TASKS TO DO WHEN BETWEEN PROJECTS

Stuck for something to do while you're between freelancing projects? Try one of these twelve ideas.

1. Pitch a Publication That Uses Freelancers
2. Write a Guest Post for a Large Blog
3. Let Family and Friends Know You're Freelancing
4. Add to Your Website
5. Update Your LinkedIn Profile
6. Improve Your Workspace
7. Get to Know Other Freelancers
8. Clear Out Your Emails
9. Get Organised (Planner, App, or Both)
10. Create Workflows for Common Tasks
11. Learn More About Freelancing (blogs & podcasts)
12. Develop an "Ideal Week" for your Work

Here's How Each of Those Might Look

#1: Pitch a Publication That Uses Freelancers

There's lots of competition for freelance jobs … but pitching a specific idea to a publication could give you a great chance of landing a paid piece. Check out the section on *Using "Accepting Submissions" Lists* in Module 6 for lots of great resources on this.

#2: Write a Guest Post for a Large Blog

If you want to boost your portfolio, guest posting is a great way to do so. Ideally, choose a blog or website to write for that will impress your ideal clients. Don't spend too long on guest posting, though: make sure you're putting yourself out there for paid gigs, too.

#3: Let Family and Friends Know You're Freelancing

Spread the word about your freelancing. Post on Facebook, send out an email, or even message round your WhatsApp groups. You never know who might need a writer or editor! Share the URL of your website (or Facebook page) so people can easily find out more about what you do.

#4: Add to Your Website

If you haven't yet set up your website, head back to Module 3 for simple step-by-step instructions. Once your site is up and running, use some of your freelance downtime to update and improve it. Add new portfolio pieces and testimonials and keep your About and Services pages up to date.

#5: Update Your LinkedIn Profile

If you don't yet have a LinkedIn profile, Module 2 will help you set one up. You'll want to keep your profile up to date over time – adding new details about clients, projects, experience, and so on. You can also post updates just like on any social network. Keep these focused on work.

#6: Improve Your Workspace

Is your desk lost under a sea of paperwork and coffee mugs? It's easy for things to pile up when you're busy meeting deadlines – so take advantage of the quiet times to clear the clutter and give yourself a calm environment that helps you focus.

#7: Get to Know Other Freelancers

Come and post in the Aliventures Club group on Facebook (facebook.com/groups/aliventuresclub) – we'd love to get to know you! If Facebook isn't your thing, there are loads of places where freelance writers hang out online, including Twitter (just search for the #freelancing or #freelancewriting hashtags) and Reddit's "Freelance Writing" subreddit.

#8: Clear Out Your Emails

Perhaps your inbox is sadly empty of emails from clients wanting to hire you … but you've got a lot of *other* emails in there. Between-projects downtime is a good chance to clear out the clutter, so you don't end up missing anything important (like a reply to one of your job applications or article submissions).

#9: Get Organized (Planner, App, or Both)

Do you have a good system for organising your freelance work? The Freelance Work Planner that came as a bonus with Start Freelancing is a great place to begin, but you might want something more detailed. I use the Full Focus Planner to organise my work (and life!) and I've also found the Nozbe app really useful. Try out some different tools to see what's right for you.

#10: Create Workflows for Common Tasks

Some tasks crop up time and time again for freelancers, like sending out an email newsletter, formatting blog posts, or even simply applying for freelancing gigs. Create a checklist for tasks that you do frequently: it'll speed you up, as you won't be trying to remember how you did it last time.

#11: Learn More About Freelancing

There are hundreds of great blogs and podcasts about freelancing out there, so pick a few new ones to try out. Or, choose something freelance-related that you'd like to learn more about (or a problem you want to overcome) and search on Google for more information.

#12: Develop an "Ideal Week" for Your Work

I came across this concept from Michael Hyatt and I've found it really useful over the years. An "Ideal Week" is a plan for how you use your time each week – setting aside blocks of time for freelance work, for rest and relaxation, for childcare, volunteering, or whatever else you do. You can download a free template here, or simply create one on paper or in a spreadsheet.