

THE DEFINITIVE GUIDE TO BECOMING A FREEDANCER



Written By

• David Paterson

• Aly GadElmoula

Illustrated By

Vinayak Tripathi Choreographed By

• Aly GadlElmoula



Prolog

Is your job driving you crazy? Want to try something interesting instead? Are you stuck in a dead-end job but don't know what to do? Have you thought about a freelancing career but don't know how and where to start?

In The Definitive Guide to becoming a Freelancer, David Peterson and Aly GadElmoula will be answering all of these questions and more by introducing you to the world of freelancing from two different perspectives; the employer and the freelancer respectively.

This short book will list the pros and cons of working as a freelancer, the challenges you are going to face and most importantly how to spot the real deal in a world full of scammers.

In this book, you'll learn how to:

Start an online freelancing career. Overcome the obstacles of such decision. Build your confidence as a newbie. Create a professional freelancing portfolio. Write an attractive proposal. Avoid scams and get paid.

The Employer Perspective:

Hi I am David Peterson; I have worked all over the world, traveled to more

Countries than I care to remember. I am committed to self-improvement.

I have been able to achieve my dreams, because of freelancers like you, no matter where I go, I can always hop onto a computer, arrange for a professional to help with a project. This enables me to focus my attention on other important areas, allowing both of us to earn a good living.

Well done on taking the first bold steps on your road to financial independence, this guide will hopefully help you avoid some rookie mistakes, while at the same time help you earn some money. Who knows one day you may even be working with me.



The Freelancer Perspective:

I have spent 11 years of my life in computer engineering; 5 years in college to get my bachelor degree and 6 years working in the field. In this book, I try to show you that you don't have to stay in a job or a career you are not fond of just because you invested too much in it or because it pays you a lot as mine did. There is always an alternative and freelancing was my way out.

I will also show you what to do before consider a full-time freelancing career as well as taking you step by step from creating a portfolio to have the money transferred to your bank account.

Finally, the psychological aspect of your decision will be dealt with throughout the book where no separate chapter is dedicated to it.



Aly GadElmoula



Contents:

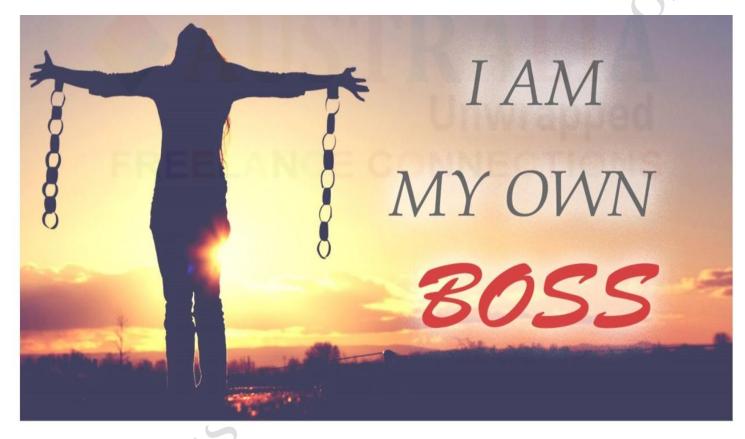
Introduction	 5
Why Become a Freelancer	 6
Challenges You are Going to Face	 8
Before You Take The Leap	 9
How to Build Your Confidence as a Newbie	 11
Where to Go From Here	 15
Creating Your First Freelancer Account	
Getting Certified	
Placing Your First Bid	 23
Avoiding Scams	
Useful Tips	 27
Becoming Employers' Favorite Freelancer	
Getting The Money	
Go the Extra Mile, It Is Worth the Effort	 40
ath ath	



Introduction

January 13, 2013 a date my family will never forget. I came home early than usual with a frown face and a broken heart. I resigned that day after working for five and a half years as a computer engineer for a multinational company in Cairo, Egypt. I had been preparing myself for that moment for over three months when I finally decided that computer science is not the career I want to spend the rest of my life at, but I couldn't avoid the pain I had in my chest that day when I came home jobless. Although, I was sure about the decision, I was not so sure about the alternatives I had in hand. But now, I DO.

If you are fed up with your job/your career or you have one of those horrible bosses that made your life a living hell, then you have come to the right place.



In this guide, we will be trying to show you that losing a job might be the best thing that has ever happened to you. We are definitely not encouraging you to quit your job or telling you how you could get rid of your boss, but we are telling you that the possibilities are infinite.



Why Become a Freelancer

Here is the first thing to bear in mind; Freelancing is not a career path for everyone.

Again, don't get us wrong. We are not trying to discourage you from giving it a try. On the contrary, we are actually here to give you reasons why you should take up freelancing, even for a part-time role.

Reflect on the reasons below and see if these work conditions match the kind of person you are;





1- Working from HOME: For some people, this is one of the most attractive aspects of freelancing. You obviously save a lot of money (transportation, 'work' clothes, buying lunch ... etc.) but don't forget the fact that your social life won't be as active as it used to be and you will have to call others if you fancy a chat or to share a joke.

2- *Freelancing sharpens your skills:* If you are a quick learner who catches on fast and are willing to learn new things, the sky is your limit.

Sharpen your skills



3- *Freelancing gives you the opportunity to do what you love*: One of the amazing things about that aspect of freelancing is that you can have a part in making the rules.

4- *Showing your real talents and creativity*: When you work at a normal desk job, it is very difficult if not impossible to satisfy your creativity impulse by trying your amazing ideas out. Freelancing offers you the solution (i.e. put your ideas in your portfolio, keep it in written/drawings for a future opportunity or enter it into competitions).







5- *Another source of income*: Don't complain about how your salary runs out way too early, use some of your spare time and work on some freelance projects.

6- *Opening up new career options*: The options are limitless. Try everything you put your hands on, learn everything you can and never be content with what you have.





7- Choose when to go on vacation: Isn't it amazing to be able to take as many days off as you want? Provided that you have completed your project, you can plan your holidays, trips and summer camps whenever you please. You get to spend more time with your family and watch your children grow. Of course, it is a coin with two faces but if you can manage, you will have a great life of your own.

"Self-discipline is the key to success as a freelancer."



<u>Challenges You are Going to Face</u>

For some of us, working as a freelancer is a dream come true. For others, let's just say it is not that easy and here is why;



1- *You work alone*: You will be isolated from society because freelancing is a lonely profession. Imagine when your spouse is at work, the kids are at school and you spend the whole day without saying a word, it will definitely affect your mood and mental health. If you love working in teams and you are a very sociable person, consider sharing a desk with someone else.

2- *You need extra savings all the time*: Your monthly paycheck is no longer available and you never know when your next assignment is coming. Therefore; before you quit your job, as I did, make sure you have enough savings for at least 6 months.

3- *Full responsibility*: As a freelancer, there is no one else to monitor your work or give you assistance when need it. There is also no one to blame when things go wrong but yourself. It's a lot of pressure and it needs to be dealt with effectively.

4- *No shared knowledge*: You only have the internet as your true friend. There is no one around to ask or get advice from. You are on your own no matter how difficult your assignment is.

5- *Temptation*: At first, you will be tempted to work as much as you can even late at nights which will eventually change your working patterns by making you sleep in the morning and burn the midnight oil. This is not a healthy condition (physically, socially nor mentally). Fight the temptation and stick to your regular working hours. Have a life.

