

WordPress Website Upkeep Checklist

Weekly WordPress Upkeep Tasks

1. Visit Your Website

This task appears to be easy – however, merely visiting the front end of your website and browsing inside several main webpages is a fantastic method of catching any probable problems. So, it is simple to forget all about doing it and stay within the WordPress dashboard. Therefore, once every week, you should merely go to your website and take a look at several of the main pages to ensure it is all working as well as you think it should.

2. Moderate Site Comments

If your site allows people to leave comments, you will have to take a bit of time to moderate them every week. You need to ensure you approve only the real comments, and get rid of any SPAM.

To assist you in saving time while moderating comments, you might want to try a special plugin to help get rid of SPAM called [Akismet](#). Then, you merely have to check once weekly so you can approve the real comments and ensure Akismet doesn't delete any comment by a real person by mistake.

3. Back up Your Website

Doing recent backups is vital if you want your website content to be secure. If your web hosting company doesn't do backups for your WordPress site, you have to do it on your own. Most of the time doing this weekly is fine.

If you've got a website that stays static and doesn't ever change, i.e. there's not any comments or blog postings, it might be ok to do the backups once a month. Your website's optimum backup timeframe actually is dependent on the amount of time you make changes as well as add things to your database.

4. Utilize Site Updates (Core, Plugins, and the Theme)

If you desire to keep your site secure and functioning well, you need to apply any updates promptly. Each week, it is necessary to check for possible WordPress updates for your theme, core and plugins.

Dashboard

WordPress Updates

Here you can find information about updates, set auto-updates and see what plugins or themes need updating.

Current version: 5.7
Last checked on March 19, 2021 at 6:06 am. [Check again.](#)

This site is automatically kept up to date with each new version of WordPress.
[Switch to automatic updates for maintenance and security releases only.](#)

You have the latest version of WordPress.

[Re-install version 5.7](#)

Plugins

The following plugins have new versions available. Check the ones you want to update and then click "Update Plugins".

[Update Plugins](#)

- Select All
-  **301 Redirects**
You have version 2.53 installed. Update to 2.67. [View version 2.67 details.](#)
Compatibility with WordPress 5.7: Unknown
-  **Akismet Anti-Spam**
You have version 4.1.8 installed. Update to 4.1.9. [View version 4.1.9 details.](#)
Compatibility with WordPress 5.7: 100% (according to its author)
-  **Asset CleanUp: Page Speed Booster**
You have version 1.3.7.3 installed. Update to 1.3.7.7. [View version 1.3.7.7 details.](#)
Compatibility with WordPress 5.7: 100% (according to its author)
-  **Elementor**
You have version 3.1.3 installed. Update to 3.1.4. [View version 3.1.4 details.](#)
Compatibility with WordPress 5.7: 100% (according to its author)

If any updates are needed, they must be done promptly. If you are concerned regarding their compatibility, it's possible to test the updates via a **staging site** prior to adding them to a live site. Otherwise, the website could be put in a **maintenance mode** whilst the updates are installed.

For a few more tips, be sure to take a look at our guide showing you **how to update WordPress** correctly.

5. Test the Key Forms and other Features

If you've got vital forms or elements such as a checkout procedure, it is vital to test these on a regular basis. There is not a thing more horrid than speculating the reason you did not make any leads or sales in the previous ten days just to find out it's due to a form that doesn't work anymore.

