Notiz/Notice

(FREELANCING)

(With AI)

Course Content

Lectures:- 1+2

(Introduction)

What is freelancing? And Reasons To do?

- A "Skill/Service/Product" To sell To other persons and give them moneny own your product.

→ there are no limits/boundarys you can sell any-person [internation-clients] freelancing can do [Of-line, On-line]

→ through different Platforums like [Up-Work, fiverr] Using these

forums to sell your (products) and also do in local markets and your homes. **Question is how To cell?** You can earn through Jobs is uper limits **But** there is no any limits of free-lancing.

Job % (10 To 20) increment || Good skill set constructive mindset personality building you can earn Millions. **Exp:-** Sir Irfan Income Fearning Started (**50$ To 20,00000$**).

- Important things :- It is good for you. yours homes, Countrys because when you grows also grow your [In-crease] Country follows, produce Jobs this is called the "**Constructive freelancing mindset.**" Improving your skill set Communication To others person, network improving. through out the worlds The time you can do "Progressive freelancing" ak client ko Convert kia us sey Revenue generate kia grow kia, Respends kia. (Constructive freelancing)

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→ Change the "mind set" to produced a leaders in our Country's. Creats Jobs opportunitys

Journey freelancing To Reputable → International Company. its important your personality and your around peoples To learn it.

Once a life you should do it. free-lancing

• Now days we do free-lancing is called Destructive freelancing. which can

→ Can Destroy - you | Can make - you

(IMP Points)

We have learn in freelancing journey?

→ • Rights way of freelancing?
→ • Why should Important of freelancing & how can we do with right path?
→ • Scale [How can I Scale] growing yourself.
→ • Personality working traits?
→ • How To works? indentifing Skill-set?
→ • Applying on it. How To bring client? and
→ • Scale the client? How To make Teams?

Notiz/Notice **Lectures No#3+4** Datum / Date:

Topic:-

Pros and Cons of freelancing

- We are {Ecaring} through our skill set is the only Pros of freelancing (Appearntly) show the peoples. [cell service, skill, Talent] → by-product

But Reality is that to give mental health, Time of your family Time of young age. This is cost are called ["Cons of freelancing"] **like, Uber Kareem** [indrive service] → Nowdays peoples are doing freelancing to earning just and spending it at the End he is end of life there is no other option. [This is called "Destructive" freelancing" (Majority do following)] We are not using the benefits /diversity of freelancing. The benefits of freelancing is

→ Exposure → diff peoples working in less in-come like [200Rs intead by 50Rs] improving yourself, skill and communication, Personality improving growing of yourself. [Time invest yourself].

→ Time Managment Learn → Diet-Care / health-Care
→ Take-Care your family's Parents, → Islam (حقوق وواجبات)

"Beauty of Constructive / Progressive freelancing you Earn lots of moneny in every month's even throug you sleep Earning is Come."

Topic:- How To Identify Your Skill Set?

→ Progressive freelancing → identify Skill Set / with Right diretion
↓
• Purpose of Life
don't see the other person quality's
see your quality's (ALLAH) Build
in yourself. (indentifing your Strength's & Sequence (نقاطي) (صعوباتي)

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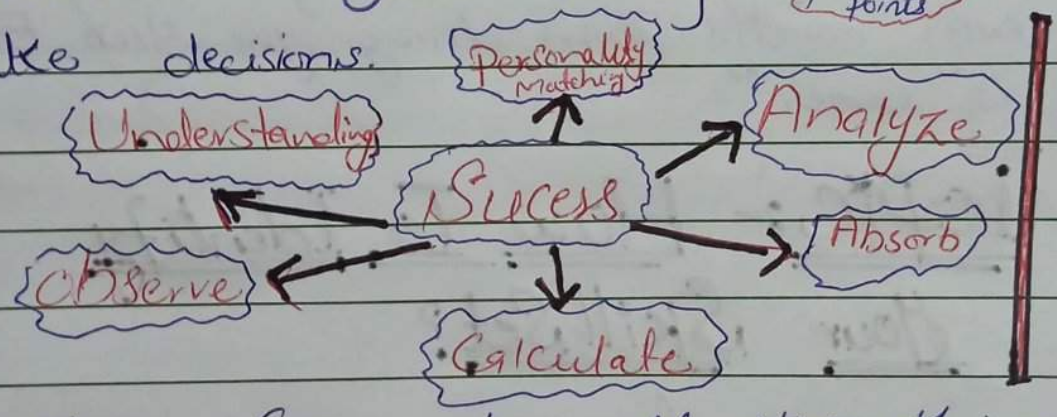
- Access your skillset Using Mathematic Tools. first things you know batter yourself from others. (like, dislike) Plus [Treding + Emerging] (AI) nowdays Trending Top skill [asked] google Searching abouts this. matching Personality.
- Then go To these (Expert/Experenice) guider → Bottom To Top life Spending. Take guidance and follow them. **Question Ask** how can I do? Life Pains Points learning how Take decisions.