6- *Dealing with clients directly*: Some of us never worked with clients (e.g. back office officers). If this is the case, it is another challenge that you are going to face but don't be intimidated by it. Your client is now you are boss; treat him/her like one.

7-*Negotiation*: No more fixed salary at the end of each month, no medical insurance, no raise at the end of each year, if you are lucky, and no paid leave. In other words, what you get now depends only on your negotiation skills with your clients. If you fail at negotiation, you will be stuck with low rates with no one to help.

8- *Family support*: You will be stressed, worried about your financial situation and you need someone to believe in you and be there when you need them. Without family support, it is very difficult to make it.





Before You Take The Leap

We have talked about the pros and cons of freelancing. Some positive aspects of freelancing included; working on multiple projects that utilize different parts of your ability, being creative about your work and what you can do and most importantly, not having to wear a tie (I love working in my pajamas). On the other hand, some negative aspects of freelancing included; getting dragged into the household chores just because you are there or having to answer your parents' question "gotten a job yet?"



Before you consider a full-time freelancing career, I recommend the following steps to be taken first;

- **Test it out:** Even though this is a general advice to those who are looking for a career change, it is perhaps the most crucial step when considering a freelancing career. Give yourself a six-month period to get a feeling of what it is like to work as a freelancer. Working as a part-time freelancer before quitting you job will help you answer some of the unknown aspects of freelancing (i.e. health insurance for yourself and your family, how self-motivated and self-disciplined you are, your new office, your level of negotiation, dealing with different types of people, how much you should charge for a project, how much you is your hourly rate, how many hours per day/week you need to work, etc.)
- **Define your skills:** You need to define what exactly you can do for others so potential employers know exactly what they're hiring you for. If you want to become a freelance writer, make sure you have the necessary skills or at least start acquiring what you lack. Defining your skills will also help you assess your strengths and point out your weaknesses to work on improving.
- **Build up your network:** This is another important step before you quit your job and start your amazing freelancing life. Go out and build your business. Use your current network to build up the new one. Ask your friends and family members to spread the work and introduce you to potential clients. Build a website if you can and list all of the projects you have worked on, the skills you have and someone else might hire you for ... etc.





- **Build your confidence:** I know it is scary and when you first start; you are not sure about the quality of your work, your ability to manage yourself, how to handle the financial aspect yourself and so on. But remember, you are not alone in this. You have a wonderful community to help you out and you can always come to ask to seek advice.
- *Have patience:* Even though you are pretty good in your creative field, you'll quickly see you have to acquire additional skills to become successful. It might take more than three months to earn any income from your efforts.
- No need to reinvent the wheel: Trends and experts exist for a reason: they work. Freelancer.com has millions of freelancers who have done what you are about to do, walk on their path and your life will be much easier. Look at the best of your field and see what works for them and try it out yourself. Simply put, if you look at successful people and do what they do, you will be successful. And if you look at unsuccessful people and avoid doing what they do, you will not be a failure.
- **Enough money:** Make sure that you have enough money to get through hard times. I personally had 12 monthly paychecks in my bank account. Just wanted to make sure my life style won't change for another year if freelancing was not the right decision but I'm glad it was.

To sum up, transitioning to freelancing full time takes hard work, persistence and patience but while it won't happen right away, you have to start somewhere. Freelancing on the side first is a good way to mitigate some of the risk, save money and decide that you really love to do with the rest of your life. What's more, If it all goes wrong, you still have a job.

austrait



How to Build Your Confidence as a Newbie

Some people believe that 50% of your success is learning the job and how to set your game plan right. The other 50% is pure psychology.

What do they mean by that?

Sometimes your biggest enemy is yourself. Your mind plays the most important role in this game and taking control over your thoughts is the first step toward a successful attitude in every aspect of your life.



You already have what it takes to succeed; you have the knowledge, skills, experience, desire and mental/intellectual capacity to provide the kind of service people are in need of. You just need to believe in yourself.

You also should know that confidence is a choice. In other words, the very first step to becoming confident is to decide to be confident. I know that you won't magically turn into a confident person once you decide to but trust me you won't be confident unless you decide to. Again, it is a mind game and you should play by the rules if you want to win.

Aside from the psychological tricks that the human mind likes to play with us, there are other tangible factors that you can deal with to make yourself at ease every time you panic or think about quitting.

Below are some reasons for not feeling confident enough and what you can do about them:

1- *Information or the lack of it*: Let's face it, Freelancer is a new thing for you and humans in general are enemies to what they don't know. But once you get familiar with it, you will not be as scared as you are now. So what should you know to get familiar with it fast?

You get as much information as you can. Information is knowledge and knowledge is power.





This also applies to any situation, any new assignment, any project that you haven't done before or even a new employer you meet for the first time. Always seek information and don't stop until you get what you need for this particular situation. You don't need to know everything; you just need to know what is required to succeed at this project and nothing else matters.

Research is hard work and takes a lot of time of its own. But it has a major value to your progress. From now on, whenever you face a challenge, don't panic. Just remind yourself that 'getting information' is part of the process. Use the internet to your advantage. The fact that you are here now, reading these articles mean that you have the basic skills that you need, use what you already have and build upon it one bit at a time.

2- *Experience or the lack of it*: Another reason for not feeling confident when you first start freelancing is the lack of experience. Sometimes you feel that you are not good enough at what you do even if you have done it before. The new settings makes it feel new to you. So the solution is simple; instead of doing it for free or for minimum wages because you don't think you deserve to charge people real money, do it for the people you care about (i.e. family members or close friends). You will still gain a true learning experience and it will build up your confidence as you progress.



It will also help you determine how long it takes you and how much effort you put into it. Moreover, you get better at estimating how much it should cost based on a simple formula;

Cost = hour rate (\$) x number of hours

If you charge \$10/hr and it takes you 10 hours to complete the task, then you charge them \$100 for this project.

3- *Money or the lack of it*: When you first start freelancing, you have a tremendous financial stress. It's normal and everyone knows that freelancing is a long process. Acknowledging this fact is the first step in overcoming that fear. Also remember that you need at least six-month paychecks in your bank account before you go. Having money put aside will boost your confidence and make you approach employers in a calm manner.

The other alternative is coming across as needy which is a trait that no body appreciates. Financial stability is a huge cause of stress which will often affect your day to day decision making, often forcing you to make bad ones because "you have no choice". Avoid that especially when you first start freelancing.

4- *A hobby vs. a freelance career:* You care about your hands-on skills (i.e. web developing, writing, designing ... etc.) and you do whatever it takes to develop these areas, right?

You should do the same when it comes to confidence. Think of confidence as a muscle that needs practice. Consciously developing your confidence the same way you develop your other skills makes all the difference between a hobby and a freelance career.



5- Explanatory style: is a psychological attribute that indicates how people explain to themselves why they experience a particular event, either positive or negative.¹

To increase your confidence, you first need to have a look at the way you interpret the events that take place around you. For example, if an employer tells you that your work needs a few changes or adjustments, how do you interpret it? Less confident people would think that the employer doesn't like what they have done. You, on the other hand, should have the attitude of "I'm nearly there". Don't interpret everything you hear as it's about you. Most of the time people are just expressing their ideas or what they have personally experienced in the past which has nothing to do with your journey as a freelancer.

This one is very important; when an employer tries to negotiate a lower price. Some new freelancers think that the employer won't hire them unless they reduce the price. You on the other hand should say to yourself "This employer wants to hire me for this job; therefore, I don't need to reduce the cost that much". Be reasonable though.

