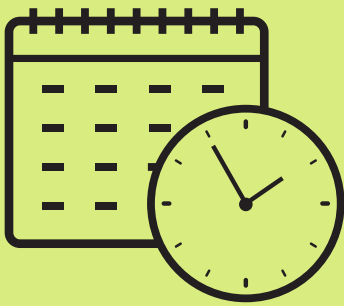


The Freelancer's Cheat Sheet to Quitting Your 9-5

PRESENTED BY IDLANCE



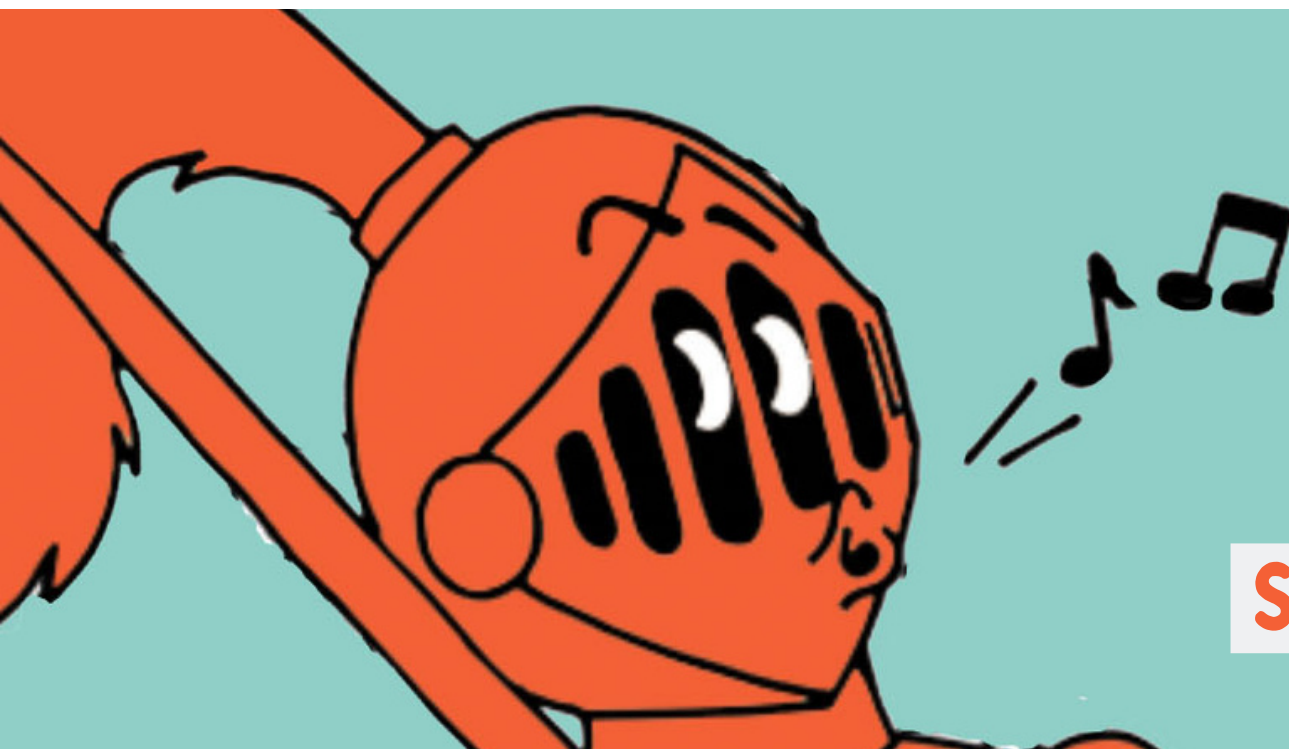
**DITCH YOUR
9-5 IN
7 MONTHS**



**UNLOCK YOUR
FULL POTENTIAL**



**START YOUR PANTS-
OPTIONAL
LIFESTYLE**



START!

“

MAKING THE
TRANSITION
FROM YOUR
9-5 TO
FULL-TIME
FREELANCING
CAN BE
INTIMIDATING,
BUT WE'RE
POSITIVE YOU
HAVE THE
GUTS TO DO
THIS!



