



HOW TO START A FREELANCE BUSINESS

RESOURCE CHEAT SHEET

There are numerous resources that you can use that will benefit your new freelance business. Starting a new business can be overwhelming and utilizing some helpful resources will help take some of the stress out of it.

How to guides:

- “How To Earn More Money Freelancing (Even If You’re A Total Beginner)” (<https://skillcrush.com/blog/earn-more-money-freelancing-for-beginners/>)
- “How to Become a Freelancer” (<https://www.business.com/articles/advice-on-becoming-a-freelancer/>)
- “Becoming an At-Home Freelancer” (<https://www.thebalancesmb.com/how-to-become-a-freelancer-1794507>)
- “10 Guaranteed Ways to Charge More as a Freelancer” (<https://www.thebalancesmb.com/ways-to-charge-more-as-a-freelancer-4040954>)
- “How to start freelancing (even when working full-time)” (<https://clockify.me/blog/remote-work/start-freelancing-full-time-job/>)
- “How to Create a Freelance Portfolio That Gets You Work” (<https://www.homeworkingclub.com/create-freelance-portfolio/>)
- “How to build a freelance portfolio from scratch — in 1 afternoon” (<https://freelancetowin.com/freelance-portfolio-from-scratch/>)

Step-by-steps

- “10 Steps How to Start a Freelancing Business While Working Full-Time in 2020 (and Why You Should)” (<https://www.ryrob.com/why-freelance-while-working-full-time-and-how-to-do-it/>)
- “How to Start Freelancing in 9 Steps” (<https://freelancing.school/how-to-start-freelancing/>)

Portfolios

- “Freelancer Portfolio 101 (beginner’s guide + examples that get clients)” (<https://www.iwillteachyoutoberich.com/blog/freelance-portfolio/>)
- “15 Freelance Portfolio Essentials to Win Higher Paying Clients” (<https://www.ryrob.com/freelance-portfolio-essentials-high-paying-clients/>)
- “Freelancer Portfolio Building For Beginners” (<https://actualar.co.uk/freelancer-portfolio-building-for-beginners/>)
- “A Freelancer’s Guide to Creating an Online Portfolio” (<https://www.thebalancesmb.com/guide-to-create-an-online-freelancer-portfolio-4159413>)
- “4 Ways to Create a More Successful Freelancer Portfolio” (<https://www.upwork.com/resources/4-ways-create-successful-freelancer-portfolio>)
- “Best Free Websites For A Freelance Portfolio” (<https://www.moneymagpie.com/make-money/best-free-websites-for-a-freelance-portfolio>)

Freelance sites to list your services on

- Upwork (<https://www.upwork.com/freelance-jobs/>)
- Fiverr (<https://www.fiverr.com/>)
- ConsultXperts (<https://www.consultxperts.com/>)
- Guru (<https://www.guru.com/>)
- Freelancer (<https://www.freelancer.com/>)
- Toptal (<https://www.toptal.com/>)
- Flexjobs (<https://www.flexjobs.com/>)
- “78 Best Freelance Jobs Websites to Get Remote Freelance Work (Fast) in 2020” (<https://www.ryrob.com/freelance-jobs/>)

Business planning

- “150 Types of Freelance Jobs” (<https://bizammo.com/150-types-of-freelance-jobs/>)
- “Business Ethics in Freelancing: A Primer” (<http://www.instantshift.com/2013/02/12/business-ethics-in-freelancing-a-primer/>)
- “14 Point Freelance Business Plan Template for Creating Your Road to Success” (<https://millo.co/17-tips-for-effective-freelance-business-planning>)
- “Freelance Business Plan” (<https://www.ogscapital.com/article/freelance-business-plan/>)
- “An Easy Freelance Business Plan Template” (<https://maevaeverywhere.com/easy-freelancer-business-plan-template/>)

