SmartWerk: Days 4 to 10

Here are the next 7 smart tools for your freelance business in the Netherlands. From proposals to onboarding emails, these prompts help you work faster and smarter.

Day 4: Write a Freelance Proposal

GPT Prompt: Generate a professional freelance proposal for a graphic design job, tailored to a Dutch client.
Example Output: A proposal with project scope, pricing in euros, and timeline.

Task: Replace the details with your own and use it in your next pitch.
SmartWerk Tip: Dutch clients appreciate direct and clear structure.

Day 5: Translate Your CV

GPT Prompt: Translate my CV into Dutch with proper formatting and a formal tone.
Example Output: A Dutch CV version with 'Werkervaring', 'Opleiding', etc.

Task: Try pasting your CV and translate with ChatGPT, then adjust formatting.
SmartWerk Tip: Use 'Curriculum Vitae' instead of 'Resume' in NL.

Day 6: Write General Terms & Conditions

GPT Prompt: Write general Terms & Conditions for a freelance service provider in the Netherlands.
Example Output: Sections on liability, payment terms, privacy, etc.

Task: Review and localize the legal Dutch parts if needed.
SmartWerk Tip: Mention Dutch law (Nederlands recht) in the T&Cs.;

Day 7: Plan a Content Calendar

GPT Prompt: Help me create a 1-month content calendar for Instagram as a Dutch fitness coach.
Example Output: 4 weeks of posts including workout tips, motivational quotes, and client reviews.

Task: Adjust the calendar to your field (e.g. photography, coaching, design).
SmartWerk Tip: Plan in Dutch and post bilingually (NL+EN) to reach more users.

Day 8: Write an Onboarding Email

GPT Prompt: Write a warm welcome/onboarding email for a new freelance client.
Example Output: Thank you message + next steps + contact info.

Task: Use this to welcome your next client — it shows you care.
SmartWerk Tip: Include your KvK and payment terms in your signature.

Day 9: Raise Your Hourly Rate

GPT Prompt: Suggest how to write a message explaining a new hourly rate for my freelance services.
Example Output: "Due to rising demand and improved skills, my new rate is €65/hr..."

Task: Draft your own message with confidence and clarity.
SmartWerk Tip: Provide 2 weeks' notice when changing rates.

Day 10: Simulate Client Q&A;

GPT Prompt: Simulate a potential client asking me about pricing, availability, and experience. Include both questions and ideal answers.
Example Output: "Q: What's your hourly rate? A: €50/hr. Q: How many clients have you worked with?"

Task: Use this for practice before your next call or Zoom meeting.
SmartWerk Tip: Practice common answers aloud — Dutch clients value clarity.

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