



WEBSITE MONTHLY MAINTENANCE TIPS

- Visual Inspection** - Give it a visual once over. Does everything look as it should? (No broken images or odd looking text?)

Notes:

- Structure Inspection** - Check your menu, order and footer links to make sure they still go where they should.

Notes:

- Opt-in Test** - Test the opt-in, does it go through the right steps? Do you receive the proper emails?

Notes:

- Backend test** - Check that your site is up to date. If you are using any software such as WordPress or add in plugins make sure they are up to date.

Notes:

- Backup Check** - If you have back up process in place make sure that a recent back up has happened. If you don't have one in place set that up.

Notes:

Watch The Video explanation and demonstrations for each of these steps at:

<http://FrankDeardurff.com/9monthlytipsvideo>



WEBSITE MONTHLY MAINTENANCE TIPS

- Check Site Security** - Make sure you don't have any security holes. If you are using WordPress make sure you are running a security plugin this will help get notifications on a daily basis if needed.

Notes:

- Check Reputation** - Check and see if your site is on any blacklists.

Notes:

- Check for Suspicious Files** - If you are using a security plugin this is covered but good Idea to give your directory a once over.

Notes:

- Check Your SEO Rank** - Google your site name or main keywords to see where you are ranked maybe time for some tweaks. install SEO plugin if you've not already

Notes:

- (Bonus Tip) Check Your Site Stats** - Check your site traffic numbers using Google Analytics or cPanel stats.

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