6- Think small, at first: Start with small jobs that you feel comfortable with, something you consider a second nature, something you are known for. Do that for a while but make sure to win those small things. In other words, build your confidence with a few wins and add to your portfolio. Then you're ready to go after the big game again.

7- *Embrace and accept rejection:* If I can guarantee you anything in the freelancing career it would be the fact that you will experience rejection. The faster you overcome your fear of getting rejected, the faster you build your confidence. Here is something to help you; every freelancer our there is experiencing the same thing.



8- *The influence of others:* Avoid toxic people no matter how close they are to you. If your family or your friends don't approve/understand your new freelancing career, stop discussing it with them. Oto s very important to only discuss your freelancing experience with those who motivate, educate and inspire you.



¹ Wikipedia.org

9- SWOT Analysis: It is very important to bear in mind the fact that freelancing is a competitive market and in order to survive you need to have a clear strategy defined. One of the ways to do determine what you are good at and what you still need to develop, you use the SWOT Analysis.



SWOT Analysis is a useful technique for understanding your <u>Strengths</u> and <u>Weaknesses</u>, and for identifying both the <u>Opportunities</u> open to you and the <u>Threats</u> you face. Below are a couple of examples under each item to get you going. Think of more examples and add them as you evolve as a freelancer. Always remember to get back and update you SWOT analysis because everything changes rapidly.

What you consider now as a weakness might turn into a strength with practice and experience. And what you now think of as your strength, technology changes might make it an obsolete skill so keep this analysis sheet updated.

Strengths:

- What kind of skills that I have now and can be used to serve others? (e.g. 10 years of experience as a designer, fluency in 4 different languages ... etc.)
- What are the personal qualities that I have and can contribute to my success as a freelancer? (e.g. excellent negotiator, good communicator, highly self-discipline ... etc.)

Weaknesses:

- Is my knowledge in my field of expertise up-to-date?
- Is my strategy consistent with my goals?

Opportunities:

- Can I partner up with other freelancers?
 - Is the current market supporting the kind of service I offer?

Threats:

- Does new technology offer a better, faster or cheaper way for my services?
- Is the current economy working against my business?

One of the main reasons you should do a SWOT analysis is to get yourself prepared when things go wrong. You need to step out of the daily grind and plan for the unexpected. For example, what if your biggest clients went away, could you still pay the bills? Doing a SWOT analysis not only helps you determine such obstacles, it also helps you find proper solutions.

Take an hour this week and do a SWOT analysis on your business.



Where to Go From Here

If you still want to try out freelancing after what you've read, here are a few sites to look at. Choosing a website somewhat depends on your set of skills and the kind of services you can offer to clients. It is not enough to create an account; you will also have to establish a great portfolio of past work and prove yourself through tests that showcase your skills (getting certified). Use your friends' support, ask them to spread the word about your services and refer you to people in their social and professional networks.

Below are some of the best Freelancing websites with some information about each one. Feel free to conduct your own research and remember that there is no harm in creating multiple accounts as long as you know how to handle them. My advice to you; read the services each website offers, create an account and use the tips we are providing below, and in no time you will decide yourself which one(s) is the best to use.

Below is an example of one of these well-known websites, Freelancer.com. Please bear in mind that this is just an example of what you are going to encounter. The fundamental principles are the same but the GUI, Graphical User Interface, and the layout of each website is unique but the idea is still the same.

By illustrating the idea using Freelancer.com, we are in no way endorsing it over others. As a matter of facts, there are other websites that specialize in a certain type of works (i.e. Getacoder.com is one of the best websites for programmers).



Description

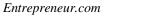
Freelancer is a marketplace where employers and employees are able to find each other. The site allows employers to post work to get done. Anybody is then able to offer quotes to complete the project, upon which point the original employer is able to award the work.²

Freelancer.com offers a constant source of part-time to full-time work opportunities, without the trouble and expenses of advertising and self-promotion.³

Freelancer allows you to compete with other freelancers in contests to prove your skills. If you're competitive and confident in your expertise, it's a great way to showcase your abilities and attract more clients.⁴

Simply put, employers post their projects on the site, freelancers bid on the projects by stating their rate and the time needed to get the job done. Employers then decide which freelancer is the most suitable for the job based on a number of factors that we are going to discuss later in the chapter.

³ Freelancer.com





² Wikipedia.org



From the employer perspective

It's always free to post your project. Invite our freelancers to submit bids, or browse relevant freelancers and make an offer. You'll have replies to your job within minutes!

- 2. Choose the perfect freelancer
- Browse freelancer profiles
- Chat in real-time
- Compare proposals and select the best one
- Award your project and your freelancer goes to work
- 3. Pay when you are satisfied!

Pay safely using our Milestone Payment system - release payments according to a schedule of goals you set, or pay only on completion. You decide; you are in control.

"From the freelancer perspective"

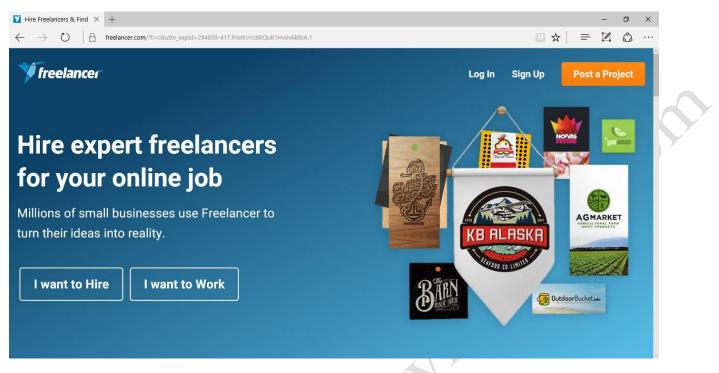
- 1. Find a project that you are interested in
- 2- Read the project description carefully
- 3- Place a bid (state the rate and the time)
- 4- Write an attractive proposal
- 5- Wait for the employer to contact you
- 6- Get as much details about the project as possible
- 7- Negotiate the price
- 8- Accept the project
- 9- Do an excellent job
- 10- Get paid 😊
- 11- Look for the next project



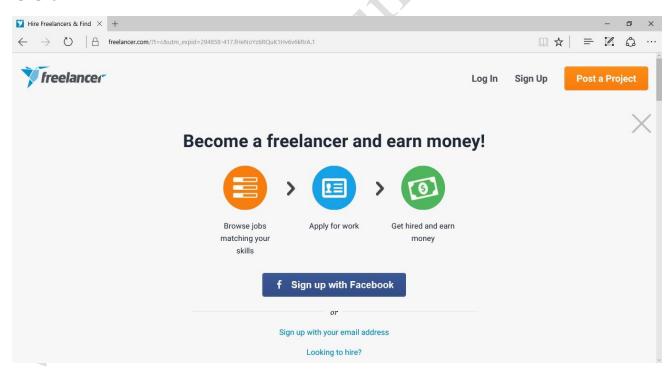


<u>Creating Your First Freelancer Account</u>

The first thing you see when you first type www.freelancer.com is their welcome page, see below



We are more concerned here with the "I want to Work" tab so once you click on it, you will be directed to the "sign up" page.



Freelancer offers you two options when you sign up;

- Sign up with Facebook
- Sign up with e-mail address

I personally prefer to separate things so I tend to use my e-mail address when I sign up, I created one especially for my freelancing job, as it gets messy with all of the notifications and messages you receive on your registered e-mail.



