# TIPS FOR FREELANCE SUCCESS

# **April 2020**

Freelance work has grown exponentially with the creation of the internet. The trend toward freelance work continues to grow, according to several studies, due to the flexibility for individuals to choose their place of work. Some freelancers choose to work from home; others opt for a favorite coffee shop or a coworking space with friends or colleagues. Many freelancers have adopted a travelers' lifestyle that allows them to work online and travel the world at the same time. In this resource, we provide 20 tips to help freelancers succeed no matter their preferred location or field of work. We've divided our tips into four sections: goal setting, budgeting, time management, and adapting.

### **GOAL SETTING**

- 1. Envision your ideal life.
- 2. Create short- and long-term goals.
- 3. Write SMART goals.
- 4. Believe in yourself.
- 5. Embrace your fear of success.

### **BUDGETING**

- 6. Track your expenses.
- **7**. Plan for discretionary spending.
- 8. Use the 50/30/20 proportion rule.
- 9. Spend wisely.
- **10.** Create short- and long-term savings.

## TIME MANAGEMENT

- **11.** Make a schedule.
- **12.** Take days off.
- **13.** You're in charge of your time.
- **14.** It is okay to say no.
- **15.** Write it down.

### **ADAPTING**

- **16.** Embrace networking.
- **17.** Seek self-improvement.
- **18.** Think with mobility in mind.
- **19.** Be proactive.
- **20.** Prepare to adapt and overcome.

Read more about each tip <a href="here">here</a>!