WordPress blog maintenance checklist

Daily tasks

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- Check comments and trackbacks
- Delete spam
- Answer comments
- Check incoming links
- Check dashboard for WP notices

Check weekly tasks (columns) ... *Check weekly tasks* ... *Check weekly tasks* ... *Check weekly tasks* / *Check monthly tasks*

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Blog name

Weekly tasks

	Week 1	Week 2	Week 3	Week 4
Check plugins for updates				
Check latest database/files backup				
Check blog addons/widgets				
Check bandwith/storage usage				
Check server uptime statistics				

Monthly tasks

- Check links / update changes in URL
- Validate HTML and CSS using validator.w3.org
- Study bandwidth usage and re-evaluate hosting plan
- Study server uptime reports and re-evaluate hosting
- Check accounts of blog members

Notes

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Plugins used

Plugins used	Version	Update

Theme/s used

Theme/s used	Version	Update