The sign up process itself is relatively easy; you just fill in a couple of fields and you are good to go.

"You should be careful when choosing your "user name". It is what employers first see when you bid on their projects. It CANNOT be changed later."

🔰 Hire Freelancers & Find 🛛 🗙	+							-	٥	×	
$\leftarrow \ \rightarrow \ \bigcirc \ \mid \exists$	freelancer.com/?t=c&utm_expid=294858-417.fHeNoYz6R	QuK1Hv6v6kRrA.1			Ω	☆│	=	2	٩		
	Treelancer		Log In	Sign Up	Post a Project					Â	
		Sign up for free today!							2	×	
		f Sign up with Facebook									
		or									
		Email Address									
		L Username									
		Password									
		Confirm password									
		I want to									
		O Hire O Work									
		Have a coupon code?									
		Create account									
		By registering you confirm that you accept the Terms and Conditions and Privacy Policy									
										N.	

Once you create your account, the very first thing you have to do is completing your profile to a 100%.

Profile sections:

Basics:

- Your name.
- Your cover/profile picture. *
- Short description of who you are.
- The kind of services you can offer (i.e. a summary) **
- Your rate USD/hr
- Your skills (do your best to certify your skills)
- Experience.
- Education.
- Publications.
- Certifications (you can display them in your portfolio)
- Verifications: Everything is done in the Trust & Verification center.
 - 1- This section is very useful when looking at an employer profile before you accept to work on their projects.
 - It shows if the following items are being verified by freelancer.com
 - (Payment Verified, Phone Verified, Identity Verified, Email Verified)
 - 2- It is also helpful for the employer as it shows if you are a preferred freelancer.
 - (Look at the two pictures below)



* Your profile picture is a big part of your profile page which is the first thing employers see when considering you for a job. Therefore, using your real face rather than a logo or graphic let them know that they are dealing with a real person and not a stranger.

As psychologists suggest; Good looks suggest other favorable traits, i.e. kindness, intelligence, honesty, humor, trustworthiness. Use that to your advantage by providing a great profile picture.

- Face the camera
- Smile
- Wear a business attire, if possible
- Focus on you, not a distant figure in the background
- Choose a high resolution image with no blurred lines
- Avoid large areas of unoccupied space

** Your summary is a critical aspect of your profile, it is one of the best ways to market yourself and sell your services to employers. It is what employers first see when they look at your profile so that it is very important to follow the guidelines outlined below:

- Avoid spelling and grammar mistakes.
- Describe your experiences, processes or offers. Offers might include guarantees or pre-sales services such as a 48-hour support.
- Use your strengths to drive interest in your services.
- Pay attention to details by using correct terminologies and inspirational meaningful sentences.
- Emphasize your skills by listing any kind of relevant experience you have had.
- Be very specific. Avoid being general when talking about yourself. Tell employers what you know and can do for them.

cations ceship	Trust & Verification You have successfully verified your Linkadin account:	Verifications
vard ert & Financials AVentification unt	What is a trust score? The Resincer That Bore is at the core of how we handle vortication, that, and payments. The That Score is a value between 0-100 that indicates to what extent we have been able to verify what user says they are. Employees and freewares who are the advant to verify what we those who put in more effort to verify themselves to become highly trusted users. Learn more.	Facebook Connected f Connect
	OURIENT TRUST SCORE	Preferred Freelancer
	Email Address VERIFICI	\$ Payment Verified
	Phone Number VERIFED 1970ans	S Phone Verified √
	Linkedin YESHED (2000)	▲ Identity Verified
	Verify ID VERIFICIO	🖂 Email Verified 🗸
	Authenticate Credit Card Authenticate Credit Card Stroms	permanan interference and a second a

Unwrapped

Advanced:

- *Freelancer Certifications*: These are the tests you take on the website to verify your skills and stand out from the crowd.

Freelancer Skills Tests are short tests you can take to certify your skills to potential employers. Employers review your skills when awarding projects and having skills tests will increase your chances of getting awarded. Once you've taken a test, you'll get a badge on your profile that shows you've passed that test. The dots on the bottom of the badge indicate what level test you have taken.⁵

Search for a skill test, eg. Photoshop					٩
3DsMax	LEVEL 1	Academic Writing	LEVEL 1	Accounting Principles	LEVEL 1
ActionScript 3.0	LEVEL 1	ADO.NET	(LEVEL 1)	Adobe Dreamweaver CS4	(LEVEL 1)
Fw Adobe Fireworks CS4	(LEVEL 1)	Ex Adobe Flex	(LEVEL 1)	Adobe Illustrator CS4	(LEVEL 1)
Adobe Illustrator CS5	LEVEL 1	Pad Adobe Photoshop CS4	(LEVEL 1)	Adobe Photoshop CS5	(LEVEL 1)
Advanced Logical Reasoning	LEVEL 1	AJAX Programming	(LEVEL 1)	ta Algorithms	LEVEL 1
Analog Electronics	LEVEL 1	Android Development	LEVEL 1	📥 Ant	LEVEL 1

- Portfolio:

At first, building a freelancer portfolio for a brand-new freelancer seems like a catch-22 situation where it is tough to get a job without experience, and tough to get experience without a job. Here we are going to tell you how to break the cycle and start getting some samples for your new portfolio. There are tens of articles about how to build your portfolio but I'm not going to recite any of that. I will take a different approach and tell you what worked for me; you can try it out and if it works, well, just wish me luck.





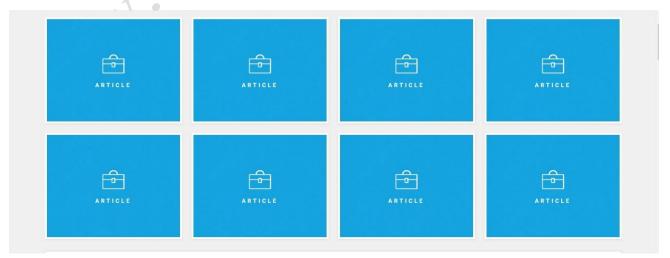
- As you know, I worked as a computer engineer for more than five years so it was my field of expertise. This is why I only focused on projects that were related to technology (e.g. gadgets).
- I offered a very competitive price at first to get the employer attention while providing them with a free sample to show them how good I'm.
- In exchange of the low rate, I asked them to write my name under each article I write for them.
- It worked for me because the Indian website I worked for was a start-up business and needed skilled writers but didn't have enough money to hire more experienced freelancers.
- It was a win-win situation where I provided a high quality articles and got myself a marketing agency that helped me increase my credibility with other potential employers ©



Every Freelancer.com user gets his/her own personal portfolio. To add Images, Video, Audio, Text or Code to your Portfolio, follow the following simple steps:

- Log in to your Freelancer account
- Click **Profile** on the navigation menu
- Click **Portfolio** from the menu on the left
- Click Add Item
- Fill in the Add Portfolio Item form
- Click Save when done

This is how your portfolio might look like.





Getting Certified

Freelancer.com offers you a pool of tests that could be used to maximize your chances in being awarded.

These are short and basic tests that you take to prove to employers that you possess a certain set of skills.

Employers review your skills when awarding projects, to make sure you fit their criteria of selection, and having skills tests increases your chances of getting awarded.

Once you've taken a test, you'll get a badge on your profile that shows you've passed that test.

Choose the tests that best serve you. For example; if you work as a translator, then getting certified in a couple of languages is essential for you.