- You Can do all these things and Take you stair with Right walls

Notiz/Notice (Lectures # 5+4) Datum / Date:

Topic:-

How To Set Smart Goals?

⊙ There is no thing giving by the freelancing when we have no smart goals. It is very Import in Life.

→ Every 'Goals' is not a 'Goals'

⊙ We are Mixed goals and desired. So confusing Goals and desire are

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Different (خواہشات اور مقصد) Goads is Smart.

SMART:- Every work "Goads" is not Smart

S : Specific
M : Measureable
A : Achievable
R : Relevant
T : Time-Bound

→ when all these Component is not Include.
→ You can go nowhere you're moving in Circle Specialy when person think we are doing, growth actualy good. Particularly

Doing freelancing for Purposes:-

→ Doing freelancing went out freelancing.
→ doing freelancing Build a Agency, Software house, Business, Build Network Partnership, Collaboration.

⊙ But unfortunately we are doing Just To alive whole life (one circle). We are not out in freelancing with (SMART Goals). **Example:-** My goals is To weight loss in (2025). It is not a Smart goals because we not

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Know how much we loss weight? few Pounds have loss it and i Achieved goals this is wrong: **Disadvantage:-**

- We are slowdown & what we have do.

S: Specific :- We include '5' kg loss weight Means specific value add. Clarlity show.

M:- Measureable:- Moving Continous value like 1 kg, 2kg, ... upto soon (Specific value) how much Achieved and Remaining things we have Engage it. Clear Indicator.

A: Achievable: I want to Become a President of 'US' the question is passionate emotional person can Men can do everythings in life. but we all Know about our Self (اپنے بارے میں) weight goals loss "5kg is achievable.

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R: Relvant :- How can I do. (1) years weight loss we canot Eat Sugar COLA Carbs cut off. Giving Some Specific details. this goals is Relvant our works, goals we have goals in Life. make CEO, Company head, Good Engineer possitive impact in Socity. My setgoals is not Relvant to my goals. Your goals is Match to your lif Action. like (Every Year → Every month → Every week → Every Mins → every sec) all about whole day. Attached it is called Relvant Gols.

T: TIME BOUND:- Every goals is time-bound, whath we have achieved (Specific date) Sab Goals will attached Time line.

* Real Context In freelancing :-

→ first year: how bring Client? how deliver it?

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- Freelancing When we make branding development how? whom? When complete it? When measure it?
- Communication Parts our goals part improving? level it? Whom? Measure it? what Date it?
- Upgrade yourself? enter other network? Apply all things in SMART freelancing

When you Train your brain in Start of freelancing. To Do Everythings Smartly.

- What have you can easily, precisely, quickly convert freelancing one log term Tengable out-comes Result. Only Words keeps in Minds Always.

Fiancial freedom Achieved

- Means that there is no needs to have money in life. [Spending life, future, helping others family support no need for it.

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→ Pass In-Come Resources → Permanent Resources

→ Physical Assert all things given Moneny

When you sleep. Level of financial freedom

"In Life, you not Apply Smart Theory. Make-Sure & understand it what ever you doing in Life Always doing Smarts."

PORTFOLIO

- A Set of Achievements put in a document or a web portal and a Profile and Send To clients.

