# Getting Upwork Jobs
## Daily Workflow Worksheet

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**1** **Capture Every Relevant Job for Your Niche in "My Feed" with Your Saved Searches.**

SAVED SEARCH    SAVED SEARCH    SAVED SEARCH    SAVED SEARCH

**2** **3 x 3 Method:**
**3 Downvotes,**
**3 Times Daily.**

- Give the thumbs down to 3 irrelevant projects in a row at the top of your "My Feed" Long List

- Scan My Feed for good jobs, and **Heart the good jobs**

- Stop when you get to the next **3 downvotes in a row**

## MY FEED
*(Your Long List)*

*First 3 Irrelevant Jobs:* 👎

*Jobs that Could Be Good:* 💙

**3** **Apply to Saved Jobs.**

- Once You've Applied to a Job, Clear It from Your Saved Jobs List

- **Repeat Steps #2 – #4 Three Times Daily!**

## SAVED JOBS
*(Your Short List)*

🏆 **First-Time Upwork Freelancer Goal:**
# Apply to 100 jobs! 🏆

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- **You do not need to downvote every single irrelevant job.** Your downvotes serve as your own personal "speed bump" of where to stop so that you don't keep reviewing the same jobs over and over.

- **Regularly try different Upwork proposal approaches** to the Upwork cover letter – if you've tried something over and over, and it's just not working, then experiment with another approach until you find what works!

- **Keep a folder on your desktop** with 5-7 of your work examples for quick and easy attachment to jobs you apply to. Include 2-3 work examples as Attachments with each of the jobs you apply to (yes, even if they're already included on your Upwork profile!)

### Saved Searches Strategy:

- **Beginner:** Keep your Saved Searches broad when you're first getting started.

- **A good target:** Every time you check your "My Feed" Long List, you scan about 30-50 job listings

- **Intermediate:** Refine your Saved Searches by clicking "My Feed" ➔ "..." button ➔ "Edit Saved Searches"

- **A good target:** Here's an article on <u>Saved Search syntax & advanced configuration</u>

## What's Next:

1. **<u>Subscribe to our YouTube channel</u> to get more advanced Upwork strategies every week – it's FREE**

2. **Learn the basics to write proposals that <u>win Upwork clients</u>**

3. **Get access to our step-by-step guide to making money on Upwork in <u>The Academy</u>**

*...and check out more on **freelanceMVP.com***