VA

This site can't be reached

domain.com took too long to respond.

Try:
- Checking the connection
- Checking the proxy and the firewall

ERR_CONNECTION_TIMED_OUT

Details | Reload
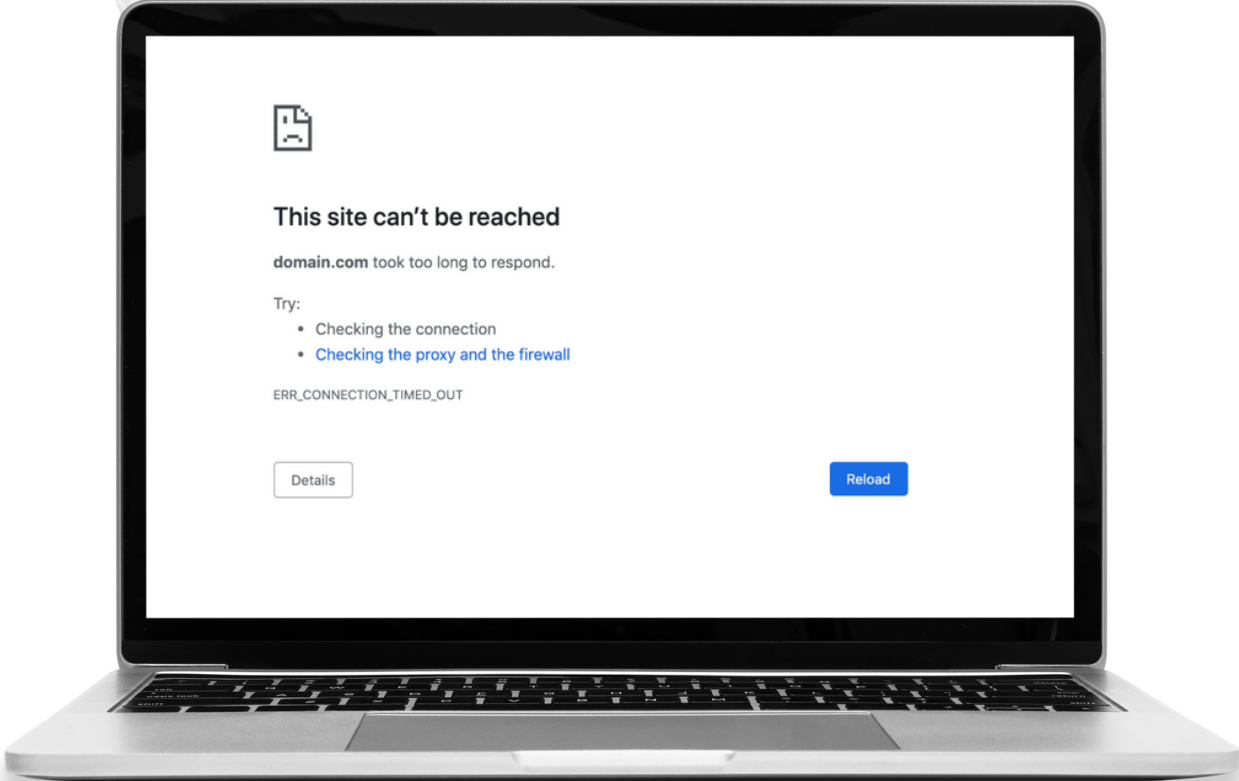
MONTHLY
checklist

LOG INTO YOUR HOSTING OR CPANEL ACCOUNT

- [ ] Check you have backups in place and that the last one was recent before proceeding (run one manually if required)
- [ ] Check Error logs
- [ ] Check Resource Usage Monitor
- [ ] Check Disk Usage

step 1

step 2

LOG INTO YOUR GOOGLE ANALYTICS DASHBOARD

- [ ] Review site visitor analytics
- [ ] Check that there aren't any issues with links or any notifications requiring your attention

step 3

LOGIN TO YOUR WEBSITE DASHBOARD

- [ ] Check notification banners (close any that are irrelevant and address any that require your attention)
- [ ] Check your plugins
- [ ] Check your themes
- [ ] Check CMS (Content Management System: eg: Wordpress core) for updates.
- [ ] Take a quick look through your website, navigating all the pages to check:
  - [ ] The links are working
  - [ ] The user experience is acceptable:
    - [ ] Content spellcheck
    - [ ] Images are loading
    - [ ] Resize any images if they are too large (over 200kb) or compress them with a tool like tinypng
- [ ] Check comments, and respond if necessary (if these are all spam, you may need to add a spam filter or disable commenting if it's not needed)
- [ ] Review and improve SEO elements (Optimize meta titles, descriptions, headings, and keywords.)
- [ ] Unpublish any pages or posts you do not want visible to public or set their SEO settings accordingly

UNSURE?

Take note of anything that concerns you, or you aren't sure about. Then contact us, and our experts will be able to advise you on the next steps.

FREE TOOLS

- See how your site performs, reveal why it's slow and discover optimisation opportunities with GTmetrix
- Make your web pages fast on all devices with Google Page Speed Insights
- Audit and improve your site fast to make it flawless for users and search engines with Semrush

DONE FOR YOU

all of it!

HOSTING CHECKS

- [ ] Resource usage
- [ ] Error logs
- [ ] Disk check
- [ ] Backup check

UPDATES

- [ ] Core CMS
- [ ] Plugins
- [ ] Themes
- [ ] Troubleshooting + fixing any issues

CONTENT

- [ ] Optimise images
- [ ] Link checks
- [ ] Content check

SEO

- [ ] Google search console check
- [ ] Google Analytics check
- [ ] Sitemap submission
- [ ] Content meta checks
- [ ] Redirections on links no longer available

REPORTING

- [ ] An overview on how things were looking
- [ ] What was done
- [ ] Suggestions for improvement
- [ ] Areas that require your attention

LET'S TALK

VA

CONTACT US: YOUR VIRTUAL ASSISTANT LTD