

40 Best Freelance Tips >>>

Avoid cases of non-paying clients by asking new clients for an upfront payment on your work.

Avoid the “everlasting job” trick by stating that any additions to the agreed upon job will be at additional cost.

Trust your instincts! Unusual payment arrangements of any kind should be avoided unless you know the client well.

Dress for success even when you work at home, your client can surprise you with a video call at any moment.

Always allow yourself a realistic amount of time to get your work done.

Don't over-promise and under-deliver. That leads to unhappy clients who will be looking for another freelance.

Be aware of your body language when video conferencing with clients.

Delays in issuing invoices may cause clients to think of your service as inefficient.

Working freelance provides you with a range of freedoms! Make sure you take advantage of that.

Being a freelancer allows you to relocate to a country with a lower cost of living.

Bad-mouthing the competition is invariably a poor way to get ahead.

You are the master of your own time. Plan it wisely!

You possess the ability to increase your income by working smarter and harder.

Been on a vacation lately? Remember there's no boss to tell you 'No' :)

Create a distinct difference between work time and free time and set clear boundaries with your spouse and children.

The best sitting position is when your computer screen is directly in front of you and at eye level.

Make your skills known to family and acquaintances. A friend of a friend of a cousin can become your best client.

A great place to begin networking is online.

There will always be some jobs – and some employers – that give you a bad feeling. Trust your instincts and say NO!

When an employer turns out to be difficult, manage their expectations and be positive in your communications.

Glowing testimonials from satisfied customers can set you apart from the competition.

Clarify to Clients who delay a job that you must confirm the project's start date in order to ensure availability.

Charge the client more for urgent jobs that he has left to the last minute.

Be clear with friends that even though you work from home, you are not available whenever they happen to pop round.

Help to alleviate the pressure during busy times by getting as far ahead as you can during quiet times.

Keep something aside for a rainy day, so that if your income dips you don't need to panic immediately.

Consider taking on additional work in a related field to better deal with down times.

Being a successful freelance requires a great deal of efficiency, stay away from productivity killers.

Beating the delivery deadline you have set will always impress your client.

Honing your specialist skills to ensure that you stand out is a good way to attract additional clients.

In a crowded marketplace, having the perfect CV can make all the difference.

Retain your clients: maintaining an existing client takes less effort and money than acquiring a new one.

Outsourcing can provide you with access to increased expertise in areas that are not your strongest points.

Social media can help expose you to new clients, but it's also a huge productivity killer so try to limit your use.

Don't forget to take regular screen breaks to keep your mind fresh for work.

Everyone likes free stuff, so why not provide your clients with a free add-on service once in a while?

Combat productivity killers by being strict with how you manage your time. Easier said than done, we know.

Allow your personality to shine through on your marketing materials. You are one of a kind.

A good freelancer knows his/her worth and will not deign to slash prices just to undercut the competitors.

It's OK to offer promotions from time to time! It will increase work levels and thus revenue.

TOMEDES
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