

Online **Freelancing 101**

How to Work from Home

by:



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Table of Contents

Online Freelancing 101:How to Work from Home.....	3
Things to Consider Before Thinking of Working from Home.....	5
The Two Prerequisites of Working from Home: Self-Assessment Test Explained.....	7
a. Physically and Emotionally Ready.....	8
b. Tools and Equipment.....	9
Perks of Working at Home.....	10
a. More Time with the More Important People in Your Life.....	11
b. Lesser Expenses, Higher Earnings	11
c. Doing What You Love.....	12
d. More Time to Do Other Business.....	13
CONs of Working From Home.....	14
a. You will be isolated.	15
b. Minimum Benefits	15
c. Varied Working Schedules.....	16
d. Varied Income Earnings.....	16
e. Active Communication	17
f. You Have to Buy Your Own Needs.....	17
g. Lesser Chance to Land a Long-term Job.....	18
h. You are Prone to Distractions.....	18
Skills Needed to Succeed in Online Freelancing.....	19
Where to Apply for Online Freelance Jobs.....	22
How to Apply	25
How to Create Your Resume.....	26
How to Sell Your Services	26
How to be an Efficient Freelancer.....	27

Online Freelancing 101:How to Work from Home

What is Online Freelancing?

“Work from home”, “work at home” and “online freelancing” are the terms commonly used to define what you do when you accept projects and accomplish them inside your homes at your convenience. The person providing these services are called ***freelancers***.



If you are a freelancer, you can choose to have two or more clients depending on your capabilities. Likewise, your daily, weekly or monthly income vary because of the adjustable rate for each type of service.

Some weeks, I call “peak weeks” - when two or more clients assign tasks simultaneously. In times like this, hangga’t kaya ng powers, gagawin ko. Kapag kasi mas maraming trabaho, mas malaki ang kita.

Chapter 1

Things to Consider Before Thinking of Working from Home

There are many (I meant tons of) things to consider before deciding to freelance online.

You may have already encountered too-good-to-be-true advertisements posted online about work from home opportunities. It says you could earn a fortune in just a short span of time. Legit ba yan? Maybe or maybe not but for sure, some readers who are desperate to land a job will take the risk.

I was once a job seeker. I admit I also went through the stage where I struggled to land a good one. A job that could support my family's needs. I had to grab every opportunity I met along the way.

The internet was one of my favorite places to check for job opportunities. Several times, I would bump into ads with "Apply Now" buttons. I would patiently fill in the forms and submit application letters from one post to another. I don't even remember if how many sites have I already tried and signed up with. Nakakalimutan ko pa nga madalas ang login details ko sa dami na.

Anyway, yes! That was how desperate I was before and then I was introduced to Upwork (Odesk pa ito noon).

Before I won my first "legit online job", I experienced how to be scammed too! Because I was a newbie and didn't know what I was doing (mentor ko ate ko that time, pero feeling ko ang galing ko na kaya hindi ako nagtatanong).

I accepted simple tasks such as viewing ads, filling up survey forms and writing short articles only to find out I just wasted hours and money.

I would shrug my shoulders and pout every time but I never gave up. Why? Because **I have dreams**. I learned and improved from my mistakes. I also gained confidence to continue with my journey. Instead of giving up, naging mas masipag pa ako sa paghahanap ng trabaho online. Ang pinakaimportanteng bagay na hindi natin dapat balewalain - iyong maging positibo kahit ano pa ang mangyari.

There are actually many reasons why I wrote this e-book.

I don't want you to experience the same mistakes.

I want to help you build your confidence. I want to encourage you.

I want to help you assess yourself if online freelancing is for you.

I want to share the lessons I have learned, the basics of online freelancing and how I finally had a "real" online job.

So, if you, too, have dreams and you feel you need a little help...a little encouragement...and much confidence to market your talents... then this e-book is for you!

Chapter 2

The Two Prerequisites of Working from Home: Self-Assessment Test Explained

a. Physically and Emotionally Ready

In order to successfully land your dream online career, you have to be:

Determined. Determination for me is a combined patience and sincerity. I have already met people who said they want to try Online Freelancing but, everytime I explain to them how to start.. to do this.. and that.. then I won't hear any word from them again.

