check the settings on your backup plugin
- Run [a PageSpeed test](#)
- Run [a malware scan](#)
- Visually check the site
- Review & record stats from Google Analytics & social media

Quarterly:

First:

- Run [a one-time backup](#)

Then:

- Clean the database with [WP Sweep](#)
(This only needs to be done 1-2 times a year. It's critical that you run a backup immediately before running the plugin and take time to carefully review your site once it's done to be sure everything is still working as it should.)
- Remove unnecessary plugins
- Review plugin settings
- Remove or downgrade unnecessary user accounts
- Delete outdated drafts
- Check for [broken links](#)
- Check [Google's Search Console](#)
- Test your site on a variety of devices and browsers
- Click through sidebar links, static pages, social media links, etc
- Test email subscription form
- Test contact form(s)



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