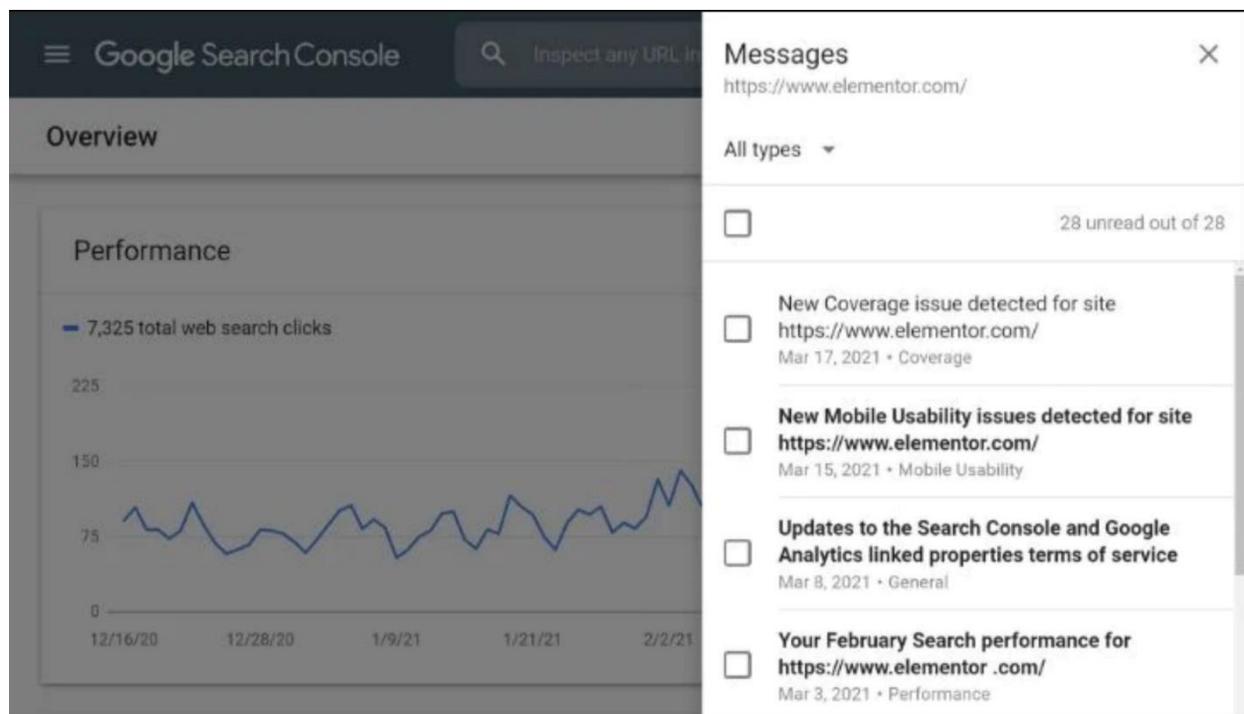
For several websites, you may need to do this once a month instead of once a week. It actually is dependent on how important the forms/elements are to your company. For mission-essential forms where any sort of problem means you lose money or patrons, it is a great idea to do the tests once a week.

And if you have some elements that are extremely critical for your business, you may wish to establish some kind of automatic monitoring system. For instance, [Pingdom](#) provides monitoring for transactions so you can test crucial elements every day or even every hour.

6. Check out the Google Search Console

Should Google encounter any problems with your website's SEO or its mobile optimization, then it shares alerts withing the Google Search Console. Therefore, it is vital that you check there frequently to find out if they have flagged any problems within your website.

You will fast be able to view all problems via clicking onto the warning bell seen in the top-right corner:



It is also possible to browse all the additional reports to find out any possible trends or changes.

WordPress Upkeep Tasks to do Monthly

7. Do Performance Tests

The speed your website loads performs a crucial job when it comes to your user's experience as well as your rate of conversion. It also has somewhat of an effect on your SEO.

Whenever you built your website, you possibly optimized the site for performance. Nevertheless, that does not necessarily mean the website is going to remain optimized, therefore it is vital to still regularly evaluate your website's operation to find an possible problems.

Once monthly is a decent frequency for the majority of sites, although you may wish to do that every week if your site is mission critical.

8. Examine Your Website's Traffic

To recognize what is occurring on your website, you ought to use some kind of Internet analytics tool like **Google Analytics**.

If Internet marketing is a major component of your plan, you are almost certainly checking your website analytics daily already. The majority of webmasters do not have to check on them that frequently. However, it's still a good idea to check it monthly so you are kept abreast of what is going on and can notice if there are any trending issues.