→ Demanded of Portfolio by Clients :- how can mak it? How can bring clients or work? It is fact that very imp is very important **Strong Portfolio** Show your "work" and growth of changes

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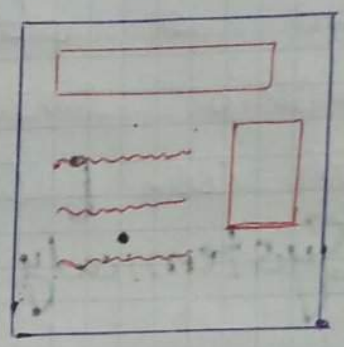
Exponential growth. Backed your Promises with Portfolio.

Example:-



- Am a Good Designer and put a Design with Case Study in web Site
- documents saw seen in my clients. what you have clame (نظرتنا) Designer make designer Portfolio. Send to client he checked it. AI Showcase in previous 5yrs worked.

Question:- → We are Starting freelancing?
→ We are fresh Gradate? not worked. your Portfolio is empty? → How Managed it?

Tips:-

- "Creatively focus on your Portfolio"

Exp:- A "Tree plant" in your garden, water it Safe from alterwait-Rays. Protect it Once Time The tree is plant and give Shadling.

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⊛ Recently you Creativty grom your upscale Portfolio one day is very big. and peoples is your walk from back side To do work. where is strong Portfolio person I detail it and worked with us. [it is Safe Seeds To trees]

Systemicaly design. Question :- I have nol Portfolio from me?

⊛ Tips:- → First Time Create 'Upwork' Profile., Any design creat from other (web site copy) and Imagin it and Batter web-Sit create and put into your Profile. any "web sit Rewemp", Create "Thumbnails," making a "Software from Programmer" side using coding "developing website." Using your Brain. → Giving free Service. your skill welldate Using this tips. other person not put Pressure on you (Stress), your brain is more Creative. Enough Space To learn and Apply and create a Portfolia.

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→ After Clone the any-things then you put into documents in very beautiful way. website in (PDF files).

→ What I have made which Solution give, what advantges and beautiful graphical Represention. when Saw your ePortfolio He admire his "Presentation Skill is good."

* Started with.

→ Practice → free Work → Creativety.

Gets things Done to ~~skell~~ cell Revemp in website and send it. At End

Don't Lie in your Portfolio and Clients

(ALLAH SWT) watch you every Time and give Risk.

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Lecture No#7+8

Topic:- Tips & Tricks of Strong Portfolio

★ Qualitative Portfolio:

It is a Prepresentation to your external (quantity over Quality) focus on Quality

Example:- To build a very "Beautiful house" and buys a very beautiful items Fernicher Jawerllery dorcation Pieces but do not disorganize (بکھرا ہوا) a such way (house looked not nice). with the passage of Time you can updated with new version all things is distroy. → you can doing (10 works) '7' is little don't put on Just 3put which quality based

Visually Appealing:-

Ansthentic clears (much To Text enter, gluter, no one can Read it.

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IMPORTANT

(To the Points) this is the arts to (large
⇒ Text into Simple visionary little words with
best graphs to convey your **Message**.

Should be Client Centric :-

- Sir Irfan has maked your Portfolio in different Variants :-

⇒ Health-Care Portfolio ⇒ FeTe medician Solution
⇒ Auto-mobile ⇒ Ed-Tech ⇒ Fin-Tech
⇒ Mr. POS (Also Sub catorgey) One Person is doctor, healthcare you can give 20 product instead Top non-field Related Portfolio. Just give 5 Appeal To Send it. Relevant it.

- In freelancing with Particular Client Always Tailer Portfolio in that for Particular client Specific thing.

Story Telling :-

we have put asthentics, information but not put Story Telling you graph Represent your storey in Such a Simple Beauty way.
Convert Everythin into a Story
go can do it. Sequence put in graphic

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Text should be in iStory telling.

| How you are growming how moved To this stage |

Mistake Many peoples:-

- There is nothing for us Let's 4get about them. don't do this things.

Best Visionary Person:-

- One Person have build house but have no money to buy other house-things Just have only one things (Sofaa) he "put in way beautiful way in a place there is no needs feels other things but only things is beautiful ("which is Call Strony imagination person") positive mindset. Creativy."

| - Every Action of life is drive from your Mindset not Randomly, blendly, Timly base. (Short Time) |

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Importance of English Communication

What should we do freelancing with english? How level it for? To start freelancing

- Many people not crossing this barrier. the crone other one can use of your skill and credits yourself like → Programmer → Designer → Auditor They can do many things Just one good communicat all credits get it clients

→ Basic of English To show yourself.

