





1. SEO Basics Checklist	2. Keyword Research
Set up your GA4 account	Identify core and related keywords
Set up Google Search Console	Assess keyword value and rankings
Set up Bing Webmaster Tools	Analyze search intent
Install an SEO plug-in (if using WordPress)	Check for keyword cannibalization
☐ Submit a sitemap to search engines	■ Build a keyword map
3. Technical SEO	4. Content Creation
☐ Make sure your website is crawlable	Use different content types on your website
Make sure your website is indexable	Answer search intent immediately
Fix broken links or 404 errors	Use headings to break up text
Implement responsive web design to ensure your site is mobile-friendly	Add a table of contents for longer pieces with multiple headings
■ Make sure your website is secure (HTTPS)	Integrate multimedia elements
Check your site speed	Use shorter paragraphs and sentences to improve
Evaluate your page experience	readability
Outline your site architecture	☐ Add internal links
Evaluate your internal linkingFind manual actions in Google Search Console	☐ Target helpful content/ E-E-A-T
	Audit your site's existing content
■ Mend any duplicate, missing, and lengthy title tags	☐ Find and fix orphan pages
	Perform a competitor analysis
5. On-Page Optimization	Evaluate your pages' crawl depth
Create short URLs	6. Local SEO
Optimize title tags	
Write effective meta descriptions	Set up a Google Business Profile
☐ Check your on-page keyword usage	Set up Bing Places for Business
Add alt tags to images	Claim your listing on Yelp
Add schema markup	■ Join Yellow Pages
	Include website-based optimizations
7. Social Media	
	8. Link Building
Identify the social platforms your audience is active on	Reclaim lost links
Start generating content ideas	Identify unlinked mentions
Research your competitors	☐ Guest blog
	Promote content
9. Ongoing SEO	Encourage natural acquisition
Run a regular website audit	
Update content	
Monitor links and traffic	

Set continuous goals