Of course, entering this kind of business is not easy. Like all other jobs, you have to work hard and invest time and money in order to improve and achieve your goals.

Learn new skills and enhance them from time to time. But, remember to just "keep yourself motivated and do what you love." Do not choose to learn and apply a certain skill just because it pays higher in the freelancing industry.

Halimbawa: Sa pagsusulat ako masaya pero nabasa kong mataas daw ang bayad sa mga "App Developers". Aaralin ko ba iyon kahit na naririnig ko pa lang iyong salitang "App development", nahihilo na ako? I advise you not to do the wrong decision in times you encounter such situation.

Remember that your love and passion for what you do are tools to preserve your determination and maintain a good relationship with your client.

Organized. Yes, you will be working at home, in your living room or even inside your bedroom, but you still need to keep your space organized. Based on experience, you work better when your working space is clutter-free.

Also, your computer files must be all organized and ready for retrieval when needed. Put each document in the proper folder and name them accordingly.

Take note: Always keep a backup copy.

Tech-savvy. So, here's the part where the others would shrug their shoulders upon hearing. But, why? Being tech-savvy doesn't mean you have to know how to code or build an application because programmers do those jobs. You only need to know how to operate certain software or applications (the more, the better).

Most tasks will require you to be proficient in Microsoft Office applications such as Microsoft Word, Microsoft Excel and Microsoft Powerpoint or Google's Doc or Sheets. These tools are easy to use and could be used for personal purposes too.

Like I said earlier, learn new skills as you go.

Take note: if you are not willing to invest your time and effort to learn these basic online freelancing tools, I am sorry to tell you, this business is not for you.

Communication-Ready. Once you submit a proposal or application, you have to be always available for communication (at least daily). Maintain a personal e-mail

and sign up for a Skype account (for now). Some clients do their interviews with Skype so, it is better to be ready.

Most clients are very busy. When they post a job vacancy, expect that they will hire someone in 24 hours' time. To be in the competition, be available online as often as you can.

Once hired, communication is still important. Some clients do not care about what you are doing during the working period but some are very strict.

Ako, kahit hindi ako fina-follow-up ni client, nagpapapansin pa din ako. Gumagawa ako ng Google Sheet for monitoring purposes. Timely kong ina-update ang data para lagi ring informed si client sa progress ng project (follow me on YouTube because I will be sharing a tutorial on this).

b. Tools and Equipment

Naaalala niyo pa iyong Self-assessment Quiz na sinagot niyo nung una?

I actually received low scores from some quiz-takers. The quiz asked if you have a computer at home. Some answered “No”. Then there was a follow up question “Are you willing to buy one?” They answered “No” again. Now, how do you want to work online at home if you do not have a computer and internet?

If you are really serious to land a successful online career, you have to invest in a computer and willing to pay for internet subscription.

You can work in computer shops as a start but, just make sure to clear the browser history after every session to secure your login details.

May mga tinatawag din tayong co-working spaces. You can use the facilities in these establishments for a fee. There are weekly, monthly and quarterly terms.

Chapter 3

Perks of Working at Home

I believe you won't waste your time reading this e-book for no reason. Like I said, I want to inspire you more with some of the best advantages of being an online freelancer.

a. More Time with the More Important People in Your Life

Among all the perks of online freelancing, this is my favorite. For 8 years, I've been working in the corporate world and I have experienced heartaches.

It pains me every time I remember how I had to work overtime and miss dinner, those times when I could not prepare a healthy meal for my kids because I am rushing for work, and the moments when I had to be at the office leaving my sick daughter at home.

Our families are the number one reasons why we work hard. They are our priority. We all sacrifice a lot just to earn enough to support the needs of our loved ones.

As a freelancer today, I feel lucky to be working close to my family. Not everyone can be an online freelancer. But, if you have understood the purpose of the self-assessment test and are willing to take the proper actions, I am certain that you can do it.

