

Task	Category	Priority
Conduct keyword research using SEO tools	Keyword Strategy	High
Optimize website content with target keywords	Keyword Strategy	High
Improve on-page SEO elements (titles, meta descriptions, URLs)	Keyword Strategy	Medium
Use internal linking strategies effectively	Keyword Strategy	Medium
Monitor keyword performance regularly	Keyword Strategy	Low
Identify and reach out to high-authority websites	Backlink Building	High
Publish guest posts on relevant industry blogs	Backlink Building	Medium
Engage in content marketing for link acquisition	Backlink Building	Medium
Ensure backlinks come from diverse and reputable sources	Backlink Building	Low
Disavow spammy or toxic backlinks	Backlink Building	Low
Improve page speed and website responsiveness	Technical SEO	High
Submit an updated sitemap and optimize robots.txt	Technical SEO	High
Implement schema markup for structured data	Technical SEO	Medium
Ensure SSL certification and site security	Technical SEO	High
Regularly audit the website for SEO performance	Technical SEO	Medium

Status	Due Date	Assigned To
Not Started	2025-02-20	SEO Team
Not Started	2025-02-22	SEO Team
Not Started	2025-02-24	SEO Team
Not Started	2025-02-26	SEO Team
Not Started	2025-02-28	SEO Team
Not Started	2025-03-02	SEO Team
Not Started	2025-03-04	SEO Team
Not Started	2025-03-06	SEO Team
Not Started	2025-03-08	SEO Team
Not Started	2025-03-10	SEO Team
Not Started	2025-03-12	SEO Team
Not Started	2025-03-14	SEO Team
Not Started	2025-03-16	SEO Team
Not Started	2025-03-18	SEO Team
Not Started	2025-03-20	SEO Team