**HOT
TIP!**

YOUR OWN EXACT
TIMELINE MAY
VARY BASED ON
YOUR UNIQUE
SITUATION, AND
THAT'S OKAY!

**Be Your
Own
Boss in
7 Months.**



7 Months Out



Visualize Your Income & Expenses, Identify Your Work Preferences and Join Your Peeps

- TAKE A PEEK AT WHAT YOU'RE SPENDING NOW AND ESTIMATE YOUR **MONTHLY EXPENSES**. NEXT, ROUGHLY ESTIMATE YOUR TARGET MONTHLY INCOME FOR THE FIRST 3 MONTHS OF YOUR NEW FREELANCE LIFE.
- TAKE INVENTORY OF YOUR **PREFERENCES** AT WORK AND IN LIFE. WHAT ARE YOU GOOD AT AND LIKE TO DO?
- JOIN A GLOBAL **ID COMMUNITY** LIKE **IDLANCE** TO CONNECT WITH YOUR FELLOW ID PEEPS!

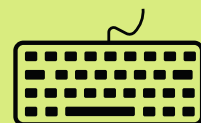
6 Months Out



Expand Your Skill Set

- INCREASE YOUR ODDS OF LANDING ID FREELANCE GIGS, AND AVOID BEING PIGEON-HOLED AS "JUST AN INSTRUCTIONAL DESIGNER," BY **EXPANDING YOUR SKILL SET!** DESIGNERS WHO CAN ALSO PRODUCE ACTUAL, USABLE TECHNOLOGY PIECES ARE IN HIGH DEMAND!! BUILD YOUR DEVELOPMENT SKILLS IN ARTICULATE STORYLINE, ARTICULATE RISE, OR ADOBE CAPTIVATE. GET OUTTA THAT COMFORT ZONE!

5 Months Out



Create Small Starter Portfolios and Get Active in the Freelance Marketplace

- USE **ARTICULATE'S E-LEARNING HEROES SITE** AND CREATE SOME SAMPLES WITHIN THEIR WEEKLY E-LEARNING CHALLENGES PAGE.
- GET ACTIVE IN THE **FREELANCE MARKETPLACE**. JOIN UPWORK, FIVERR, AND GURU AS AN INDEPENDENT FREELANCER! START LANDING THOSE GIGS! IT'S OKAY TO ENTERTAIN **2 OR 3 GIGS** AT A TIME!

4 Months Out

Assess Your Progress and Develop Your Personal Brand



- BY THE TIME YOU'VE LANDED AT LEAST **3 SMALL GIGS**, YOU SHOULD HAVE A GOOD IDEA OF WHETHER YOU WANT TO CONTINUE DOWN THIS ROAD AND IF YOU'RE STILL GAME TO MAKE THE **BIG LEAP**.
- THIS PART'S FUN! YOU MAY ALREADY HAVE A BUSINESS NAME IN MIND, BUT IF NOT, IT'S TIME TO **BRAINSTORM**. PICK A NAME THAT REPRESENTS YOU AND YOUR **BRAND** BUT DOESN'T INFRINGE ON ANY EXISTING REGISTERED TRADEMARKS.

3 Months Out

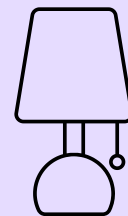
Get Your Legal, Financial, and Insurance Stuff in Order



- HAPPY HAPPY JOY JOY— **PAPERWORK TIME!** THIS IS THE POINT AT WHICH YOU WANT TO FILE FOR A **BUSINESS ENTITY** WITH YOUR STATE, OBTAIN AN **EMPLOYER IDENTIFICATION NUMBER**, SET UP A BUSINESS **BANK ACCOUNT & CREDIT CARD**, AND PREPARE YOUR **ACCOUNTING SOFTWARE**.
- THIS IS ALSO THE TIME TO RESEARCH AND BUDGET FOR AN AFFORDABLE **HEALTH INSURANCE PLAN**.