Again, build up your confidence and aim for your goal. Use your dreams to be motivated every day and do all necessary actions to succeed.

b. Lesser Expenses, Higher Earnings

Why do we need to work? To earn a living, right? What should you do to earn more? Work harder. But, what if you worked harder today but you were paid the same amount like yesterday?

This is a reality in the corporate world. You are paid with a fixed rate. Sometimes, you might work overtime because of deadlines. On other times, you will be bringing tasks at home (which is a really sad situation). You need to sacrifice things.. your health.. your rest days.. and the worst, the time you should be spending with your family.

Well, as a public servant, you should willingly sacrifice your time. Sometimes? Yes. But, I doubt if you will do that often especially if you have a family to take good care of.

Here's also a fact you should know. Millennials are known to be more intelligent, wiser and bolder according to studies. If they get bored in a job, they'd eventually find for something better where they believe they could hasten their knowledge.

Online freelancing is one of the ways for us to save more and earn what we deserve. As a freelancer, I feel fairness when it comes to earnings. Why? I earn based on what

I have worked for not on what other people has worked for. Kaya kung tatamad-tamad ka, siyempre wala kang kikitain. Sounds really fair, right?

Another advantage is that you do not need to buy new clothes, and bags often. You will be working at home so, why bother? Walang uniporme, hindi ka na magdadala ng bag, at kung ano-ano pa. Way back corpo days, I remember me going to the ukay-ukay at least twice a month (hindi din kasi talaga ako magastos sa damit) just to have something new to wear in the office.

What else? No transportation expenses. Meaning, you can save that budget for something (a travel with the family, I suppose). You will also live healthier because you will stay away from pollution. Plus! No traffic (heavy traffic!).

When you work from the comfort of your home, this will be your new routine: Wake up/Prepare breakfast/Prepare your Kids for School (if you have)/Clean up (take a bath and brush your teeth, do your makeup if required in your job)/Clean the house/Sit down and work.

Are you currently working in a corpo job? Write down your current routine below:

c. Doing What You Love

What's happier than doing what you love and being paid for it?

I love reading and writing. In a writing task, I have to read references to learn more about a given topic. I do two of the things I love and the best thing about it is that I am being paid to do it.

Next client. I love watching videos. My client tasked me to leave comments on all good standing travel videos on YouTube. Clearly, I was tasked to just watch YouTube videos and leave a comment according to his instructions. Interesting and easy, right? What more?

Intermission:

Me: Worried about my internet bill because my subscription has data cap. What to do? I will inform my client. Client: Will be paying for the monthly internet bill.

Ang saya, di po ba? Alam na alam naman natin na mahal ang internet sa Pilipinas tapos may limit na nga, mabagal pa.

Ano? Naiinspire ka ba lalo? Sana naman dahil lahat ng ito, totoo. It is possible to be paid by doing what you love.

d. More Time to Do Other Business

Aside from doing what you love, you also have the freedom to do other businesses you are interested in. Because you manage your own schedule, you can become an entrepreneur and sell products or other services during your spare time.

If you love crafting, you can earn by selling your crafts.

If you are good in selling different items, create an online store.

You can also earn by giving other services to the community. For example, if you are a good dancer, you can offer dance classes to different ages for a fee.

I work as a freelancer in an online platform (upwork.com). I do services like writing and virtual assistant jobs. In my writing gigs, I am often tasked to write contents like product descriptions, blog posts, product reviews, recipes and others. Some VA jobs I do include downloading and uploading of videos, Wordpress post editing, YouTube Video commenting, moviemaking and data gathering.

Because I have other goals in life and I believe that it is better to have more than one income source, I also manage an online store. I do crafts and prints services. I would often compare my income between the two (being an online freelancer - employee and managing an online store - being my own boss). It is true that I earn more from being an online freelancer but I do not give up managing my online store. Why? I have said earlier that I have other goals and I believe that my online store could be a milestone to reach those goals.

Chapter 4

CONS of Working from Home

If there are perks of being an online freelancer, there are also disadvantages or drawbacks. Below are some of the things you should consider before deciding to enter this venture. Especially if you are currently working or has worked on a corporate job, get ready for the BIG change.

a. You will be isolated.

