

Freelancing Skills Self-assessment

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Track: CAI3_AIS4_G1

1. ***Client Communication*** - Rate your ability to communicate clearly and effectively with clients, including explaining technical details in understandable terms.
2. ***Time Management*** - Assess how well you manage your time, prioritize tasks, and adhere to deadlines, especially when handling multiple projects.
3. ***Negotiation Skills*** - Consider your effectiveness in negotiating terms, rates, and timelines with clients and other stakeholders.
4. ***Self-Motivation*** - Rate your drive and ability to stay motivated without direct supervision or external incentives.
5. ***Problem Solving*** - Evaluate your capacity to identify, analyze, and solve problems that arise during projects.
6. ***Adaptability*** - Rate your ability to adapt to new challenges, changing project requirements, and evolving client needs.
7. ***Marketing and Self-Promotion*** - Assess your skills in promoting your services, building your brand, and attracting new clients through various marketing channels.
8. ***Learning and Skill Development*** - Evaluate your commitment to continuous learning and upskilling, keeping up with industry trends and expanding your service offerings.
9. ***Networking*** - Rate your effectiveness in building and maintaining professional relationships that can lead to new opportunities.
10. ***Stress Management*** - Assess your capability to manage stress and maintain productivity under pressure.

Individual Activity:

Select 3 to 5 skills from the above 10 skills, add them in the table and rate yourself based on the 2 factors below, then decide accordingly whether it is a skill or an area of development.

Freelancing Skills	I like it (YES, NO)	I am good at it (YES, NO)	Strength	Development Area
Client Communication				
Time Management				
Negotiation Skills				
Problem Solving				
Learning and Skill Development				