

# Freelancing 101 Worksheet

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This worksheet goes with the audio seminar (or transcript), available from:  
[www.writershuddle.com/seminars/march2012](http://www.writershuddle.com/seminars/march2012)

## Key Points from the Seminar

Freelance writing is a great way to make some money doing something you love. You could specialise in a particular type of writing, or in editing or proofreading. You can also combine skills (e.g. writing and design).

If you do decide to freelance, you'll need to:

- Build up your portfolio, perhaps by doing some work for free
- Create a website that explains your services and gives examples of your work plus testimonials
- Consider establishing a social media presence on Facebook, Twitter, and/or LinkedIn
- Find your first paying clients, either through job ads or your contacts
- Work with your clients, giving quotes, setting deadlines, and getting paid
- Eventually decide whether or not to freelance full-time

## Exercises

**#1. Explore what you're good at.** Create a mindmap with your name in the centre, and jot down your strengths as a writer, and any other skills you have. E.g. strong time-management skills or presentation skills count too!

**#2. Create one good piece for your portfolio.** Consider a guest post for a blog, an article for a local paper or small magazine, or a bit of work for a friend. Even if you don't decide to freelance, all writing experience is worthwhile!

## Further Resources

[Setting Up Your First Blog](#) – this is a self-study mini-course in the Huddle, and it takes you through the process of getting a blog set up with WordPress.com. This is a great way to begin if you haven't yet got a website.

[Freelance Writing: Ten Steps, Tons of Resources](#) – a *huge* post I wrote on freelancing: it's not so in-depth as this seminar, but it has lots of links to resources.

These are two of those resources that I mentioned in the seminar:

[Example of a Basic Contract for Freelance Writers](#) (a simple, straightforward contract template from Jodee Redmond of Freelance Writing Jobs).

[My invoice template](#) that you're welcome to use!

[ProBlogger jobs board](#) – lists blogging jobs.

[Freelance Writing Jobs](#) – has a daily round-up of writing jobs.