Tips by Sir Irfan:-

- big pressure yourself when you MisTake what he say. No need of Grammers to English Men Not our Narrative lange (مٹی پاؤ)

First Rule:-

- Start Speaking English

→ english Speaking is important (اہم) Pratices. To understand your point of view. they understand it listening To improve it

2nd Rule:-

- Consuming English Content.

→ Particular like
→ Read New-Paper
→ Community, TikiShow
→ Books
→ learn (GPT) To give Commands They Answer it

- "It is continous efforts To make an Asseet."

→ No 1 Skill
→ Perment Skill is not a all about English but english is Imp Part of Comm-Skill. (over all English) (Whe To Say? How To Say? ~~How To Say?~~)

"Practics Practics Practics Makes Men Perfect"

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Lecture No#9

Topic:- Niche Selection

(IMPORANT)

The step is very Import you Can work in which Segment. (Start freelancing) is different from Skill set. (lik, SEO Programmer, Video Editer.)

You Can Target in different Segment in Skill Set.

Example: AI Developers Can do work So many areas like Felch, Autombile HealthCare Also can do in sub niche. like Project Manger, Consistency, designer May be you Can best in health-Care Social medic Expert, banking. You defin it. Specifiz Person. Perfers.

if you Skillset Conver full Circle you have To Preprent it I have do any-thing Don't do this. You Just one Segment, area. "So called specialized in this field."

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Sir Irfan Malik Example:-

- Peoples Knowing in "AI in Health-Care" Specialize.
  - → Many works → Study it → Making Tools
  - → Researching it → Knwonledge building. focusing it.
  - → Invocation → Software develop

Step No.1:-

Marketing Research:- Analysis Reading Job-work what Job's are posting in which segment. peoples demand in work in health-care Banking. so many niche.

Step No2:- List Done Top Niche:-

You can see. demand and Supply. if more demand and less supply ideal circumtance. Demand more and less supply less people doing it.

Top1: Demand more & less Supply

Top2:- More demand and more people doing it

Top3:- You not enter when demand less and more people are doing it work.

Step No 3:- Do Research (self-Analysis) in yourself (inner-self)

what you Really can do?

What you Really want To do?

→ Your happiness → which field

→ Your strength

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→ High demand + Low Supply + Your Likly
→ Passions + Professional = No one can stop U.

- it is not important to meet day first
People have spent many years but have it
Just Try if you find day one.
→ Passion + Professional + Research.

Step4:- Study Demographic:-

Example:- You work in US Based Company not in Pakistan (like Tesla) Electrical Engineer you can do work but not Remotly but you not seen your demographic you have lots challenges.

Step5:- Selecting One Niche:- but

can Try it and do work it but this Niche is not Suitable for you.

I can Try it Something go head you initialy you can Try New Some thing else. Over the Time Keeps you eyes open.

Stragical Pivot:- (Books Names Lean Startup)
You have Read it. (Trands and Technology Nowdays).

Pass 10years (More Smart) Expert one Role
Next 10years (Diversily More get knowledge).
→ T-Shape
Deep knowledge

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Topic:-

Tips for Attractive Up-Work Portfolio

Relevant Work Samples Selection:

The strong portfolio of upwork consists of many steps and overcome mistake and make them. when you Add discription on your Portfolio which is related To your skill and back To show sample related skill domin you defin it Means project Sample.

Highlight Result and Achievements:-

Which you have achievement of end Goals and Result highlights In Terms of Result, Problem Solve in that project have delved Show and highlight in your Project.

To Represent Use in Professional Layout. You not Represent in Professional layout you will be Random according to Client Readability

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Simple language use: Layout of Portfolio properly, visualy make sure when client move in next navigation in Portifolio. Easy Professional way show Portfolio description Testimonials and feedback Proper show which called high fieldity. Portfolio

Feedback & Reviews :-

- The Age of freelaneing like Scaling which is Things like Engery, focus if you lost This Things your Journey is very long. In every field of Scaling which is matter Portfolio but most Things is feedback and Reviews of client you Provide Service it is Satisfied in publicaty.

