

WordPress blog maintenance checklist

Daily tasks

	M T W T F S S					M T W T F S S					M T W T F S S					M T W T F S S								
Check comments and trackbacks						Check weekly tasks						Check weekly tasks						Check weekly tasks						Check weekly tasks
Delete spam																								
Answer comments																								
Check incoming links																								
Check dashboard for WP notices																								

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 bandwidth/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

Plugins used

Version Update

	Version	Update

Theme/s used

Version Update

	Version	Update