












# New to Freelancing? Get Started with This Checklist

By DigitalTrabaho.com



# FREELANCER CHECKLIST FOR BEGINNERS










Essential guide: steps, tips, and tools for new freelancers or VAs starting their journey.

FREELANCER / VA CHECKLIST			
 <p><b>QUIET &amp; COMFORTABLE WORKSPACE</b> A comfortable and quiet workspace can help you focus and be more productive.</p>			
 <p><b>PC OR LAPTOP</b> Make sure it at least has: 8 GB RAM CPU with i3 or i5 processor</p>			
 <p><b>PROFESSIONAL EMAIL</b> New email address can help separate personal emails from work emails</p>			
 <p><b>ACTIVE SOCIAL MEDIA ACCOUNTS</b> You can make one (optional)</p>			
 <p><b>PROFESSIONAL ONLINE PROFILE</b> Here are recommended platforms for your professional profile: OnlineJobs.ph and Upwork</p>			
 <p><b>VIDEO CONFERENCING PLATFORMS</b> Platforms like Zoom, Google Meet, Skype, and Microsoft Teams are used for work meetings with clients.</p>			
<p><b>NOTES:</b></p>			



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 <b>MESSAGING APPS</b> Here are recommended instant messaging apps in the freelancing industry: Viber, WhatsApp, Facebook Messenger, Slack			
 <b>PORTFOLIO WITH SAMPLE WORKS</b> Your portfolio and sample work help you showcase your best work and demonstrate your skills.			
 <b>GRAMMAR REFERENCE GUIDES</b> Here are recommended grammar reference guides: Quillbot, Grammarly			
 <b>PAYPAL ACCOUNT</b> Freelancer / VA needs this to receive payment from clients. Much better if you have other bank account.			
 <b>WILLINGNESS TO LEARN &amp; GROW</b> Opening yourself to new knowledge is beneficial to your growth and self-improvement.			
 <b>JOIN A COMMUNITY</b> Having a support group of like-minded people with the same determination to learn & grow will fast-track your success in the freelancing industry.			
<b>NOTES:</b>			



**IF YOU GOT VALUE OUT OF THIS GUIDE,  
FEEL FREE TO SHARE IT WITH FRIENDS  
AND/OR COLLEAGUES WHO WOULD  
BENEFIT FROM IT**

**JUST SEND THEM TO MY WEBSITE AT:**

[www.DigitalTrabaho.com](http://www.DigitalTrabaho.com)

**TO GET THEIR OWN COPY OF THIS  
CHECKLIST.**

**“WHAT DO YOU DO NEXT?”**

**IF YOU ARE SERIOUS IN APPLYING WHAT  
YOU HAVE LEARNED IN THIS CHECKLIST,  
YOU MAY VISIT:**

[www.DigitalTrabaho.com/akademy](http://www.DigitalTrabaho.com/akademy)