

# Checklist

## 1. Yearly Website Maintenance Tasks

- Yearly Content Audit
  - Domain and Hosting Renewals
  - Review your About us Page
  - Make sure that your headers, footers, and legal policies are up to date
  - User Testing
- 

## 2. Quarterly Website Maintenance Tasks

- Change Password
  - Optimize Data Base and Query
  - Review And Fix Broken Links
- 

## 3. Monthly Website Maintenance Tasks

- Monthly SEO optimization
  - Speed Testing
- 

## 4. Weekly Website Maintenance Tasks

- Posting Content
  - Analyse Metrics
  - Malware Scanning
  - Site Backup
  - Comments
- 