Benefits of starting a freelance business

- “7 Best Benefits of Working Freelance Jobs” (<https://namfreelancer.com/7-best-benefits-of-working-freelance-jobs/>)
- “Eight reasons why you shouldn't be scared to go freelance” (<https://www.theguardian.com/culture-professionals-network/culture-professionals-blog/2012/jan/05/reasons-to-go-freelance>)
- “10 advantages and disadvantages of becoming a freelancer” (<https://theamericangenius.com/entrepreneur/10-advantages-and-disadvantages-of-becoming-a-freelancer/>)
- “11 pros and cons of working as a freelancer” (<https://www.simplybusiness.co.uk/knowledge/articles/2016/06/pros-and-cons-of-being-a-freelancer/>)
- “Advantages And Perks Of Being A Freelancer” (<https://www.freelancer.co.uk/community/articles/advantages-and-perks-of-being-a-freelancer>)
- “These Are the Top 5 Benefits of Being a Freelancer, Study Shows” (<https://www.fool.com/careers/2018/12/11/these-are-the-top-5-benefits-of-being-a-freelancer.aspx>)

Productivity and time management tips

- “Best Time Management Techniques” (<https://clockify.me/time-management-techniques#time-management-techniques-14>)
- “Guide to Time Management for Freelancers” (<https://www.attendancebot.com/blog/guide-to-time-management-for-freelancers/>)
- “Productivity As A Freelancer | Why It Matters” (<http://www.mummyburgess.co.uk/2020/06/productivity-as-freelancer-why-it.html>)
- “How can you increase your productivity as a freelancer?” (<https://brightreach.co.uk/how-can-you-increase-your-productivity-as-a-freelancer/>)
- “8 of the best productivity hacks for freelancers” (<https://www.rovva.com/en-gb/blog/home-working/8-best-productivity-hacks-for-freelancers>)
- “8 Productivity Habits Of The Most Successful Freelancers” (<https://www.fastcompany.com/3060378/8-productivity-habits-of-the-most-successful-freelancers>)
- “How To Become A More Efficient Freelancer: Tips for Staying Focused and Productive” (<https://www.lifehack.org/500891/how-to-become-a-more-efficient-freelancer-tips-for-staying-focused-and-productive>)

How to find your niche and scale your business

- “How To Find Your Freelance Niche” (<https://www.moneymagpie.com/make-money/how-to-find-your-freelance-niche>)
- “How to Pick a Blog Niche (+21 Profitable Blog Niche Examples to Learn From) in 2020” (<https://www.ryrob.com/blog-niche/>)
- “What Should I Do For Work? How to Decide Your Freelance Services” (<https://cashboardapp.com/blog/2014/01/21/how-to-decide-your-freelance-services/>)
- “7 Different Ways to Scale Your Business as a Freelancer” (<https://filtergrade.com/different-ways-to-scale-your-business-as-a-freelancer/>)
- “How To Scale Your Freelance Business” (<https://fruitfullyalive.com/how-to-scale-your-freelance-business/>)
- “3 Ways to Scale a Freelance Business” (<https://due.com/blog/4239-2/>)
- “5 Tips to Scale Your Freelancing Into a Thriving Business” (<https://www.transcriptionoutsourcing.net/blog/scale-your-freelancing/>)
- “Prepare To Grow: 12 Things To Do Before Scaling Your Freelance Business” (<https://1dayworks.com/12-things-to-do-before-scaling-your-freelance-business/>)
- “Should You Niche Yourself?” (<https://doubleyourfreelancing.com/niche/>)
- “The Freelancer’s Guide To Finding a Profitable Niche” (<https://freelancetofreedomproject.com/freelancers-guide-finding-profitable-niche/>)

Tools

- Asana (<https://asana.com/>)
 - o Online calendar, to do list and project management software all in one
 - o Works across devices
 - o Can use individually, or develop projects with others
- Trello (<https://trello.com/>)
 - o Project management software
 - o Good for teams
- Invoice generator (<https://invoice-generator.com/>)
 - o Easy to use
 - o Can personalize as your business grows
- Calendly (<https://calendly.com/>)
 - o Use to schedule meetings
 - o You input your availability and clients choose
- RescueTime (<https://www.rescuetime.com/>)
 - o Tracks how you use your time
- MailChimp (<https://mailchimp.com/>)
 - o Email marketing
- Miro (<https://miro.com/>)
 - o Online whiteboard (but with all the digital advantages)
 - o Can collaborate with others
- Forest app (<https://www.forestapp.cc/>)
 - o A good way to stay off your phone
- Evernote (<https://evernote.com/>)
 - o Note taking app
- Toggl (<https://toggl.com/>)
 - o Time tracking and reporting
- Wunderlist (<https://www.wunderlist.com/home>)
 - o To do list software