Month:

TO DO LIST

- ⬦ **ENABLE DAILY BACKUPS**
- ⬦ **CHANGE LOGIN PASSWORD**
- ⬦ **RECORD SERVER & DOMAIN INFO**
- ⬦ **BACKUP BEFORE MAJOR EDITS?**
- ⬦ **REFRESH STAGING SITE**
- ⬦ **SAVE PASSWORDS IN BW**
- ⬦
- ⬦
- ⬦
- ⬦

WEEKLY WEBSITE MAINTENANCE AND TASKS

AM

PM

NOTES

PROUD PUP MEDIA.