

Freelance Writer Checklist

Printing Instructions

Congrats on grabbing your step by step instructions for becoming a freelance writer! I hope these instructions help you to stay home, start a freelance writing business, and get paid, momma!!

Just print your instruction sheet out and check off the tasks as you go! It is best to print the checklist on letter-sized paper. Keep in mind that different printers may make the colors look different, as well.

And save a digital copy, too, so that you can follow the links when need be.

To grab your Trello pitch board template, just click here:

<https://trello.com/b/oA4GO557/copy-this-board-pitch-board-for-readers>. Please be sure to COPY the trello board before using it.

If you have any questions at all, email me at shannon@makingmommas.com. I'm happy to help!



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How to Become a Freelance Writer

A STEP BY STEP GUIDE FOR BUSY MOMS

PURPOSE	TASK	TIP	DONE
PREP WORK	READ THE GUIDE	How to become a freelance writer when you're a super busy mom.	<input type="checkbox"/>
PREP WORK	IDENTIFY SKILLS	List the qualifications you need to work on.	<input type="checkbox"/>
PREP WORK	DECIDE PRICE	Figure out how much you will need to charge.	<input type="checkbox"/>
PREP WORK	SERVICES	Figure out which writing services you will offer.	<input type="checkbox"/>
PREP WORK	IDEAL CLIENT	Identify your ideal client - who you want to write for.	<input type="checkbox"/>
PREP WORK	CHOOSE NICHE	Choose the niche or industry you want to write in.	<input type="checkbox"/>
PREP WORK	WRITER'S SITE	Set up your freelance writer site in one weekend.	<input type="checkbox"/>
PREP WORK	SAMPLES	Create 3 writing samples.	<input type="checkbox"/>
LAND CLIENT	PITCH	Apply to job boards every morning.	<input type="checkbox"/>
LAND CLIENT	PITCH	Pitch daily to sites that accept paid submissions.	<input type="checkbox"/>
LAND CLIENT	PITCH	Create a pitch template.	<input type="checkbox"/>
LAND CLIENT	PITCH	Track pitches for follow up using Trello Board .	<input type="checkbox"/>
CUSTOMER SERVICE	PLEASE CLIENT	Be professional! Read the guide.	<input type="checkbox"/>
GET PAID	INVOICE CLIENT	Use PayPal to invoice client & get paid!	<input type="checkbox"/>
CONTINUED WORK	KEEP WRITING	Work on the next client assignment & repeat process.	<input type="checkbox"/>
CONTINUED WORK	PITCH	Rinse & repeat to land another client!	<input type="checkbox"/>
SOCIAL PROOF	TESTIMONIAL	Ask for a testimonial to use on your site and in your pitches.	<input type="checkbox"/>