Checklist

Monthly site care checklist

Updates, backups, forms and speed checks to run once a month, so nothing quietly breaks. Set aside 30 to 45 minutes on the same day each month and tick off the month below when you're done.

Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec

1 Backups first

- [ ] A recent full backup exists
  Files and database, stored away from the server
- [ ] Take a fresh backup before you update anything

2 Updates

- [ ] WordPress core updated
- [ ] Plugins and theme updated
- [ ] Unused plugins and themes deleted
- [ ] Site checked on desktop and phone after updating

3 Forms and enquiries

- [ ] Send a test through every form
- [ ] The test arrived in the right inbox, not spam
- [ ] Bookings or payments tested, if you take them

4 Security

- [ ] Security patches applied
- [ ] Only current team members have logins
- [ ] Two-factor login on admin accounts

5 Speed and uptime

- [ ] Home page tested in PageSpeed Insights
  Note the mobile score and compare with last month
- [ ] Uptime monitor shows no long outages
- [ ] No broken links or missing images on key pages

6 Results

- [ ] Visits and enquiries noted for the month
- [ ] Search Console checked for errors
- [ ] Out-of-date content updated
  Prices, opening hours, team, offers

Every quarter: compare speed and search results with three months ago, and review which pages bring in enquiries.

Rather not do this yourself? My website care plan covers updates, backups, uptime monitoring, security patches and a quarterly performance and SEO report, plus two hours of changes a month. $180/month, no lock-in. **freelancingwithkinga.com/services**