→ when This happen your grow Speedly (This is Art) Science, Effort, hardworking, Planning. The IMP things [How it Take?] Building Trust and put efforts To Day one.

★ How To Take feedback?

- There is not Shortcut. which Service you hardwork, focus, deligation is key To good Reviews.

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Provided Strongly grap on it. it is eco-Systems.

→ Skill identify → Command on that Skill

→ Improve Communication → Understand Client Projects

→ Make Smart Milestones → Clear Communication on Every Milestone. → Transpancy Proper delivery

→ Adding Value in Project Delivery.

→ Closing Project → Satification After closing.

NO ONE Can Stop You in the field of Business or freelancing

★ Here is what you need To do? **Steps**

Identifying Right Skill Sets.

What Really Really hard on that Skillsets Validation your Skill Sets want To free work. own work project, or Editing. After that When you go.

⇒ Don't over Promise ⇒ Over-Commitment

Saying **Under Promise & Over Delivery**

وعدہ میں تھوڑے کام زیادہ کرنا ہے

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Client expertation Mangage. Tell the client There is delay. if you adding value see the client. when Project is onboard with out Don't do Project without understanding

* if this Mistake Put efforts. Retain one Client Score Job Sucess Score. Matter is a figure persentage % how Much your client is Satified you and you give quality of Project.

* When Searching on client on Upworked it's based on Success Job Score Top and hire you invite you

* How Can This :- if your build these Things → Good Communication → Milestongs are divided Project → Project onboard → Correct Skill validate → Working on Correct Skillset → Timily Communicate Some People done all these Things and but lost your client HOW (کیسے؟)

* You are working one client and Right works and good works but not Communicate.

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at the Right Time Just focus on Project not Tell clients about project he is frusted.
(Communicat → Delivery → Details → Quality Send)
Mental Stage Mangage Towards your Project and given Quality he gave (Good Reviews).

Saying To Client :-

In very Nicely and Politely Saying To client your feedback is important for Me. for our Carriers.

> Make your value with your good works.

◎ So, Reviews and feedback Managment is very important.

→ Improve communication → Milestone
Client onboard Processes Now you able to good feedback Reviews

> ◎ "Always Make Strong Relation and genium Review or feedback and increasing your freelancing Journey is fastly."

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Lectures = 15

Topic :- **Effective Communication**

Heart of freelancing business Client Communication is the "back bone of Journey."

Feedback from Clients :-

- if you want write good feedback from "Communication is the Key." (not English) is as :- (کیا کہنا ہے) (کیسے کہنا ہے) (کب کہنا ہے) (کتنا کہنا) is not about your language it related many things.

Relations :- Step 1 :- (کیا کہنا ہے؟)

- Project کو whatboard کرتے وقت جب کام آ گیا Project دینا چاہتا ہے اُس کو کیسے Communicate کرو گے کہ کون سا کام آپ کو آتا ہے اور کون سا نہیں آتا ہے اُس کو Proper document لکھ کر وائس کرو تاکہ جو آپ سمجھ رہے ہو وہی ہے جو وائس سمجھ رہا ہے
- You give work with the want of client Required

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You write Specification and Sperd To client and ask To acknowledge and go ahead. To have To ONE PAEGE.

→ **Step2:-** Reguler Update To Client: (سوئیں عجبا)

- if you think To deliver one Milestone from one week (VoVo TMP Tips) if client is Communicate you from one week you give daily Update, asked question, find question. Just Message To Send Client. Your Are
  - ★ focused ★ Active ★ You want To get any thing done ★ find Logical Questions.
- if have no question and then Send Suggestions one update daily (May once or 2 Time Or week checking it) deperd upon client Cartergy See back Lectures
  How much Update. frequently Update.

| your "Selection of Words" is good with client. |

- You have any Confused without nicely, plotty clarity Communication. don't over-Speak (To-the-Point)

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Difficult Client (مشکل کلائنٹ)

- if client difficult like Rude over aspect if Some Client is Rude you Cannot Reactive always Respone with good words. (Mirroring Techniques) using it. & understanding your point don't give over-clarification understand Mental Stat and give Some gap between Communication Take Time for Next Time balancing b/w them.