2 Months Out

Build The Office Space of Your Dreams



- NOW'S THE TIME TO SET UP A DEDICATED, COMFORTABLE **WORKSPACE** WITH THE RIGHT EQUIPMENT TO GET YOUR **PRODUCTIVITY** JUICES FLOWING! HERE ARE SOME THINGS YOU'LL NEED RIGHT AWAY: A DESK, A COMPUTER, A PRINTER, AN ERGONOMIC CHAIR, GENERAL SUPPLIES, AND A TOP-OF-THE-LINE CAPPUCCINO MACHINE.

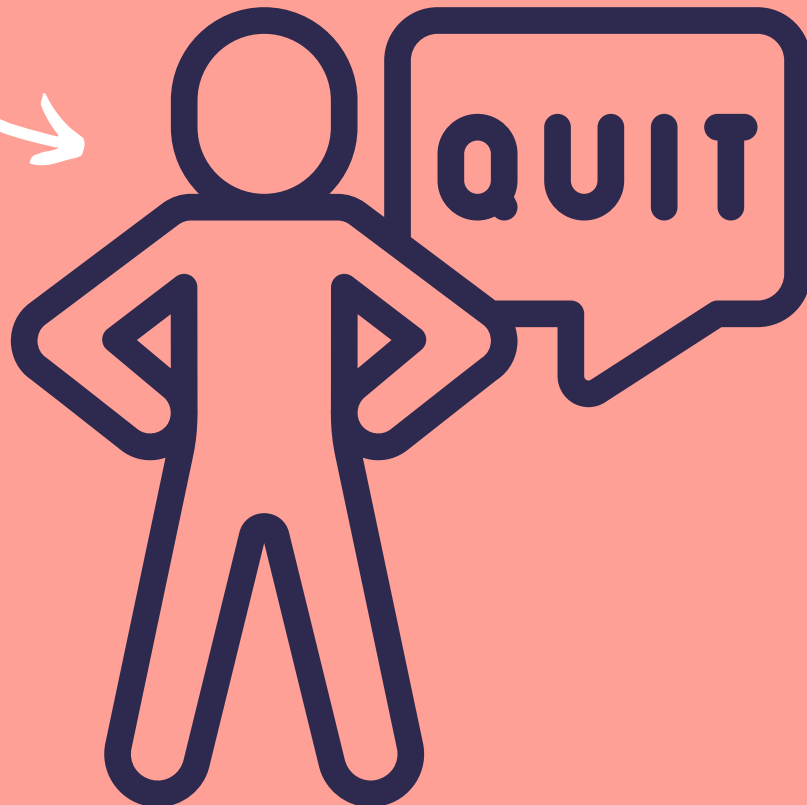
1 Month Out



Establish Your Digital Presence, Put in Your 2 Weeks Notice , and Identify Your Market

- **IT'S TIME TO GET ONLINE AND ESTABLISH YOUR DIGITAL PRESENCE!** BUILD A SIMPLE WEBSITE, JAZZ UP YOUR LINKEDIN, UPDATE YOUR RESUME, AND START BUILDING YOUR NETWORK ORGANICALLY.
- **NOW IT'S TIME TO GIVE AT LEAST 2 WEEK'S NOTICE TO YOUR (SOON TO BE FORMER) EMPLOYER AND CHAT UP YOUR COLLEAGUES TO FIND VALUABLE CONNECTIONS IN YOUR CURRENT PLACE OF EMPLOYMENT.**
- **IDENTIFY YOUR MARKET IN THE L&D WORLD!**

FUTURE YOU



SO PROUD.



Lift-Off!



TIME TO CELEBRATE! IT'S VERY CHALLENGING TO DO THIS ALL ALONE. BUT YOU ARE NOT ALONE ANYMORE— YOU'VE GOT US! DON'T FORGET TO LET US KNOW HOW YOUR BIG EXIT GOES!

**BRING IT IN FOR A GROUP HUG...ERR...
A HIGH-FIVE IS COOL TOO...**

**Questions?
Get in touch
with us!
We're nice!**

 HEADHONCHOS@IDLANCE.COM