Freelancer Certifications

C	Turkish 3	100%
1	Turkish to English Translation	100%
-	Filipino to English Translation	95%
脑	French to English Translation	93%
U	French 2	91%
-	Indonesian to English Translation	90%
-	German - English Translation	90%
	Filipino 3	85%
**	UK English 2	83%
-	German 3	83%
	Italian 1	\$0%
	US English Level 3	80%
	Indonesian 2	78%

Recommended Skills Tests

US English	LEVEL 2	US English	LEVEL 3	French	LEVEL 1
 o 40 multiple choice questions o 15 minutes test time o 75% mark is needed to pass 		 o 40 multiple choice questions o 15 minutes test time o 75% mark is needed to pass 		 40 multiple choice questions 15 minutes test time 75% mark is needed to pass 	
Test your skills		Test your skills		Test your skills	



<u> Placing Your First Bid</u>

Congratulations, you have completed your Freelancer.com profile, you have also created your professional portfolio and you have got yourself a couple of badges next to your name to show off your skills; now it is time to place your first bid and get a job.

The steps you have taken so far are relatively easy compared to this one because you were talking about yourself, your experience, your services and how you can make the life of others easier.

The difficulty of this step is the fact that it is more focused on others (i.e. employers) who you might know nothing about. So how are you going to write a bid/proposal that attracts employers' attention and get you the job?



There are literally thousands of freelancers competing for jobs and probably a hundred or more bidding on the same job you are seeking, which doesn't make it any easy for you to make your bid stand out from the rest. Let me start by telling you a shocking but truth statement; there is no "magic formula" that works for every bid. There are, however, some important steps you can take to increase the chances that a prospective employer will consider your bid seriously:

1. Read the project description carefully.

Employers tend to award their projects to the one freelancer that has the ability to illustrate his/her deep understanding of the project requirements. To understand the project into greater depth, you have to read the project description carefully. You might need to use the same language/terminology as the employer to show them you are both alike or you speak his language by rephrasing the nature of the project while avoiding copying/pasting the description.

Reading the project description also serves another purpose. It shows that you are aware of the specific details of the project which employers sometimes use the description to rule out some people by including a phrase that must be included in your bid.







2. Keep your bid clear and concise.

Remember that you are not the only freelancer who has bid on this particular project and the employer doesn't have time to read the 1000 word you have written. Not every word will be read so go straight to the point. Bids with unnecessarily long descriptions may be skipped over completely. Don't discourage the employer to ignore your bid by making it too long.

3. Specify your terms clearly.

Use the project description as a guide to write an effective proposal where you precisely state what exactly you are going to provide, how much will you charge the employer and how much time you need to get it done. Avoid being vague about your terms because it implies a lack of confidence. A lack of self-confidence is the last thing you want to show to a potential employer.



5. Use the website mobile apps.

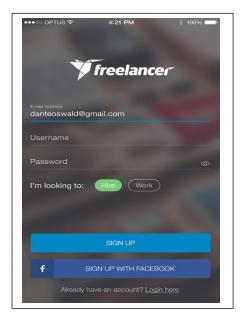
A good way to respond promptly when employers contact you is by installing the mobile app and staying in touch with employers on the go.

BE SPECIFIC



4. Always be available to respond to the employer when s/he tries to contact you.

Serious employers have very limited time and they need to award the project to the best freelancer fast as they have other work to take care of. Make sure to keep yourself available for contact.







Always be honest about your skills and what you can truly deliver. Have self-

confidence in yourself and your abilities

but don't try to impress employers by

pretending to be someone you are not.

7. Don't oversell yourself.

6. Be competitive with your pricing.

This is tricky because competitive doesn't necessarily mean low. You don't have to be the lowest bidder to win a project but since you are new to freelancing, you might want to establish a reputation first. Once you have established a good reputation and your services is above average, then it is time to ask for more and trust me, employers are willing to pay above average prices to get quality work.

Oversell Poor Outcome Under deliver

8. Always proofread your bid before submitting it.

Go over your bid one more time to ensure that it is written clearly with no typos or misspelled words. If you don't do that and you end up with a poorly written proposal, employers will be discouraged to hire you simple because this lousy proposal suggests a lack of interest and poor work habits. This is the last thing an employer is looking for.





Avoiding Scams

One inevitable of the freelancing life is scammers. Earning money online and scammers always go hand in hand. This shouldn't discourage you but it should keep you alert.



Here are some useful tips to help you avoid scammers on Freelancer.com (some may be applicable to other sites as well).

- Always check the employer's profile for reviews.
- Read the text feedback of other freelancers to see what they got to say to the employer.
- Check also if the employer is "Payment Verified".
- Read the Project Description Attentively. Serious employers make their project descriptions clear and understandable.
- Serious employers know what they want and they specify it to the freelancers stating what they ask for and how much they are willing to pay.
- Compare the offer to the average rate in the site (will take a while but it is worth noticing).
- Look for "Featured", "Private", "Sealed Bids" or "Fulltime": Seeing one of these badges on a project means that the employer has paid to post it.
- Use Milestone Payment.
- Use your instincts.
- Ask Questions.
- No Free Samples especially when the employer ask for a specific thing (e.g. an article about a certain topic the employer chooses). If he wants to know how good you are as a write, he can always look at your portfolio or ask you to write about something of your choice. Asking you to write three articles about three different cities is skeptical for a test.
- Don't start work before you see any money. You can either ask for an advance payment or at least the creation of a milestone.
- Set Payment Terms.
- Report Scams.





<u>Useful Tips</u>

There are several things new freelancers, like yourself, should consider carefully, from the beginning of the bidding process to delivering the final product to your employer. By using the tools freelancing websites provide wisely, you, as a freelancer, can protect your interests and build a reputation for yourself quickly.



1. Always look at the employer's profile especially his/her feedback (i.e. what other freelancers said about their experience with this particular employer)

"The lack of profile information may indicate either a new employer or one with something to hide."

- 2. Make sure that you and the employer both understand exactly what will be provided, when it will be submitted, and how much pay you expect. Ask lots of questions and get written confirmation on what is being said. Don't assume anything, ask and wait for the answers written.
- 3. Before you commit to a project, go over the requirements, anticipate problems and their solutions and then communicate again with the employer. I have passed up more jobs than I did accept. Avoid the unknowns.
- 4. Use Milestone Payments to minimize your risks. Divide your work into chunks (i.e. deliver your projects on phases where the employers pays one milestone each time you finish part of the project)
- 5. Gain as many positive feedbacks as you can. Good reviews are one way to build your reputation quickly. Employers won't write a good feedback unless they are satisfied with the final result of your work so make sure to keep them that the way.
- 6. Pay close attention to your bids, especially the proposal part of the bid where you tell the employer why you are the best fit for this job. Customize it and avoid using a template where you copy/paste it.
- 7. Narrow your focus and avoid dabbling. I'm not saying that you have to specialize or limit your scope of work, all I'm saying is for some of us, giving in to the temptation of stretching too thin simply means that one area or another of your business will eventually begin to suffer. My advice to you is; determine where your efforts should be concentrates. Use the 20-80 principle; 20% of your work contributes to 80% of your income, FOCUS on those 20% and you will be successful. Finally, don't be afraid of making adjustments as long as it is for the health of your business.
- 8. Be an employer yourself, sometimes. Whenever you have too much on your plate, the first thing that comes to your mind is to eliminate some projects of your schedule or simply not accepting any new assignment. Don't be tempted to do that especially when Freelancer.com offers you the power of outsourcing at your fingertips. Just like the employers who hire you, you can expand your business by hiring other skilled individuals to help you provide a wide range of services for your customers.
- 9. Protect your work. Unless you're prepared to give your work away, any samples you provide should bear a watermark or other means of identification or at the very least your name and a statement of copyright.