The fact that you will be working remotely will mean you have no officemates to talk to.

Solution: Create social media accounts and interact with friends and relatives from all parts of the world.

What I do?

I join groups with similar interest and I make new friends. Just make sure not to go beyond the limit (alam niyo na, madaming nadidisgrasya sa online scams and cyber crimes ngayon).

I am managing a Facebook group where I share useful information about the things I want to do. I call it the Learning Hub. You may [join here](#) if you haven't yet.

I'm also a member of other groups related to parenting, freelancing, arts and crafts, and anti-violence against women and children. Hindi puro tsismis ang ginagawa sa mga groups na sinasaliha ko (and I like the fact that I am sharing thoughts with like-minded people so the conversations are realistic). I learn from other members and I also share what I know.

b. Minimum Benefits

Do not expect to receive benefits such as vacation pay, health and life insurance, and separation pay. Some clients are too generous to give you such but many only fund your hourly or project-based contract.

Solution: PLEASE do not accept a low-paying job. Consider the expenses, time, and effort you will consume. Also, ask yourself if the rate you demand your client is worth your hard work. Remember: you will work to earn a living.

What I do?

I have this client whom I had been working with for almost a year (as of this writing). He sends bonuses to express his gratitude for every satisfactory output. He is a good communicator which made me think that he is a kind and considerate boss. He is the client who assigned me the video related task I mentioned earlier (watching and commenting on YouTube videos).

I just explained how the task may affect my next internet bill and he responded that he will handle it.

My opinion: Do not feel afraid/ashamed to explain the real situation to your client. Kapag nakilatis mo that he is considerate enough to understand your requests, huwag ka nang magpakipot pa kaysa naman malugi ka. If you need to attend to a sick family member and you aren't able to work, tell your client in a proper way.

c. Varied Working Schedules

Gaya nga ng nasabi ko na kanina, may mga “peak days” or “peak weeks”. Maaaring ngayong week, sabay magbigay sina clients ng trabaho tapos next week naman parehong wala.

Solution: Learn to manage your time. Finish other tasks/businesses during free time in order to have enough working hours during “peak days/weeks”.

What I do?

I do not postpone for tomorrow what I can do for today.

As long as I could, I make sure to make the most out of my time. I do simple tasks (checking and responding to e-mails) using my phone. When my LO (little one) permits, I work on my computer.

I also make sure to have at least 5 hours of sleep. With a baby, it is tough for me to work on three different things (babysitting and housekeeping, online freelancing and managing my small business) but I have to manage my time because I have family goals.

d. Varied Income Earnings

Because of the diverse working hours, you will earn variable income. This month may be more generous than the last month or vice versa.

Solution: Grab every opportunity as if it is the last. Work hard while there is a task assigned. But, remember (always), only accept jobs that you CAN do - health wise.

What I do?

I prioritize projects that pays higher but I make sure that the others are not being left behind.

I consume my weekly limit as long as situation permits. Sayang kasi kapag hindi mo nagamit iyong ibinigay na oras. Kung pwede namang lubos- lubusin, gawin mo na.

e. Active Communication

Other clients require their contractors to be available for contact 24/7. Especially when the work involves managing the client's personal schedule or business, you have to be online most of the time.

Solution: Like what you have to do during emergency situations and the like, you also have to talk to your client about going on a vacation if you have plans. Learn to be honest about your location especially if it affects your work performance.

What I do?

I haven't tried going on a vacation leave yet but I have encountered situations like power interruptions. I inform my client right after the power is stable.

Last year, before I gave birth, I messaged all my clients and inform them when I will be able to work again. So far, they were all considerate about the matter.

f. You Have to Buy Your Own Needs

This is the reason why I asked in the self-assessment test if you have a computer and internet connection at home. Others expect that they can utilize mobile phones to work online. I don't know if there are platforms that allow such but usually, legit online freelancing jobs require a laptop or a desktop computer. Other clients may even require internet download speeds to be 2mbps or faster.

