Proper maintenance of my website

To be done weekly

* Check that all of your pages are loading without errors
* Run a backup and make sure a previous version of your site is stored
* Make updates to website software and plugins
* Check that all of your forms are running properly
* Remove any spam comments from pages and posts
* I Check the pages to see if there are any broken links
* Search for 404 errors and fix or redirect
* Write one or more blog posts to keep your community engaged and encourage SEO traffic.

To be done monthly

* Check the load speed of your website and ensure that nothing is bogging it down
* Review your security scans and make sure nothing is out of place
* Analyze website statistics from the previous month
* Check your blog to see if there are any articles that could be updated

To be done quarterly

* Review your website design and structure – can be it improved?
* Check graphics and images – should anything be updated?
* Review SEO and meta titles and descriptions to ensure they are as effective as possible
* Test and tweak popups, forms, and calls to action
* Review your workload for efficiencies to see if anything can be automated
* Test your website on all devices and browsers to see if it displays correctly
* Review advertising and marketing campaigns to see if anything needs to be changed or updated.
* Restore a previous version of the website to check your backup health

To be done yearly

* Update any reference to the current year
* Review each page for content accuracy, grammar, typos, and relevancy
* Check any active email addresses and see if any are excessive and can be deleted
* Ensure that your website domain name is renewed
* Consider whether a website design update is due
* Review all of your top performing blog articles and see if they can be updated with new content

If I will be hired

* Still my website is running
* Updated as a certified worker