<u>Milestone Payments:</u>

Q: Why should you use Milestone Payments?

A: Milestones serve a couple of purposes;

- It shows you that your employer is serious about the project and is willing to pay you.
- It works as a motivation for you, as a freelancer, to do the job well as you are confident that you are going to be well-compensated for your hard work.
- It protects you from scammers by lowering your risks (i.e. you only have to work one part of the project at a time, get paid for it and then move on to the next phase. Compare that to finishing the whole project and get nothing in return).
- It also protects the employer as he is in control when to release a milestone (they first make sure that they got what they asked for before they pay for it).
- It is used for the *dispute system*: If something goes wrong with a project, both the employer and freelancer can have access to the Freelancer.com Dispute Resolution Service. This is, however, only available for projects with pending Milestone Payments.
- It helps build your reputation as a freelancer: In order to get a positive feedback*** from your employer, the project has to be marked as completed and the payment has to be made through the Milestone Payment System. Earning more positive reviews from completed projects will give freelancers more chances of being hired for other projects.

Q: What are the steps for handling milestone payments?

- *Create*: This step can only be made by the employer. Freelancers cannot create milestones. Freelancer might request a milestone to be created but it has to be created by the employer.

Milestones	Invoices	Messages	Files	Time Tracker	
		7			Request Milestone

- *Release*: Once you are done with part of the project, you can *request a milestone* to be *released*. Again, employers can either accept your request (release the milestone payment if they are satisfied with your work) or deny your request.

Mileston	es		
Amount	Description	Status	Actions
\$20.00	second part (USD)	In Progress	Request Release 🔻



Once your employer approves your request, the milestone amount is accredited into your balance.

Amount	Description	Status Actions	
Amount	Description	Status Actions	
\$125.00	Upon completing the Third 25% task (USD)	Released	
\$125.00	Upon completing the second 25% task (USD)	Released	
\$125.00	Initial milestone payment (USD)	Released	
Total: \$3	75.00		

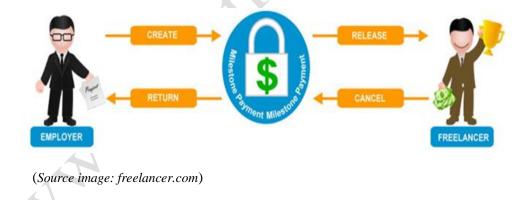
- Freelancers can *cancel* a milestone that has been created by accident by the employer which will return the funds to the employer's account balance.

Amount	Description	Status	Actions
\$20.00	second part (USD)	In Progress	Request Release 🔻
\$20.00	Initial Milestone (USD)	Released	Cancel Dispute

Before you start working on projects, you should request to have a Milestone Payment created for you as assurance of payment. It is the employer who will decide on whether to create a Milestone Payment but it shows you how committed they are to the project.

Once a Milestone Payment is created (funded) by the employer, the money will not be transferred to your account just yet. It will remain pending, at the employer's end, until the employer releases it.

Freelancer.com advises employers not to release the Milestone Payment unless they are 100% satisfied with the delivered work and all deliverables have been submitted and up-to-standard. Once the employer releases the Milestone Payment, it will be transferred to your account balance on the site. It is now yours ©



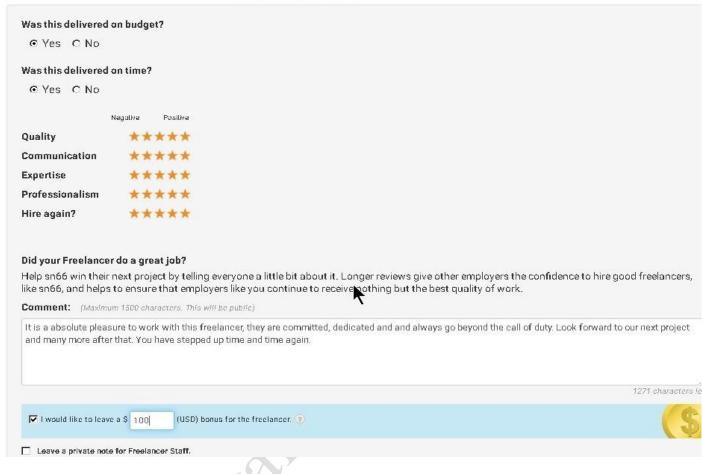
Feedback is shown on your profile page once the project is marked as COMPLETED and both you, as a freelancer, and your employer wrote a mutual feedback.



The below screenshot shows you how the feedback is shown at the employer's side;

Leave Feedback

Please leave feedback and rate sn66 for the project Project for sn66 -- 33850

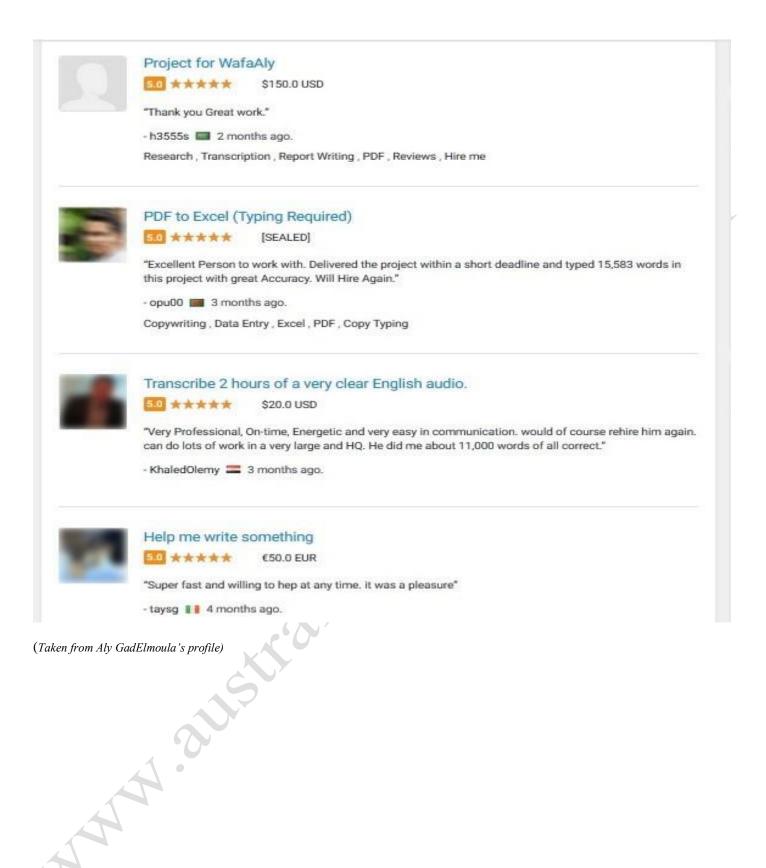


Once this step is done, here is how it appears on your profile page as a freelancer.



