

CHECKLIST

15-Minute Website Checkup

Websites can slowly get out of date without you realizing it. Set aside 15 minutes to check the important things and make sure your website is still accurate and working for you.

1. Home Page

- ☐ Is it immediately clear what I do?
 - ☐ Is it clear who I work with?
 - ☐ Does the information still reflect my business today?
 - ☐ Is there an obvious next step?
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2. Services

- ☐ Are all the services listed still available?
 - ☐ Is anything missing or out of date?
 - ☐ Is my pricing or package information still accurate?
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3. Links & Forms

- ☐ Do the navigation links work?
 - ☐ Do buttons go where they're supposed to?
 - ☐ Does my contact or inquiry form work?
 - ☐ Do scheduling and resource links work?
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4. Mobile

- ☐ Is the text easy to read?
- ☐ Do images display properly?
- ☐ Are buttons easy to tap?
- ☐ Is anything cut off, overlapping or strangely spaced?

CHECKLIST

What Needs Attention?

What I Found	Quick Fix?	Come Back to It
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

Before You Finish

- ☐ Fix the quick things
- ☐ Add larger jobs to your task list
- ☐ Put your next website checkup on your calendar

The goal isn't to redesign your website. It's simply to make sure it's accurate, working and making it easy for someone to take the next step.