How Manage The Client? Yaad Rakhna.

(i) if 1 person you 100 clients from 2yrs. and (ii) 2nd person Just 2 clients 2 Retainer + Quality work is (better than 100 clients).

→ Destructive way of freelancing:-

→ One client you Take Some business and gonna Similary 2nd, 3th. find it new cycle.

→ Retaination Rate on Upwork:-

- Many clients with works and then
- how much client back again & work you. [contruck] with long with no problem it

→ Foused on these Things.

→ Value Addition

→ Relationships.

→ Review & feedback

→ Upscaling.

→ Retainer client.

If you have Managed it your freelancing Journey is log.

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(Lecture No#16)

Topic: Upwork Job Success Score

if you Success in freelancing your Job Sucessful Score is always high like (90+)

★ What is Means?

- Its means if you (10) project and deliver it and your job Successful Score is (100%) no... no... not based on project delivery.
- Your project Contruck with clients is its outcome client Satisfaction

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(1) Some dispute (case on Upwork)

→ Dispute is a feature any problem (مشكلة) you with clients through upwork (dispute file)

→ when enmoy (يغش) Some demands has you back my Money not good work. Not

(2) Satification your work. This option has in it.

- Job Success Score Rate has calcuale all things.

Client Retain is difference with client quality Retain.

- if you have done project + 70% and + 30% is Remaining Some other Resons.

- Different Alogrithms Techniques Clients is used like Private feedback

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Upwork Alogrithms check your chatting analysis like client is Sad, Engry, Good Happy, not Salification, otherside

- Money is not delieverd, Project is pending how Much it done or Remaining all factors Makes and give you Scorce when client Search on Upwo and all Things written Suggestion how Much Success Scorce is Right it in every person. He prefer +90% then value it.

* Job Success Scorce

- your Success Scorce Rate is above (+90%) not down. Very difficult To Retain (+90%)

Example:-

Sir Irfan Job Success Score (+100%)

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after working (4 years) with one client and Earn Money.
Since 4 years ⟹ 100000 $

* How it Possible :-

- Right and Valid Skill set.
  Hardwork Communication
  → Transparency feedback
  → Good Manage client Expections.
  → Good Delivery Than all things is going To your Job Success Rate is above always.
  → Some Time is Minimum day N Night is cycle of upwork its okay. Not go To 79% down.
  if these condition. You have try To close Existing projects and give feedback and got New projects or old client again give project To increase Retaintion Rate.

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- if Score is down not worry but if Score Rate is Minimum Point you should worry about it (-, 70%) dude
- And only Solution is Delivery project on time outcome of contract. Satification of clients Good Public and private feedback.
- Job Successful Rate is Destroy.
- when you worry disprate you fond no any clients and Suddenly you got work you dont Known about it over Comment item like [30 days you can do 15 days] under worry pressure make mistake.

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Lectures No#17+18

Topi:- .....Dipute.....

A dispute is Arise when a client files a formal complaint about work.

Upwork کو استعمال کر سکتا ہے۔ اس میں Upwork کی Team کو involve کرتا ہے کہ میرے ساتھ ناانصافی ہوئی ہے۔

* Why happens:-
- Quality of work
- Failure To meet deadlines
- Misconnection of project Scope.

Effects:
- Its effects on Jobe Success Rate.

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→ Your Profile can also Be black listed.
Unfortunity Technically we falls in gray list.

(Examples:)

○ اگر آپ کام کرنے جا رہے ہوں کسی Client یا Company کے ساتھ آپ ایک عدالت میں ہوں اور آپ کے اوپر ایک کیس ہے خود کو صحیح ثابت کرنا ہے اور پہلا دن آپ کو پتا ہونا چاہیے کہ پورا زندگی کے ہر معاملات کو اسی نظریے سے دیکھنا ہے اور ایک دن یہ سب ہوگا 90% کیوں؟ - یہ سوچ کر چلنا ہے "How To Win this Case"

بس دن آپ نے یہ سوچ لیا اور مان لیا تو آپ پہلے دن سے documents, evdance بنانا شروع کر دو گے۔ اپنے پاس Proofe رکھو گے۔

★ How To Wins:- ?