Aside from the monitoring process, most tasks will involve operation of different software applications. Once hired as an online freelancer, you will understand the methods better.

You will also need a working area, space or room inside your home for work purposes. Some tasks would require a quiet environment (especially voice tasks like CS jobs).

Solution: While you can (believe you can), save for a good quality computer and reliable internet connection. Let your family be aware of your online freelancing career so that they will understand you.

What I do?

I have a 9-year old desktop computer. Because it can still serve my purpose nung una, pinagtitiyagaan ko muna siya. I worked hard and saved for a laptop. I needed to adjust my working schedule because I have a baby girl. Of course, I have to be flexible to do my mommy duties while working for my clients.

g. Lesser Chance to Land a Long-term Job

Working as an online freelancer doesn't guarantee that you will have a secure long-term career. Some projects take only months or even days to finish.

Solution: Do not stick to one client. Develop your skill sets and apply to other job openings.

What I do?

I once worked full time with a client (8 hours per day/5days a week). When his business failed, I had to stop working with him. Lucky me, I have other fixed price projects and a part-time hourly job with other clients.

h. You are Prone to Distractions

If you have children, especially toddlers and babies, expect to be “always” distracted. If you live with other family members like siblings or cousins, there is also a high chance for distraction.

Solution: Create a working schedule and get used to sudden distractions especially that you are working at home. If your job requires a silent environment, set up an exclusive office in the house for you. Or, better yet talk to your housemates and agree for silent hours (if possible).

What I do?

My tasks are non-voice so noise is not an issue. It only does when my tasks involve writing. I schedule my writing tasks during quiet hours (while baby is asleep, the bigger kids at school, and when nobody is watching TV). I do the easier tasks whenever there is noise.

Chapter 5

Skills Needed to Succeed in Online Freelancing

- **Web Development**

Web developers are highly demanded in the online industry. You may establish your identity in outsourcing platforms such as Upwork and later on build your own website where you can sell your services independently. As a web developer, it is advisable that you establish and maintain an online presence.

Sign up for FREE online courses through the link below if you are interested to learn Web Development:

Alison.com
Udacity.com

- **App Development**

The technology has brought immense changes in our lifestyle. From the invention of the GPS to the development of other helpful apps such as health monitoring apps and weather monitoring apps. If you have a skill in developing applications, then you have a good career in online freelancing.

You might want to check out [Google's FREE course here](#).

- **Proofreading**

There are millions of websites in the World Wide Web and the sum is growing every second. The good news here is that, not all owners know how to write and proofread their contents. Basically, being a proofreader means you must be well-versed with spelling and grammar.

Enhance your proofreading skills by taking this [Udemy course](#).

- **Content Writing/SEO Article Writing**

As said earlier, websites need content - a well written content? Why? Because it is the main ingredient in the money-making process of an online business.

In order for your content to gain readers and rank in the search engines, you also need to learn basic SEO techniques.

Learn the difference between writing for a printed book and [writing for online contents here](#).

- **Animation and Graphics Design**

Other types of content that websites need are animations and images. Just learn the basics of building an animated video and image editing and you're good to go.

Lynda.com offers a free 30-day 3D Training on Animation. [Click here](#) if you are interested.

If you are into graphics design, check out other [online trainings from Alison](#).

- **Social Media Marketing**

Online businesses could not gain clients/customers merely by just building a website. Regular updating of contents and follow-ups are actually other effective ways to attract and gain approval from prospects. If you are knowledgeable in social media management (posting ads and social interaction), then there surely are jobs waiting for you out there.

Hootsuite will be a helpful tool in your future SMM career. Guess what? They have free trainings readily available for access [here](#).

- **Data Mining**

This requires some knowledge in gathering raw data for use of your clients. Companies utilize these to figure out what to do next.

Data miners use tools to gather the information needed. From these information, the company will know the demands of their customers. They could also use the reports generated to figure out a solution to a certain problem.

Do you love statistics, mathematics and algorithms? Turn your passion into an earning opportunity by enrolling in this very affordable [Data Mining course from Udemy](#).

