

WordPress Website Maintenance Checklist

Weekly Tasks:

- Update WordPress core, plugins, and themes
- Check for broken links and 404 errors
- Remove spam comments and unused media files

Monthly Tasks:

- Test forms, checkout pages, and site search functionality
- Review website speed and performance metrics
- Clean and optimize the database (use WP-Optimize or similar)

Quarterly Tasks:

- Review and test backup solutions to ensure data safety
- Test your website across multiple browsers and devices
- Refresh and update content; fix broken internal links
- Submit updated sitemap to Google Search Console

Security Tips:

- Enable firewall and malware scanning plugins (e.g., Wordfence, Sucuri)
- Use strong passwords and enable two-factor authentication (2FA)
- Schedule automated daily backups stored offsite

Performance Optimization:

- Install and configure caching plugins (e.g., LiteSpeed, WP Super Cache)
- Use a Content Delivery Network (CDN) like Cloudflare

- Compress images and minify CSS/JS files