

Website Owner Checklist

Course materials: [Website Owner Essentials](#), [Hoke Designs](#)

Every week

- ☐ Look at your home page on a phone and on a computer.
- ☐ Check that your contact form still delivers: send yourself a test message.
- ☐ Read and answer any comments, reviews or form entries.

Every month

- ☐ Apply WordPress, theme and plugin updates, or confirm your host did. **after a backup**
- ☐ Confirm last night's backup exists and note where it is stored.
- ☐ Remove user accounts that no longer need access.
- ☐ Review your top five pages in your analytics and fix anything out of date.

Every quarter

- ☐ Restore a backup to a staging copy to prove it works.
- ☐ Test page speed on a phone connection and compress any oversized images.
- ☐ Check every link in your main menu and footer.
- ☐ Update prices, hours, staff and photos that have changed.

Every year

- ☐ Renew your domain, and confirm auto-renew and the contact email are current.
- ☐ Review your privacy policy and cookie notices.
- ☐ Change the passwords of every administrator account, and confirm two-factor sign-in is on.
- ☐ Ask: does the site still say what the business does today?