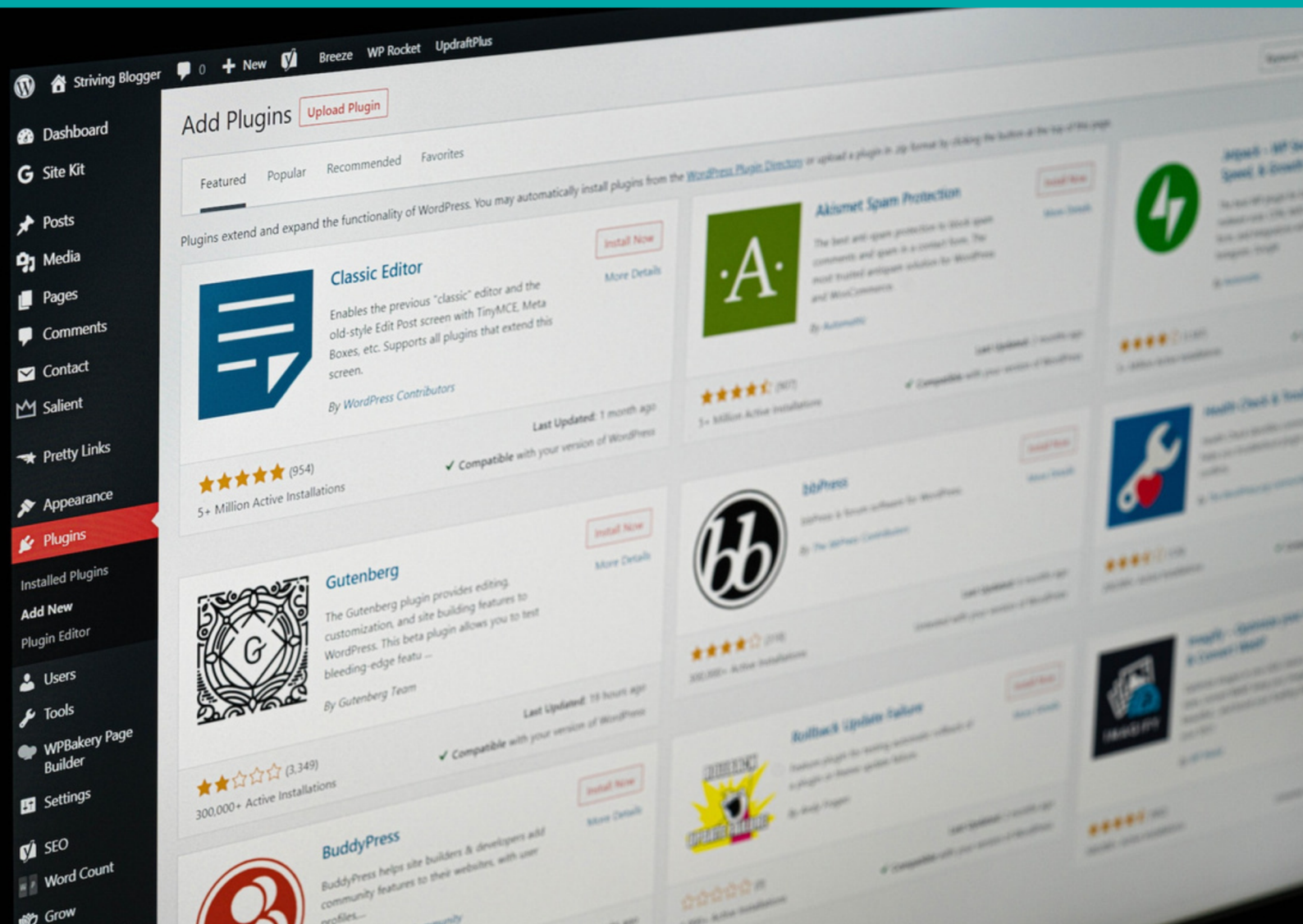




Checklist.

for managing a
WordPress website



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ONCE A WEEK

- Login into website back-end**
- Check for updates**

A number in a red circle next to Updates in the main menu indicates you need to take action
- Update plugins**

Do them one at a time. Resist the urge to enable auto-updates.
- Update themes**
- Clear any comment spam**
- Respond to any genuine blog comments**
- Run the Site Health tool**

Deal with any critical issues.
- Check security logs**
- Run a malware scan**
- Back-up your website**

Do this every time you update plugins or themes. And whenever you add a blog post or change content.



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EVERY 2-3 MONTHS

Run a broken link check

Try www.brokenlinkcheck.com.

Update your login password

Use [LastPass](#) to create a strong, long & unique password.

Test your contact form

Test any other processes

For example, calendar widgets, newsletter sign-ups, event bookings...



Hey there! I'm Susie Tobias, WordPress expert, website troubleshooter, and the face behind Wise Genius.

I hope you find this checklist useful. For more website tips and support, check out the [Wise Genius blog](#).

If this whole WordPress website management thing is all too much, why not sign-up for [monthly WordPress support](#) from Wise Genius? Have peace of mind that your website is running at its best, whilst you concentrate on what is most important to you.



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