

Monthly Management Checklist

Use this checklist to maintain your Google Business Profile and ensure consistent optimization.

Done	Frequency	Task	Target/Goal
<input type="checkbox"/>	Weekly	Post GBP Posts/ Updates	2-3 new posts per week
<input type="checkbox"/>		Upload New Photos	3-5 new, optimized, and geotagged photos per week
<input type="checkbox"/>		Respond to All New Reviews	Within 24 hours
<input type="checkbox"/>		Check Q&A Section (if available)	Answer new questions; upvote answers (being phased out - focus on FAQ)
<input type="checkbox"/>	Monthly	Review GBP Insights	Analyze search queries, calls, and clicks to identify trends
<input type="checkbox"/>		Conduct Competitive Analysis	Review top 3 competitors' profiles for new strategies
<input type="checkbox"/>		Build New Citations	5-10 new high-quality citations
<input type="checkbox"/>		Audit Profile Information	Ensure 100% accuracy of NAP, hours, and services



Growing your business starts with us! | Fixing homes is hard, getting leads shouldn't be.

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