→ Client Meeting Summary
→ Emails, Screenshoot Approval

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- Proper Documentation.
- if case you then you have history of evidence you win this case.

* Mistake:-

- We Mistake the politness and good works or Respone have forgorted and do not make paper work (documentation).

* How To Avoid it?

- → Miscommunication → client overexpectation
- → over promises from your side
- → Bad communication (80%)
- → 20,30% over Commentent.

- → Project Own board (Clear specification)
- → No over Commentient
- → Make Mile stones.

- Approval for everythings.
- Keeping Evidence.
- Regular feedback, Update
- Regular Communication.
- To clearly Nicely, polity deep
- Tell client Some Research and
- My Commentent.

Always Speak Thruth
clearly and then client go
To have gone Not Matter
You have done client dispute it.

- You Can also dispute · To client you have proper documentation Approval, proof each everything To see it.

* What you have do this?
- After every Meeting you
- make Mins of Meetings.

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6. To write to Send additional work and slope this work and Sent To upworks and ask To acknowelogement. After Compeleting Mile Stone you done date delivery Time and sent To client asked acknowledge.

You Can Take feedback also Through Milestone on Msgs or Email.

In the Case of dispute don't React always Respone. (well Thought out plan).

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Topic:- Project Scope

After AI feelancing has

Role of AI

- → Changed. AI has changed the
- → client expectations, Research, Mentality.
- → To develop Speed of Poject changed.
- → Nature changed.
- → Changed client Method of costly.
- → Changed the client interview methods.
- → Changed Project Scope.

★ Scope Creep:-

- → it's occurs when the Scope of a project expands

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→ beyond the original agreements. without compensation or Time adjustment.

"How To Tell clients This work is extra or not."

→ You never manged your Success Score.

→ You never Take good feedback or reviews.

→ You Start freelancing but not Sustain it.

→ This freelancing is called "destructive freelancing for you"

* Definition:-

→ When you go To Communication with clients. after Respon of bids Heart of this Project effective Proposal Writing

V.V.V Important

Proposal writing

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کتنا کام ہے اس کی Time line کیا ہوگی
اور اس کام کے عوض آپ نے کتنے پیسے دینے ہیں

Resones:

→ Not (clear Specification) of project not proper asked Question not make Milestones and documentations. Say To Yes.

→ (Week Specification) you done work of client and Tell them. but weak your Specification not give (Examples). not clean your project Specification.

|| You have Nicely asked question not over. ||

- if you feel your project which is done with client and work is over To handling it.

Handling:-

handling the different Methods.

- Lock the project Scope.
  - ↳ if client demand '4'
- Size website you asked '1 pg' and done Time Similarly upto Next but This not how To Specify.
- Specification gathering.
- SDMLC.

Lecturs No# 19+20

Topic:- Understanding Scope Creep

★ How To handle Revision?? What is This?

→ when you discussion about Project with client do proper documentation. and approval it

→ when client give you your documents To read and under-Stand it and Make Question-Answer include in that daumentation.

Befor Tell costly, Prise To Make Sho understand To everythings.
otherwise This Type of freelancing is destructive.

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What is Revisions?

One Client is came and defined Specification & Scope and everythinge is down.

Example:-

→ One Project like making and Editing Videos, Content writing. etc. Editing is under on Scope and client To ask changing Some thing in This video.

→ These are called Revision and freelancing language is (Wish List).

→ Now you Communicate the client and asked To me with logically, References which "mistakes what changes, In Start of project fixed these point (3) Revision is free after this you'll paid me.

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→ 2, 3 Revision Lock and ask Logically question To client. First Revision is usefly and make documentation and send

⇒ To client with e-mail, Text Msgs. Similarly 2nd and 3rth and Tell Them we clearly in 3rd Revision and out of Scope is. (Addional Cost) which is called Arm Twisting

ہم اُس کے directly منہ پر مارتے ہیں (بازو کھینچنا)
اس سے hidden کو سٹ چارجز آتے ہیں

→ if you go cost or addlitional charges. To less hidden charges. (Rat in documentd)

(Assignment):-

⓪ میں ایک Project پر کلائنٹ کے ساتھ کام کر رہا تھا اور اُس کو مکمل بھی کر لیا اور اُس کی Revision بھی مکمل ہو گئی اب وہ Scope کے باہر جا رہا ہے میں اُس کو Convence کر رہا ہوں کہ ایڈیشنل چارجز Scope کے اندر تھے لیکن وہ کیا رہا ہے سکوپ سے باہر رہتے۔

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میں چاہتا ہوں کہ وہ چاہتا ہے نہ ہو۔

Ask GPT Prompt Through Create a dialag b/w Client and developer.