If **SEO is a vital element of your plan**, you additionally may wish to create some sort of monitoring system for your keywords so you can track your website's Google rankings and check in each month.

9. Perform a Security Scan

Since WordPress is very popular, it is an appealing target for malevolent actors. To ensure the website does not end up being a victim, it is a good idea to perform security scans regularly so you can find any potential problems.

The majority of **WordPress security plugins** consist of automated security scanning elements.

10. Optimize Your Website's Database

Your website's database is the thing that contains all the site content, as well as theme settings, settings for plugins, etc. As time goes on, it can produce lots of chaos via issues like revised posts, SPAM comments and transients, etc.

So, it is a great idea to regularly optimize your website's database to get rid of all the junk.

It is also possible to use **performance plugins** such as [WP Rocket](#). These kind of plugins additionally allow database optimization be scheduled and run automatically.

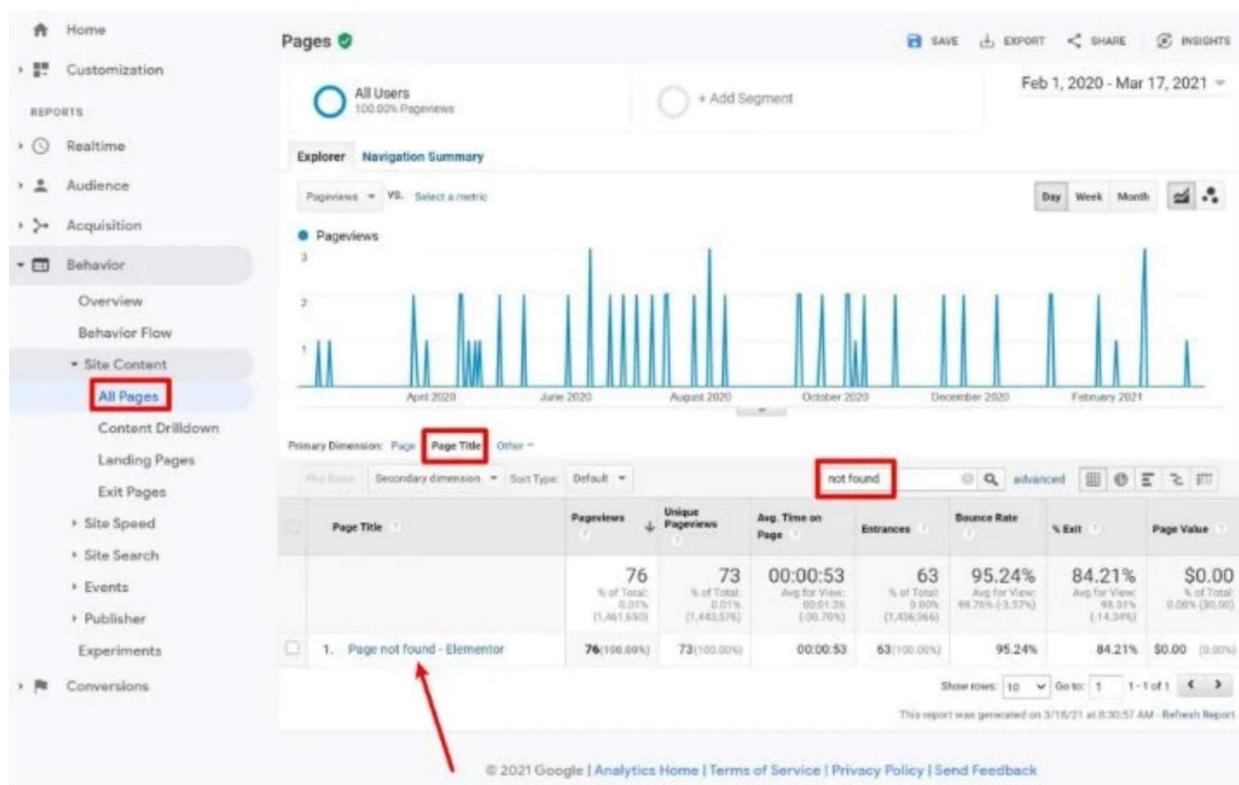
11. Look for 404 Errors or Broken Links

Broken links or 404 errors are terrible for your users' experiences on your website since they cause visitors to be unable to find whatever they are looking for.

