

Freelancing Notes

Lecture No. 1

Q: WHAT IS FREELANCING?

A: INDEPENDENT SELF EMPLOYED

INDEPENDENT:

1: SKILL

2: PRODUCT

3: MARKET

4: RATE

5: PROFIT

Lecture No. 2

Q: WHY FREELANCING?

1: PASSIVE INCOME

2: FLEXIBLE HOURS

3: WORK FROM HOME AND ANYWHERE YOU WANT

4: MANAGE FAMILY AND TIME

5: FINANCIAL FREEDOM

Lecture No. 3

TYPES OF FREELANCING MARKETPLACE:

ONLINE BIDDING FREELANCE MARKETPLACES:

1: UPWORK.COM

2: FIVERR.COM

3: GURU.COM

4: FREELANCER.COM

6: TOPTAL.COM

7: PEOPLEPERHOUR.COM

NICHE MARKETPLACES:

SCRIPTED.COM

CONTEST MARKETPLACES:

99DESIGNS.COM

DIGITAL STOCKS/ GOOD MARKETPLACES:

SHUTTERSTOCK

FREEPIK

ENVATO

MICRO-JOBS MARKETPLACES:

FIVERR.COM

SOCIAL MEDIA:

FACEBOOK

INSTAGRAM

LINKEDIN

CLASSIFIED AD SITES:

OLX

INDEED

CRAIGSLIST

Lecture No. 4

ADVANTAGES OF FREELANCING:

YOU KEEP ALL THE PROFIT

WORK WHEREVER YOU WANT

UNLIMITED EARNING POTENTIAL

TIME TO FOCUS ON YOUR HEALTH AND FAMILY

TO START FREELANCING:

1: SET THE GOAL

2: DEVELOP COMMUNICATION SKILLS

3: PICK AND DEVELOP SKILL OF YOUR CHOICE

4: START FREELANCING

5: INCREASE LEVEL OF FREELANCING

6: EXPAND AND SHARPEN YOUR SKILL

7: LEARN BUSINESS SKILL

8: CONVERT CLIENT INTO PARTNER

9: SETUP YOUR TEAM (PAY THEM WELL)

10: REINVEST IN YOUR BUSINESS

11: DEVELOP LEADERSHIP SKILLS

12: ADD BETTER PEOPLE IN YOUR TEAM

13: MAKE THEM BELIEVE IN YOUR VISION

Lecture No. 5

DISADVANTAGES OF FREELANCING:

- 1: ISOLATION
- 2: VARIABLE WORKLOAD AND INCOME
- 3: LACK OF JOB SECURITY
- 4: GROWTH DILEMMA
- 5: SOCIAL CIRCLE
- 6: FAMILY LIFE
- 7: MENTAL HEALTH

Lecture No. 6

TO START FREELANCING:

DETERMINATION
A LAPTOP/COMPUTER WITH A GOOD INTERNET CONNECTION
AN IN-DEMAND SKILL
COMMUNICATION
WORKSPACE
PORTFOLIO

Lecture No. 7

GOALS:

ABRAHAM LINCOLN SAYS:

“ A GOAL PROPERLY SET IS HALFWAY REACHED ”

HOW TO SET THE GOAL?

WHAT DO YOU WANT TO DO IN LIFE?

WHY DO YOU WANT TO DO THAT?

CAN YOU DO THAT?

SMART GOALS:

S MEANS SPECIFIC

M MEANS MEASURABLE

A MEANS ACHIEVABLE

R MEANS REALISTIC

T MEANS TIMELY

WHAT NOT TO DO WHILE SETTING THE GOAL?

GOALS WITHOUT PLAN

VAGUE GOALS

GOALS TO PLEASE OTHERS OR INSPIRE FROM OTHERS

FORCED GOALS

HOW TO ACHIEVE THE GOALS?

SET GOALS THAT MOTIVATE YOU

SET SMART GOALS

WRITE YOUR GOALS

BREAK IT DOWN/MAKE A PLAN

FURIOUS OPTIMISM

LASER FOCUSED

EMBRACE FAILURE/STAY STRONG/KEEP GOING

Lecture No. 8

HOW TO IDENTIFY YOUR SKILL?