→ Read it Throughly for Many-Times

→ This change your Mindset and How To Retain it.

Create Credibity for client Professionlize, Respects and Communication skill acheviched it Then you Win project No Client.

Topic: Work Life Balance While Freelancing

→ We have disuss important Topic (like freelancing, Life, Job bussiness and study. if we not under Stand it doesn't matter how much you Earn). Much morethings.

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which is direcly link your physically nd mental health.

* How We do freelancing?

→ we are doing freelancing like 'Uber' Take a loane from blank and make money pay his installment in end the (قسط) finsh and car is finsh.

گاڑی we are. if we are not Take Care yourself and over banded. is that

→ Quality of Life
→ Diet
→ Sleep Cycle
→ How To Manage Relation & Client.

We understand Work-Life-balan is (سونا، کھانا، پینا، کام کاج) This is not.

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Is Good,

How much Time Taking sleep.

→ Eat, drink and doing work.
fincial planning and busines
planning and client Relationship.
and upselling

→ defind your purposes and
Connect with family, Community
finanical Stress, Islam and dunya.
divided by small part Great live
in purposes oritented Life.

In freelancing not doing Coding
Good health
Proper wather intake
Namaz Parhna
Quran (قرآن کریم) کو پڑھنا
Spend some Time with family.
Quality Time spending

We have

→ Time Management Stradegy

→ Financial Management Strategy.

→ Relation/client Management Strategy. and Business.

→ You doing working some quality client you make quality client and come. Which

→ Means 2 person is working with u instead 10 Client (person).

fixed income کیا Retain Income

All Things is Relation(2) - پھر کام کریں

→ Your SKILL

→ Your Communication.

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Lectures No# 21+22

Topic:-
How To Survive When No order

- Many People have faced Late Client for order one: for long Time for getting order
- Some one or Two order get but not nent order for work.

Trough out Journey Some Phase you got order and Some is not.

* How To Manage of 2 phases?

- first order diff Theory (proposal writing) profile, portfolio, lom
- Your Business is Running it Smoothly but Suddenly Stop it

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Phase 1:-

- You starting freelancing you bidding and client is Com Just for communication and went out not order. Two Pe
- Just wasting you Time in daily Bidding other is "Smart peoples" Analayize your Proposal.
- Improve Communication Sk
- Reading Books
- Improving Skill
- Doing Practices
- Making Portfolio
- Give free Services.
- Market Research.

Today Demanding Search. They make sure To Reach the order is the Star of Phase.

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Dont Increase Number of bids. Increase the quality of bids.

Understanding of your weekness
Good communication.
Reserach Comptic Analysis.
Don't Relay on One platforms like (Upwork, LinkedIn)
Out Reach. (Email send, give free Services). Solved client issues.
Relation building
Exploring Local freelancing.

Phase 2:-

Working Smoothly
Suddenly Stop.

جب کام آ رہا ہو تو کچھ رقم کو جمع کر لے۔

Save Somethings for Rainy days.

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JaeKma Said:-

Fixed the Roof When Sun is Shining

Known that the down Time is Coming Safe Somethings This time. (Tough Time).

Reachout the previous clients custom offer design To come back client (exciting)

Some Time client is not identify your need.

Create Need for this and upselling. you handling Phase with Straglicaly.

In business, freelancing.

you learn To Survive and grow atomatically.

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your actual grow in Tough Time finunical Tough Time.
This Mindset peoples grow for this type of phase.

Topic:- Payment Method

- When every Commenitment with clients and Menoy is Lend in your Account what have you do it.

→ Withdraw of upwork Account and the Methods of upwork
→ Account To Transfer Money your Account.

Upwork Provide different Channels To land yur Money.

→ PayPal
→ Payoneer
→ Direct wire Account To Relase found.

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