

Periodic Task Checklist

Print this checklist and post it in a handy place as a reminder.

Daily Tasks

- Update your versioned backup.
- Check for (but don't install) Apple software updates.
- Empty your inbox.

Weekly Tasks

- Clean up your desktop.
- Empty your Downloads folder.
- Update your bootable duplicate.
- Rotate physical backups offsite.
- Install App Store software updates.
- Check for other third-party software updates.
- Restart your Mac.
- Check your spam mailbox.

Monthly Tasks

- Empty your Trash.
- Use Disk Utility's Repair Disk feature.
- Test your backups.
- Consider clearing certain caches.
- Clean your screen and pointing device.
- Exercise your notebook's battery.
- Check for ebook updates.

Yearly Tasks

- De-dust your Mac.
- Clean your keyboard.
- Make archival backups.
- Remove unneeded files.
- Check your UPS battery.