SEO Checklist

This is a ready-made checklist template for you to keep organized and track all the tasks one-by-one. You can use the Status column to checkmark your completed tasks.

Category	Item Name	Priority	Assignee	Status
Keyword Research	Identify target keywords	High		
Keyword Research	Analyze competitors' keywords	Medium		
Keyword Research	Use keyword research tools	High		
Keyword Research	Check keyword search volume	Medium		
Keyword Research	Identify long-tail keywords	Medium		
On-Page SEO	Optimize title tags	High		
On-Page SEO	Write unique meta descriptions	High		
On-Page SEO	Use header tags (H1, H2, H3)	Medium		
On-Page SEO	Optimize image alt text	Medium		
On-Page SEO	Ensure keyword density	Medium		
Content	Create high-quality content	High		
Content	Use internal linking	Medium		
Content	Update existing content	Medium		
Content	Add multimedia elements	Medium		
Content	Optimize for featured snippets	Medium		
Technical SEO	Improve page load speed	High		
Technical SEO	Implement mobile-friendly design	High		
Technical SEO	Use HTTPS	High		
Technical SEO	Fix broken links	Medium		
Technical SEO	Create XML sitemap	Medium		
Technical SEO	Set up robots.txt	Medium		
Technical SEO	Ensure proper URL structure	Medium		
Technical SEO	Implement schema markup	Medium		
Off-Page SEO	Build high-quality backlinks	High		
Off-Page SEO	Engage in social media promotion	Medium		
Off-Page SEO	Participate in guest blogging	Medium		
Off-Page SEO	Monitor online reviews	Medium		
Off-Page SEO	Submit to directories	Low		
Analytics	Set up Google Analytics	High		
Analytics	Monitor key metrics	Medium		
Analytics	Set up Google Search Console	High		
Analytics	Track keyword rankings	Medium		
Analytics	Generate monthly SEO reports	Medium		

NOTES & COMMENTS