WB Guide
WordPress Basics Guide

WordPress Maintenance Checklist

Every two weeks

☐ Do a full <u>backup</u> of both files & database, using a plugin such as
   Updraft Plus.*

☐ Update Plugins.

☐ Update Theme(s).

☐ Update WordPress version if it's a minor update (6.12 to 6.13).
   If it's a major update (ie: 6.1 to 6.2) wait a few days to be sure that the
   update is stable.

☐ Deactivate and delete all unused plugins.

☐ Deactivate and delete all unused themes - keep one WordPress default
   theme such as Twenty-twenty in case you have a conflict with your
   theme and you need to deactivate it.

Every two months

☐ Create a local hosted clone of your WordPress site.

☐ Create a staging site of a cloned version of your WordPress site.

*When you add a backup plugin, you should do a test restore so that you are
sure that you know how to restore your site if it malfunctions.

Monitor your sites up/down time with <u>Pulsetic</u>. Contact WP Basics Guide to
have Pulsetic installed on your site for $5/mo - which is half off their price.