

Wake-Up Your Website

Website Audit: Keeping up with your website is very important. The blogging world is ever changing and you will want to be able to keep up with those changes so that your site doesn't look outdated or slow down due to lack of updates



DASHBOARD

- ☐ Update Plug-ins
- ☐ Deactivate/Delete Unused Plug-ins
- ☐ Approve Comments
- ☐ Reply to Comments
- ☐ Check comments for spam

HEADER

- ☐ Blog Name
- ☐ Sub header
- ☐ Subscriber area
- ☐ Menu

SIDEBAR

- ☐ Search Bar
- ☐ Social Icons

- ☐ Opt-In
- ☐ Related Posts
- ☐ Affiliate Ad
- ☐ Social Media Widget

HOMEPAGE

- ☐ Landing Page w/ opt-jn
- ☐ New/Popular Blog Posts
- ☐ Uniform Graphjcs/Fonts
- ☐ Uniform brand colors
- ☐ Header
- ☐ Footer
- ☐ Sidebar

FOOTER

- ☐ Related Posts
- ☐ Categories
- ☐ Social Icons
- ☐ Subscriber area
- ☐ Contact area

OLD POSTS

- ☐ Check SEO
- ☐ Update content
- ☐ Update graphics
- ☐ Add links to related content
- ☐ Check tags/categories
- ☐ Add Subscriber area within or below post

FREQUENCY

- ☐ Dashboard – weekly updates for plugins
- ☐ Dashboard - Approve/Reply to comments every few days

- ☐ Header- only as needed
- ☐ Footer- only as needed
- ☐ Sidebar - Change opt-in as need
- ☐ Homepage- Change landing page as needed

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