

# How to start freelancing part-time



## Determine Your Availability

- Working full-time? Find when you have the extra hours available for gigs.
- Taking it slower? Be upfront with clients about timeframes for projects.



## Shape Your Skills into a Service Offering

- A good freelance service is easy to do remotely, well-scoped (aka has a deliverable) and it pays well.



## Figure Out Your Flow For Delivering Work

- Be upfront about projects you can or cannot handle due to time or skill constraints.
- Create repetitive workflows for onboarding new clients and securing all project details you need to get started.
- Prioritize projects (and teams!) that value async work and have well-established remote work practices.



## Decide How You'll Manage Finances as a Part-Time Freelancer

- Don't discount your work, find the price your services are worth and set it.
- Separate your personal and business finances to avoid mixing the two.



## Strategize On Your Prices

- Decide how much money you want/need to make from freelancing part-time.
  - Estimate how much you need to bring in with each client or project to hit that target.
  - Give your number a "sanity check" against market rates but don't get too caught up about this.
  - Start quoting your rate to prospects and see how they respond.
- Remember:** If you're getting a "yes" to your rate 95% times or more, you're aiming too low.



## Start Client Hunting as a Freelancer

- Start within your personal network.
- Register on niche freelance marketplaces.
- Apply for open jobs.
- Trawl LinkedIn and Twitter for "hiring".

# Part Timefull Time Freelancing

**Rachel Sandford**



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