- **Lead Generation**

If you possess this skill, it means that you know how to reach and invite new leads/customers to your client's company page. Bloggers, online shops and other entrepreneurs hire a lead generator responsible to find prospects through social media and e-mail marketing.

[Watch this video](#) to have a better idea about lead generation and how you can use Facebook messenger as a tool. John Shea, the owner of the video offers a free 30-day trial training which you can take advantage of.

For generating leads using your e-Mail, you can jump to [this video](#).

- **Video/Audio Ninja**

Aside from text, images and animations, other effective contents to catch attention and deliver messages to clients and prospects are audio and video files.

Udemy offers online courses for both [Adobe](#) and [Final Cut Pro](#), better check them out!

- **Virtual Assistance/CSR/Administrative**

This is actually not a skill but I added it to this list to explain that clients hire a virtual assistant to do multiple tasks which may involve the abovementioned skills.

So, if you want to be a fully booked virtual assistant, learning more than two of the aforementioned skills is a must.

Chapter 6

Where to Apply for Online Freelance Jobs

1. [UPWORK](#)

Upwork was the famous Odesk, years ago. It is a free to use platform with a user-friendly interface. I work through this site and I have no negative comments about it yet except for the 20% fee. It will decrease to 10% anyway, when you reach \$500 earnings (client-based). In short, the longer the project is with a certain client, the better.

2. [FREELANCER](#)

Established in 2009 at Sydney, Australia, Freelancer is another recommended online freelancing platform for everyone. They deduct a 10% fee from every payment made to you.

3. [199JOBS](#)

At 199 jobs you will be called a seller and your clients, the buyers. There are millions of sellers. To sell, you have to make your products/services stand out from the rest. If you have more than one service to offer, better post them separately.

4. [GURU](#)

You will be called a guru in this site, so you have to qualify as one. It also offers payment protection using various methods like e-checks, Paypal, credit cards or through a wire transfer.

5. [PEOPLEPERHOUR](#)

This platform also calls their freelancers “sellers.” As a seller, you are allowed to create your “hourlie” (the services you provide), browse job posts by buyers, and send proposals.

6. [OUTSOURCELY](#)

At Outsourcelly, you receive your earnings without deductions. This is a great news especially if you are still starting up. You just have to be careful in pricing your services and in dealing with a client to earn the position.

7. [ONLINEJOBS.PH](#)

This one is among the top outsourcing platforms for Filipinos. It has already helped thousands of Filipinos land a long-term career with foreign employers. The jobs are posted in part-time or full time contracts. You can be paid through Paypal, Western Union, Xoom and others.

8. [MYOUTDESK](#)

I noticed that most of the Self-Assessment Test takers have skills in Customer Service Related tasks. This one is for you! Myoutdesk is home to over 500 Filipino Virtual Assistants tasked to do appointment setting and general admin virtual assistant jobs.

So, there you go! Browse the pages one by one and pick your best choice. You might notice that the links I provided will direct you to the How-to Page of every website. Why? Because I do not want to mislead you. I want to help you understand more about the business you are trying to

enter. You can create your profile in three or more platforms (take note na lang your log-in details).

Just a quick reminder: Sometimes, our excitement may lead us to the wrong path. Baka imbes na mag sign up kayo as a freelancer, iyong mapindot niyo, as an **employer** (di ba bongga?). May mga kilala na akong naka-experience niyan so make sure to read first before you click, guys!

Chapter 7

How to Apply

Well, first of all, I want to congratulate you for reaching up to this point. But, I also pray that you have really read and understood every detail stated on the first chapters. Importante kasi lahat na maintindihan at maisapuso mo ang mga nasabi ko na dito. Why? Hindi ako magtitiyagang isulat lahat ng mga iyon kung alam kong hindi mo rin naman magagamit ngayon or in the future.

Anyway, your success lies in your performance, guys so let's continue rolling the ball.

How to Create Your Resume

Be yourself. Why do I keep on telling people to be themselves? Because it is important to embrace who you are and what gifts you already have. You do not want to fool yourselves by telling your target clients that you are Wonder Woman - that you can make impossible things possible.

