

NANDY CYBER SUCCESS

21-POINT FREELANCER CHECKLIST & INCOME/EXPENSES PLANNER

ADMINISTRATION:

- ☐ TYPE OF BUSINESS
- ☐ GOVERNMENT PAPERWORK
- ☐ TAX PAPERWORK (IRS)
- ☐ BUSINESS INSURANCE
- ☐ HEALTH INSURANCE
- ☐ BANKING & CREDIT CARDS
- ☐ ACCOUNTING PLATFORM

COMMUNICATION:

- ☐ UPWORK PROFILE SETUP
- ☐ WEBSITE SETUP
- ☐ E-MAIL & PHONE NUMBER
- ☐ VIDEO CONFERENCING
- ☐ SaaS & OTHER APPS
- ☐ DOCUMENT MANAGEMENT
- ☐ SOCIAL MEDIA ACCOUNTS

BRANDING:

- ☐ BUSINESS NAME (DBA)
- ☐ UNIQUE LOGO DESIGN
- ☐ HEADSHOTS
- ☐ DOCUMENT TEMPLATES
- ☐ TESTIMONIALS
- ☐ CONTENT MARKETING
- ☐ NETWORK OUTREACH

INCOME:

AMOUNT

DATE

NOTES

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EXPENSES:

AMOUNT

DUE

NOTES

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TOTALS:

GOAL FOR NEXT MONTH: