

WordPress Website Management Schedule

Whether you use your website as an online credential, or it directly generates income (through ecommerce or lead generation) then you need to have a plan in place to make sure it is always up and running – performing and looking its best.

Website Management Schedule

At Bloom Online we offer Care Plans that give you the peace of mind of knowing that your WordPress website is being taken care of by pros who know what they are doing. But if you have the capacity and skill set on hand in your business, you can definitely manage your own WordPress website maintenance and updates. It all comes down to planning and scheduling the time to check in on your website regularly.

Here is the schedule that I recommend to business owners that want to manage their own sites:

Daily Tasks

- Uptime monitoring – to make sure you are alerted if your site goes offline
- Security monitoring – so you are the first to know if your site has any security issues
- Site file and database backups

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Weekly Tasks

- Plugin & Theme updates
- WordPress Core Updates (as required)
- Malware scans
- Visual Inspection to make sure your website looks the way it should
- Test forms & other functionality (such as checkout, calculators, automations etc)

Monthly Tasks

- Monitor traffic & search engine performance
- Clean your database
- Test your site loading time
- Search for broken links
- Check your Google Search Console account for errors/issues

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Annual Tasks

- Review your website set up – are there new features that you could be using, better ways to do that things you currently have your website set up to do, what integrations or automations are available that you could use?
- Review you content to make sure it is up to date. Is there content you should have on your website that isn't there, or content that is no longer relevant?
- Renew your hosting, domain and any plugin or theme licences

Book A Call

Having a Website Care Plan in place for your WordPress website gives you peace of mind that your website investment is going to continue to perform at its best and contribute to your business goals. Its definitely something that you can manage yourself, but if you'd rather leave it to the experts so you can focus on doing what you do best, we'd love to help.

[BOOK A CALL](#)