Go direct to the point. Your resume is a summary of who you are and what you could offer. Make it as simple and precise as possible. Do not write irrelevant skills, trainings and education just to make it look better (because it won't). If you are applying as a writer, just site trainings and certificates related to writing.

Picture-Perfect. Attach a clear photo of your face. You must look neat and professional in the photo or else your resume will not receive a good first impression. Believe me, it is not about how attractive you will look in the photo, it is about how you portray yourself as a trusted freelancer.

How to Sell Your Services

Write a Strong Cover Letter. Your cover letters could open doors to the best online job offers you will receive. Yes, majority of clients read your cover letters first before your resume or other information about you. Like your resume, it should be simple and direct to the point.

In online freelancing, having a long-written application can lead to your downfall. Read the requirements of a job post and respond with relevant skills and work experiences. Make sure to read your letter at least thrice before hitting the submit button.

Offer a Good Price. You won't believe me but some freelancers are already earning a 6-digit monthly salary. Yes, but that will happen to you in the perfect time. As of this moment, because you are still a newbie, you start with a good price. By saying, good price, I meant a rate that is fair enough for both you and your client. Hindi naman porke't bago ka lang, magpapalugi ka na din. To give you an idea, you can start with \$3-\$4/hour depending on the job coverage.

Update Your Profile. By maintaining a good profile, you can earn your next client. Once a contract ends, update your resume or profile with the new skills or experience you had acquired. This will help the search engines find you when a client types and looks for a freelancer to do a certain task.

Be Socially Present. Create professional social media accounts in LinkedIn, Tumblr or build a blog. If you are a writer, you may read my article on [How to Earn Your First Writing Job Online](#). First time clients search your name online. Why? To conduct background investigation. I have already experienced this with one prospect client. How did I know? Nagulat lang naman ako kung bakit alam niyang may online business ako at na-specify pa niya sa interview question na Arts and Crafts itong business ko.

How to be an Efficient Freelancer

Build a Strategic Plan. List down your goals. What do you want to be after 30 days of working as an online freelancer? How do you want to see yourself after 6 months? Do you wish to establish a long-term relationship with your client? Do you want to save for something? If so, what are your plans to achieve these goals? Print and post your list on an area where you can always read it. It is easy to be an efficient worker if you are always motivated.

Be Honest and Loyal. Mas sinusuwerte ang mga taong may mabubuting puso (maniwala man kayo o hindi, nasa inyo na po iyan). I assume that all of us already know what is right and what is wrong (hindi naman na tayo mga bata). Kahit naman po sinong magulang, ate, kuya, lolo, lola, tito, tita o sinumang miyembro ng pamilya ay hindi nanaising lumaki tayong hindi naturuan ng kagandahang asal. All of those reminders and teachings should be applied at work too. Sabi nga nila, “Kung ano ang itinanim, siya ring aanihin”

Learn to Prioritize. List down all your tasks and mark what needs to be done first. It is normal for a freelancer to have more than two clients. Maintain a to-do list and make sure to accomplish everything you’ve put on the list.

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I wish to thank God first of all, for giving me enough confidence, courage and dedication to write this e-Book. Of course, I couldn't have done this too without the support and understanding from my family. Finally, I want to thank you for believing in me. I hope that I have at least helped you start your online freelancing journey.

Honestly, this e-Book marks the start of my plan to reach out and help victims of Violence Against Women and Children in the Philippines. If I succeed in this plan, I want you to feel proud that you are part of it.

I am then soliciting your honest feedback (comments and suggestions) for the improvement of this e-Book. Please send them at: charlynjune@gmail.com or by participating in discussions at the Learning Hub (Facebook Group).

Also, subscribe to my YouTube channel ([Mother Ant - YouTube](#)) for more interesting tutorials and tips (coming soon!) about online freelancing. Lastly, please like my Facebook Page at: [Freelancing 101 by Mother Ant](#).

**“Choose a job you love, and you will
never have to work a day in your life.”**

- Confucius

Best regards,

Charlyn June A. Fadchal (Mother Ant)