

# Computer Maintenance Schedule

Regular maintenance keeps your computer running smoothly and extends its lifespan. Follow this schedule to prevent problems and maintain optimal performance.

## Daily Tasks

Task	Description
Backup important files	Save critical work to cloud or external drive
Check for software updates	Allow automatic updates when prompted
Restart if needed	Restart computer if running slowly or after updates
Monitor performance	Note any unusual behavior or slowdowns

## Weekly Tasks

Task	Description
Run antivirus scan	Perform full system scan for malware
Clean temporary files	Use Disk Cleanup or similar tool
Check disk space	Ensure at least 15% free space on drives
Review installed programs	Uninstall unused or suspicious software
Clear browser cache	Remove temporary internet files and cookies

## Monthly Tasks

Task	Description
Update all software	Check for updates to all installed programs
Defragment hard drive	Optimize file organization (HDD only, not SSD)
Check startup programs	Disable unnecessary programs that start with Windows
Review security settings	Verify firewall and antivirus are active
Clean computer physically	Dust out fans and vents with compressed air
Test backups	Verify backup systems are working properly