

INFLUENTIAL FREELANCING

Checklist



Checklist

It's recommended that you print this checklist out so you can work side-by-side with the main ebook. The idea of this checklist is to mark off 1-by-1 what you've learned and had an understanding about.

Once you have had a full understanding of each chapter, topics, and subject throughout the main ebook, simply check it off. A great way to keep organized and not backtracking what you already have learned.

- **Introduction**
- Why Freelance?

- **Chapter 1: Starting a Digital Freelancing Business**
- Goal Setting For Your Freelance Business
 - Types Of Goals

- **Chapter 2: Learning To Become a Freelancer**
- Choosing The Right Freelance Business
- How To Market Yourself As a Freelancer
- Meeting Your Freelancing Deadlines
 - Cultivate a Strong Talent Pool
 - Know How To Hire a Good Coder
 - Know How To Keep Them Happy
 - Nurture Your Current Roster Of Clients

- **Chapter 3: Finding Work As a Freelancer**
- Your Portfolio
- Freelance Websites
- Services To Offer As a Freelancer
 - Writing
 - Design
 - Artwork
 - Voiceovers
 - Video Editing and Creation
 - Other Ideas

- **Chapter 4: Potential Drawbacks As a Freelancer**
- Taxes
- Interruptions
- Instability
- Lack Of Benefits
- Freelance Business Concerns
- Drawbacks To Working At Home

- **Chapter 5: Becoming a Standout Freelancer**
- Networking For Digital Freelancers
 - Where To Network
 - Why Network?

- **Chapter 6: Types Of Digital Freelance Work**
 - Freelance Writing
 - Graphics and Design Work
 - Photography
 - Video Producer
- Online Tools For Digital Freelancers
 - Website
 - Autoresponder Service
 - Office Software
 - Invoice System
 - Payment Systems
 - Storage System
 - Back-Up System
 - Long Distance Plan

- **Chapter 7: Finding Clients for Your Freelance Business**
- Building a List Of Prospective Clients
- Advertising Your Digital Freelance Business

- **Conclusion**