1: SELF ANALYSIS

2: TALK TO DIFFERENT PEOPLE DOING DIFFERENT JOBS

3: WRITE YOUR STRENGTH/WEAKNESS

4: CHECK ACADEMIC

5: ADOBE THE MOST IN-DEMAND SKILLS AND START PREPRATIONS

6: FEASIBILITY ANALYSIS

Lecture No. 9

HOW TO LEARN NEW SKILLS?

ALIGN SKILL WITH YOUR GOAL

SELF ANALYSIS

CONSUME POWERFULL CONTENT ON YOUTUBE

” STUDY THE GREATS, DO THE PRACTICE ”

TEACH

TEST YOURSELF

CURIOSITY

Lecture No. 10

WHAT IS COMMUNICATION SKILL?

THE ABILITY TO CONVEY OR SHARE IDEAS AND FEELINGS EFFECTIVELY

TYPES OF COMMUNICATION SKILL:

1: VERBAL COMMUNICATION

2: NON-VERBAL COMMUNICATION

3: WRITTEN

4: VISUAL

5: LISTENING

Lecture No. 11

HOW TO LEARN COMMUNICATION SKILLS:

VERBAL COMMUNICATION:

1: RECORDINGS

2: LITERATURE REVIEW

3: TUTORIALS

4: VIDEOS

5: DOCUMENTARIES

6: SELF ANALYSIS

7: VOCABULARY DEVELOPMENT

8: BODY LANGUAGE

9: FACE EXPRESSIONS

NON-VERBAL COMMUNICATION:

1: SMILE

2: EYE CONTACT

3: HAND MOVEMENTS

WRITTEN COMMUNICATION:

TOOLS: GRAMMARLY

MESSAGING

EMAILS

ARTICLES

WRITE BLOGS

VISUAL COMMUNICATION:

VISUAL COMMUNICATION DEVELOP WITH THE PASSAGE OF TIME

LISTENING COMMUNICATION:

- 1: VIDEOS 2: LECTURES
3: TUTORIALS 4: WEBINAR
5: PODCAST 6: NEWS CHANNEL
7: CRICKET COMMENTARY

Lecture No. 12

REAL WORLD SCENARIOS AND EXAMPLES:

DOTS AND DON'TS:

CLIENT 123:

CAN YOU DO THIS TASK FOR ME?

NO, I CAN NOT DO THIS

SORRY, I WON'T BE ABLE TO HELP YOU WITH THAT

FRIEND 123:

I NEED 200

I DON'T HAVE, I AM NOT GIVING

I AM SORRY, I SURELY HELP YOU IF I HAVE

I AM FEELING BAD TO SAY YOU NO BUTT I CAN'T HELP YOU THIS TIME

CLIENT 123:

I HAVE A WORK, CAN YOU DO THIS?

THIS IS IMPOSSIBLE

SEEMS DIFFICULT BUT LET ME TAKE A LOOK

CLIENT 123:

WHAT'S THE STATUS OF PROJECT?

I HAVE COMPLETED THIS PROJECT NICELY

WE HAVE COMPLETED THIS PROJECT NICELY

CLIENT 123:

CAN YOU PLEASE TALK ME ON PHONE?

WAIT

KINDLY, GIVE ME ONE SECOND TO LOOK INTO THAT

CLIENT 123:

CAN YOU DELIVER TODAY?

NO

UNFORTUNATELY, NO

HEY, HOLD ON

CAN I PUT YOU ON HOLD?

THIS IS NOT WORKING

THIS LOOKS LIKE A GLITCH

CLIENT 123:

I AM GIVING YOU A TASK, TELL ME HOW IT WILL GO.

I WILL SEE

LET ME CONFIRM THAT, I WILL GET BACK TO YOU IN 5 MINTS.

Lecture No.13

WAYS OF FREELANCING:

1: ONLINE FREELANCING

2: OFFLINE FREELANCING

3: SOCIAL MEDIA FREELANCING

ONLINE FREELANCING:

FIVERR

UPWORK

GURU

FREELANCER

ETC....

OFFLINE FREELANCING:

ELECTRITION

MOBILE REPAIRING

PLUMBER

ETC....

SOCIAL MEDIA FREELANCING:

LINKEDIN

FACEBOOK

TWITTER

INSTAGRAM

ETC....