(Taken from David Peterson's profile)







Becoming Employers' Favorite Freelancer

In this section we are going to look at the freelancing experience from an employer's perspective, Mr. David Peterson. Mr. Peterson is a businessman and founder of a number of websites including <u>www.australiaunwrapped.com</u>. He has been in the field of freelancing for the last 10 years where he recruited and dealt with hundreds of new and experienced freelancers and he is here today to share with us why some freelancers are more successful than others especially in the area of their relationship with their employers.



Aly: Hello Mr. Peterson, thank you for being here with us today.

Mr. Peterson: It's a pleasure to be here and please call me Dave.

Aly: Likewise. So Dave, when did you start working as a Freelance Employer?

Dave: In 2005.

Aly: Did you have any experience as a freelancer before working as an employer?

Dave: Freelancing is not something I have undertaken, however I do contract work and understood the fundamentals of short term contracts.

Aly: What do you do besides working as a Freelance Employer?

Dave: I've been in the medical field for the last 18 years.

Aly: What type of freelancers did you hire during your journey?

Dave: Website developers, writers, auditors and many other talents.

Aly: Do you have a favorite freelancer or a group of them?

Dave: Of course, I have met freelancers that I will never forget my experience with them.

Aly: Why were these freelancer special, in what aspect/?

Dave: Well, based on my experience, freelancers fall into one of three categories;

The Good, The Bad and The Ugly.

Aly: What exactly do you mean by that especially when it is hard to label people?

Dave: Well, we do label each other all the time. We need this kind of shortcut to reach faster decision. Here I'm talking about some traits or qualities that freelancers possess and as an employer, when I see someone repeatedly doing them, I automatically place them into one of these three categories I've mentioned.

Each category has its unique characteristics that are somehow dominant. Of course people are not good or bad all the time. You might reach the top on one project and hit the bottom on another project but I'm talking here about what each employee should be doing in each and every project regardless of the nature of the project, the complexity, the tight deadline or any other factors that might affect his/her performance at a certain point.





- These freelancers are willing to go the extra mile; they undertake tasks with passion and drive.
- They treat the project as their own by offering support, opinion and add value to the project.
- They are reliable and you can always count on them in hard times.
- They are experts in their respective fields; they know what they are talking about.
- They are customer-oriented.
- The good freelancers have passion for their work.
- They are driven by success.
- They are goal-oriented.
- They care about the project itself but try their best to please the employer.
- They Take ownership of the issues that arise during the project and rectify them to ensure the employer is satisfied.
- They don't, however, agree to everything the employer says and allow the project to wander too far from the original agreement.
- They are confident to stand up and put a price the onset extra work is required which gives both parties clear expectations.

The Good freelancers are often rewarded with multiple projects, high quality reviews and job satisfaction, as they see their creations grow into a thriving business.

The Bad:



- Bad freelancers are the ones who offer to take on work that they are under prepared or under qualified for.
- They often try their best, but due to lack of skills or experience, they over promise and under deliver.
- They give excuses and refuse to take responsibilities when things go wrong.
- They don't take the time to fully understand the project's requirement.
- They are lousy estimators of time and budget.

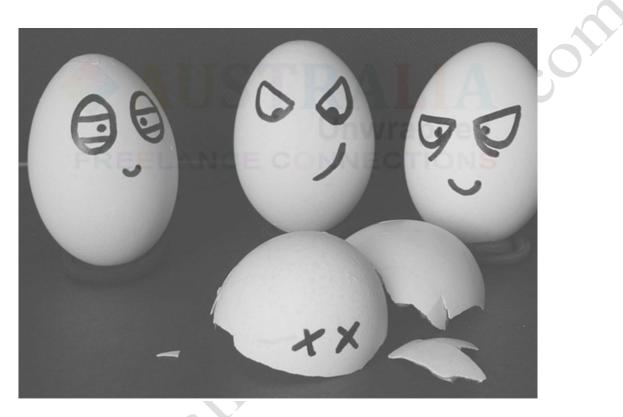


These freelancers often end up being paid, reluctantly and often the loss is just put down from the business perspective as a bad experience and an opportunity to learn. The bad freelancer's often go from employer to employer picking up the scraps on false promises and under delivering. The work is ok but just not good enough.

A word of advice:

"It's essential to have an accurate portfolio, reflecting your true abilities and skills. Thus avoiding expectations you cannot fulfil as a freelance with skill you do not possess to the level required for the job."

The Ugly:



Thanks to the milestone system, the Ugly freelancer is almost a thing of the past, but here is how they were spotted;

- They often insist on money upfront; maybe even cite a critical family emergency.
- They lure the client into the bid with often detailed understanding of the project with no intention of delivering the work.
- They take the initial deposit and run. Obviously looking for the next gullible client.

I am ashamed to say I fell for this on two occasions, both during the early days of my hiring days. Those days, I only talked to the freelancer, got a feel for their morality and if I could get along with them, I would hire them straight away. It's different these days but you never know when you are going to fall for one those people.

Don't be an Ugly freelancer; it is fraudulent, deceitful and not pleasant. Employers are often using their hard earned savings to start a project that may fail. They take the risk, so other can have an opportunity to earn. Show respect and get respect.

Hopefully after reading the Good, Bad and Ugly, you want to fall into the good category. It takes hard work, experience and dedication to succeed but the reward is worth the effort. You will not only make money but you will also feel job satisfaction and will experience what success feels like.



Aly: That was really insightful. Anything you want to add Dave? Any advice you want to share?

Dave: My advice would be, treat a project as a child you are temporarily caring for. If you are a responsible person who I assume you are, you will do anything for that child while s/he is under your care. There is nothing you wouldn't do for his/her survival but you would still be very happy to hand the child over to his/her parents

Treat all of your projects the same way and you will have the best results possible. As an employer, when freelancers do that, it keeps me coming back for more.

Passion, drive and excellence are all qualities that employers desire.

Good look on your freelance journey

Aly: Thank you for your time Dave and we will be meeting you soon for more tips for our enthusiastic freelancers.

Dave: Thank you all. It is always a pleasure.

You can always reach Dave at his e-mail: FreelanceConnections@AustraliaUnwrapped.com

For more information, please visit www.australiaunwrapped.com





<u>Getting The Money</u>

Finally ©

You have completed your first project. The employer is happy and you have got your first positive review on your freelancer profile under your picture. You feel excited and can't wait to start the next project.

Before you start bidding on other projects with a vengeance, give yourself the time to celebrate. It doesn't matter if your first project was for a \$1000 or only \$1. At this stage, it is not about how much you earn, it is more about building up your confidence.

"I CAN DO IT" has just become your life motto.



But hold on, you can see your balance increasing with every milestone the employer released, because you were able to manage your relationship with your employer nicely but firmly and you got them to pay in time with every deliverable you created, but how are you supposed to celebrate without the actual money in hand.

Don't worry, you have worked so hard for this moment and you deserve a nice, detailed section to tell you how to get your money.

I still remember the first time the money was transferred into my local bank account in Egypt and I received a phone call from my bank telling me that there has been unusual activity in my USD bank account and they are wondering where I got that money from [©]

Enough about me and let's see the cash.

Again, the following illustration is an example taken from Freelancer.com just to be consistent with the rest of the articles.

Freelancer.com currently offers five different methods to get your money once it has been deposited into your account (i.e. once your employer releases a milestone). The only limitation here is; the minimum amount to be withdrawn is \$30 USD.

The best method to withdraw your money depends on where you are currently located in the world. For example, in Egypt and some Arab countries, PayPal is not an option while is one of the most convenient methods for people in many other part of the world.