Whilst these two issues are not the same thing, they are related to one another since broken links normally cause you to have 404 errors. If you don't know what 404 errors are, they are what gets displayed if a visitor tries to go to a website address that does not exist.

To check out your website for any broken links, you may use a special plugin for this purpose.

To locate webpages visitors attempted to gain access to which caused a 404 error, you may search for things such as "Not Found" within Google Analytics, then click onto the listing (shown via the arrow in the below screenshot) to discover the precise URLs which caused the 404 error:



The screenshot shows the Google Analytics 'Pages' report. The left sidebar is expanded to 'All Pages'. The main content area shows a search for 'not found' in the search bar. Below the search bar is a table with the following data:

Page Title	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	76 % of Total: 0.01% (1,461,693)	73 % of Total: 0.01% (1,443,578)	00:00:53 Avg for View: 00:01:26 (30.70%)	63 % of Total: 0.00% (7,436,966)	95.24% Avg for View: 98.76% (-3.52%)	84.21% Avg for View: 98.31% (-14.34%)	\$0.00 % of Total: 0.00% (30.00)
1. Page not found - Elementor	76(100.00%)	73(100.00%)	00:00:53	63(100.00%)	95.24%	84.21%	\$0.00 (0.00%)

A red arrow points to the first row of the table, '1. Page not found - Elementor'.

12. Validate Your Website Backups

Backups are only great if they work. So whilst you ought to do website backups every week, it is additionally vital to regularly confirm those backups really work. This can be

done via restoring a sit backup to a staging site else utilizing a local WordPress development environment through a tool such as [Local](#) or [DevKinsta](#).

Annual WordPress Upkeep Tasks

13. Contemplate if You Require New Hosting

As a website grows, it is simple to get so big that your existing hosting company is too small for you. That's a great issue to have, however; it may require you to upgrade to a higher-tiered plan with your host or perhaps choosing a superior host.

If you have already gotten close to the limit allowed by your host, likely they have already proactively reached out to you. If not, it is still a great idea to do a check annually so you will know if your hose still meets your needs regarding features, reliability and performance.

14. Change Your Password for Your WordPress Sites

All these **WordPress security tips** do not mean a thing if a malevolent actor obtains your site's username and password. So, it us a great idea to use good password rules and change up the admin password for your WordPress site yearly or even more often.

That, mixed with additional strategies such as restricting login tries, ought to protect your site from forceful attacks as well as additional threats to logins.

Ensure you pick a password that's strong and unique. Password managers such as [LastPass](#) or [Bitwarden](#) make it simple to store your WordPress site passwords safely.

15. Review Your Site Content

A content review is a fantastic method of improving **your website's SEO** and your users' experiences. With this, it is possible to double-down on your website's highest-performing content as well as fix any weaker content.

Basically, your objectives in doing a content review are to:

1. Update as week as improve your highest-performing content so it maintains a high ranking and also assists you in getting it to do even better.
2. Get rid of inefficient content. You can merge it with other site content or **redirect it to other content**.

It additionally is going to assist you in understanding which content works the best for your website so you can concentrate on your tactics in the future.

16. Review Your Website Plugins

Each of the plugins you add to your website is a possible security weakness, as well as a possible hindrance to your website's performance. This does not mean you should not

use any plugins, although it does mean you ought to be cautious in making certain you are only utilizing **essential plugins**.

Therefore, it is a great idea to yearly think about if your website is still receiving benefits from your plugins. If not, then you should think about deactivating or getting rid of any plugin that is not worthwhile.