

Website Health Checklist

Weekly Tasks

- ☐ **Check your website on desktop and mobile**

Why it matters: Layout issues and broken displays on phones or tablets can harm user experience and credibility.

- ☐ **Test contact forms or booking tools**

Why it matters: A form that doesn't send can mean lost enquiries, sales, or bookings.

- ☐ **Remove spam comments (if applicable)**

Why it matters: Spam clutters your website and can make it look unprofessional or even unsafe.

- ☐ **Review your website traffic**

Why it matters: Spotting a sudden drop or spike early helps you react quickly to marketing or technical issues.

Monthly Tasks

- ☐ **Update plugins, themes, and CMS software**

Why it matters: Updates fix bugs and patch security flaws that could put your website at risk.

- ☐ **Back up your website**

Why it matters: Backups protect your work in case something breaks, or your site is hacked.

- ☐ **Check for broken links**

Why it matters: Broken links frustrate visitors and can damage your Google rankings.

- ☐ **Optimise images and page content**

Why it matters: Large files slow down your site, which affects user experience and search performance.

Quarterly Tasks

☐ Run a basic security scan

Why it matters: Scanning helps detect issues like malware or vulnerabilities before they cause problems.

☐ Refresh outdated content

Why it matters: Visitors trust websites that stay accurate and up to date.

☐ Test your site speed

Why it matters: Faster websites get more engagement and rank higher on Google.

☐ Check your site on different browsers/devices

Why it matters: Your site might look perfect in Chrome but be broken in Safari or on a tablet.

Annual Tasks

☐ Review your website goals

Why it matters: Your website should always support your business goals, if your business has changed, your site may need to as well.

☐ Refresh your design

Why it matters: A small design update can keep your website looking current and trustworthy.

☐ Update your privacy policy and legal pages

Why it matters: Legal requirements change, keeping policies current protects your business and builds trust.

Need help staying on top of it all?

We offer a free website audit and flexible care plans to keep your site secure and stress-free.

 Visit <https://www.ejkwebsolutions.com>

 Or email edk@ejkwebsolutions.com