I advise you to read more about each method and maybe try a couple of them with small amounts first till you feel at ease with one method and stick to it.



Here are the payment methods Freelancer.com offers at the moment;

1- Express Withdrawal: The fastest method to withdraw funds, directly to your local bank account! Only available in the United States of America. (No fee)

evallable for select			as send rands directly to your a	ocal bank account! This is currently
Amount to wi	ithdra	w		
Currency of bank ac	seount			
US Dollar		\sim		
Withdraw amount:				
3 29				
ou cannot Withdran Iota: Min amount \$30 US			idrawal amount (\$30 USD).	You will receive: \$29.00 USD Note: There is no withdrawal fee
Currency Bai	ance	Exchange Rate	US Dollar Equivalent	Withdrawal Breakdown
USD \$38	00.3	1.00	\$38.00	\$ 29.00
Provide your	bank	information		
Bank Name:	where the	e transfer will be sen N.E BANK	•	
This is the account Bank Name: Routing Number:	where the Excelose 012345	e transfer will be sen 7LE BANK 9678	•]	
This is the account Bank Name:	ECAMP 012343 Nowha	e bransfer will be sent NLE BANK 9675 rs, OK	L	
This is the account Bank Name: Routing Number: Bank City/State:	012343 103456	e transfer will be sen 7LE BANK 9678	r.	
This is the account Bank Name: Routing Number: Bank City/State: Account Number:	Interesting	e bransfer will be sent RE 6444K 9675 re, OK 578901234 9 States		
This is the account Bank Name: Routing Number: Bank City/State: Account Number: Country:	EXAMP EXAMP 012345 Nontra 12345 United CHECK	e bransfer will be sent NLE BANK S675 re, OK 578901234 I States States KING	r.	
This is the account i Bank Name: Routing Number: Bank City/State: Account Number: Country: Account Type: Provide your	Contrast the second sec	e bransfer will be sent NLE BANK S675 re, OK 578901234 I States States KING		
This is the account i Bank Name: Routing Number: Bank City/State: Account Number: Country: Account Type: Provide your	Check	e transfer will be sent ALE BANK SE75 re, CK 578901234 I States States States States cities cities at eppears on y		
This is the account i Bank Name: Routing Number: Bank City/State: Account Number: Country: Account Type: Provide your Enter the account n	Checkler Contrasts C	e transfer will be sent RLE BANK SE72 (CK 578901234) States Conce S Stato Conce Con		
This is the account i Bank Name: Routing Number: Bank City/State: Account Number: Country: Account Type: Provide your Enter the account name:	Check Constraints	e transfer will be sent RLE BANK SE72 (CK 578901234) States Conce S Stato Conce Con		
This is the account i Bank Name: Routing Number: Bank City/Btate: Account Number: Country: Account Type: Provide your Enter the account nu Account Name: Address line 1:	Interesting Inter	e transfer will be sent RLE BANK SE72 (CK 578901234) States Conce S Stato Conce Con		

Look at the Withdraw amount and Country sections in the above screenshot.

2- PayPal: Withdraw funds to your PayPal account. (No fee)

Paypal Withdrawal

	mail acco			You will receive: \$29.00 USD
mount	to withdra	w		Note: There is no withdrawal fee
USD ~	\$ 29[00			
ote: Min amoun	it \$30 USD. Max ar	mount \$38.00 USD		
Currency	Balance	Exchange Rate	US Dollar Equivalent	Withdrawal Breakdown



3- **Skrill (Moneybookers)**: Withdraw funds to your Skrill.com account (Formerly known as Moneybookers.com) with a maximum of 10,000 USD. (No fee)

I personally use Skrill to have my money transferred to my local bank account. Skrill only charges you 1% with a maximum of 10 Euros for internal transfers (i.e. from one Skrill account to another) and 3.95 Euros for external transfers (i.e. from your Skrill account to your bank account).

Skrill	Withdrawal	
--------	------------	--

nount	to withdra	IW		You will receive: \$29.00 USD Note: There is no withdrawal fee
SD	\$ 29			
annot w		nan the minimum with nount \$38.00 USD Exchange Rate	drawal amount (\$30 USD). US Dollar Equivalent	Withdrawal Breakdown

4- **Freelancer Debit Card**: Withdraw funds to your Freelancer Debit Card - usable wherever MasterCard is accepted. (No fee)

This option is really nice where Freelancer.com offers you a credit card using Payoneer.com services.

If you already have a Payoneer account, then you can easily link it to your Freelancer.com account and get your money straight to your Payoneer bank account. You can withdraw cash in local currency at ATMs around the world.





5- Wire Transfer: Withdraw funds directly to your bank account. For countries where Express Withdrawal is unavailable. (Fees vary)

Only use this method as the last resort when every other option is not available. In my country, the fees reach 25 USD which is much higher compared to Skrill for example where I only pay 3.95 Euros or 4.5 USD.





215

<u>Go the Extra Mile, It Is Worth the Effort</u>



Once you become a freelancer, it is not about talent anymore because everyone's got it. It's about being willing to go that extra mile to be the best at what you do.

I believe Steve Jobs said it beautifully when he said; "If you don't love something, you are not going to go the extra mile".

So before we tell you how to go the extra mile, do you love what you are about to do? If you love freelancing, then just keep reading.

As we said earlier; if you study successful people and you do what they did, you will be successful. The willingness to "go the extra mile" has always been one of the most important principles of success and a quality that all successful people share in all of the human written history.

Going the extra mile is the difference between being average and being one of the top people of your chosen field.

Going the extra mile is a habit and like every other habit, you need to practice it regularly.

Start by asking yourself how to make whatever you are doing get better.



Why should you go the extra mile?



- It brings you to the favorable attention of your employers and customers who in return will provide opportunities for your self-advancement and award you more projects which means more money.
- It makes you indispensable which will enable you to ask for more than average for your service.
- It protects you against the loss of your employers especially in this competitive and scarce market.
- It leads to the development of a positive, pleasing mental attitude, which is essential for enduring success.
- It helps build the confidence of your employers in your integrity
- Although you can make a living without going the extra mile, you can't achieve economic security and live a luxury life without it.
- Going the extra mile shows employers that you have initiative.

Tips to help you go the extra mile:

- "It's the little things that matter": pay attention to every little thing in the project description and when gathering the customer's requirement. Develop the habit of returning phone calls, e-mails and other correspondence quickly.
- Take the time to know your customers, address them by their names and make sure you know what they want and need.
- Stay in contact with your employer and maintain a written record of service to help you understand your employer's preferences.
- Always be consistent. Consistency produces positive environment and make you reliable. Customers want to know exactly what to expect and by being consistent, you show them that they will always get the same good service from you.
- Always under-promise and over-deliver but never do the opposite or you will fall in the ugly category.
- Get feedback from your customers to show you how they perceive the quality of your service which can be used to improve your service in the future.
- Mistakes are inevitable and no matter how big your mistake is, always fix your mistakes. Take full responsibility of your work to avoid bad reputation.
- When the project is completed, thank your employer for doing business with you.



"Man may disregard the principle [of going the extra mile] if he chooses, but he cannot do so and at the same time enjoy the fruits of the enduring success." Napoleon Hill

Go the Extra Mile, It Is Worth the Effort

Your Ability To Define Your Own Path Can Be A model To Others





Page 42 of 43

Visit Today

AUSTRALIA Unwrapped FREELANCE CONNECTIONS

www.australiaunwrapped.com



Page 43 of 43