

Checklist

FOR ORGANIZING AND TIDYING YOUR BLOG

BLOG DESIGN

Analyse your theme and header, and update if necessary.

SIDEBARS

Is there anything that needs to be added or removed from your sidebar(s)?

SUBSCRIPTIONS

Ensure visitors have a way of staying in touch and finding new content on your blog.

PAGES

Add, remove and update your pages as necessary.

OLD POSTS

Which of your posts have been the most popular? Update or replicate these.

REVISIT DRAFTS

Sort through your drafts folder and take action where necessary.

CATEGORIES & TAGS

Revise your understanding of categories and tags. Begin tidying these up.

COMMENTS

Approve or delete comments. Ensure comments receive replies.

VISIT

Find other blogs to read and leave some comments.

PLAN AHEAD

Set yourself some future blogging goals.