**Freelancing Skills**

**Self-assessment**

**Name: Khalid Salim 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.

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| **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 |  |  |  |  |