

SEO-Report Review Schedule

This professional SEO & AI Search Review Schedule provides a structured timeline for reviewing, auditing, and optimizing your website's visibility across major search engines and emerging AI-driven search platforms. It's suitable for both client-facing reports and internal SEO management routines.

■ Monthly Tasks

- Check index coverage and crawl errors in Google Search Console
- Verify Core Web Vitals and mobile performance (PageSpeed Insights)
- Inspect meta titles & descriptions for CTR optimization
- Check broken links (internal & external)
- Test structured data (Google Rich Results test)
- Monitor rankings for key pages and keywords
- Review AI Search visibility (Google SGE, Bing Copilot, Perplexity, ChatGPT Browse)
- Request indexing for recently updated pages

■ Quarterly Tasks

- Run full SEO audit (technical + on-page + off-page)
- Update sitemap.xml and robots.txt if needed
- Refresh and expand top-performing content
- Audit schema markup and local SEO data
- Analyze backlinks and disavow toxic ones
- Compare with top competitors (keyword and link gap)
- Validate security headers and HTTPS implementation
- Review social meta (OpenGraph, Twitter cards)

■ Biannual Tasks

- Re-assess keyword strategy and target intent
- Review AI search representation accuracy
- Evaluate site structure and internal linking
- Audit accessibility compliance (WCAG 2.2)
- Review CDN and caching effectiveness
- Perform content translation or localization review
- Check compatibility with current algorithm updates

■ Notes Section

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|---------------------------|-------|
| Prepared for: | _____ |
| Last review completed on: | _____ |
| Next scheduled review: | _____ |

■ About SEO-Report™

SEO-Report™ — Professional SEO Audits & Website Reports

Your trusted source for in-depth SEO audits, performance diagnostics, and visibility tracking across major search engines and emerging AI search platforms.

■ <https://www.SEO-Report.net>