

## Website Update Checklist.

Websites need to be updated regularly. This means checking everything works on mobile, fixing any issues and ensuring the content is relevant to your business. We've made a checklist to make updating your website quick and easy.

### Monthly Updates

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**Is everything working properly?**

Test your contact form, click any links and try any downloads. Everything should be in top working order at all times. It could be that you need to run some updates or change some links.

**Take a look on mobile**

Whether you've made any changes or not, you need to make sure that everything looks right on mobile and make any necessary changes.

**Review text**

Is it engaging, relevant and current to your business? For example, do you have any new services or has your team expanded?

**Update contact details**

Check your opening hours, phone number, email address, contact address and social media links are correct.

**Quality check your images**

Images should be high-quality and accurately reflect the page content. If the image has been there a while, consider swapping it to a new one.

### Weekly/Fortnightly Updates

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**Update events**

Remove any previous events and add any upcoming events you are attending.

**Write new blog posts**

Top tip: Write two or three blog posts ready to share later, saving you time if you have a busy period coming up and ensuring you don't miss any posts.

**Share your latest news**

Post about the latest news relevant to your business or industry. If you don't have a news area on your website, you could share a round-up on your blog.