

My Blog WEEKLY MAINTENANCE

CHECK OFF MAINTENANCE ITEMS AS YOU DO THEM FOR EACH WEEK.



WEEKLY TASKS

- BACK UP BLOG CONTENT AND IMAGES
- OPEN BLOG IN MULTIPLE BROWSERS & ON MOBILE TO CHECK FOR BROKEN IMAGES/ LOADING TIMES/ ETC.
- CHECK FOR BROKEN LINKS (I RECOMMEND THE PLUG-IN BROKEN LINK CHECKER FOR WORDPRESS)
- CHECK FOR WP AND PLUG-IN UPDATES -OR- CHECK WIDGETS
- TEST CONTACT FORM
- TEST SOCIAL MEDIA LINKS
- REVIEW SIDEBAR ADVERTISING FOR NEEDED UPDATES/ CHANGES TO TERMS/ ETC.
- RESPOND TO ANY COMMENTS/ EMAILS THAT HAVE NOT BEEN RESPONDED TO
- SEND OUT WEEKLY EMAIL NEWSLETTER WITH LINKS TO POSTS POSTED THIS WEEK
- PLAN & SCHEDULE WEEK OF SOCIAL SHARING/ ENGAGEMENT

TIP: IF YOU ARE ON A BLOGGING PLATFORM THAT DOES NOT HAVE A PLUG-IN TO CHECK BROKEN LINKS THEN IT IS ADVISABLE TO GO THROUGH YOUR MOST POPULAR OLDER POSTS AND MANUALLY CHECK LINKS TO MAKE SURE THAT THEY ARE STILL WORKING. BLOGGING PLATFORMS WITHOUT UPDATES TO PLUG-INS SHOULD STILL CHECK TO MAKE SURE ANY WIDGETS OR THIRD-PARTY ITEMS ON THEIR BLOG ARE STILL FUNCTIONING CORRECTLY.

WEEKLY GOAL TRACKING

LAST WEEK'S PAGE VIEW GOAL:

LAST WEEK PAGE VIEW TOTAL:

THIS WEEK'S PAGE VIEW GOAL:

THIS WEEK'S POSTING GOALS:

BLOGS TO PROMOTE THIS WEEK

1.

2.

3.