# ASTEPS TO STARTA REMOTE FREELANCE BUSTNESS

A guide to creating a location-independent lifestyle as a remote freelance developer

PHIL MANNING

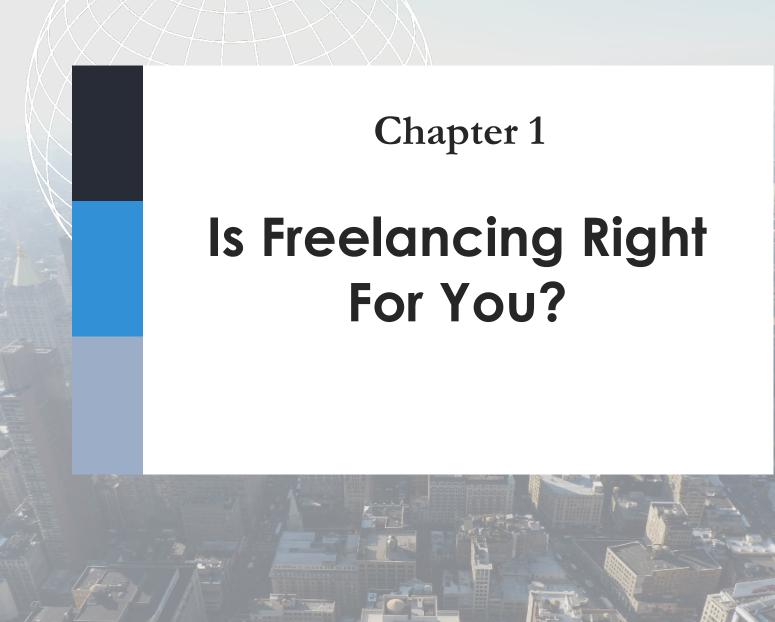
#### **Quick Summary**

Follow these steps in this particular order ...

1	Is Freelancing Right for You?  Learn the benefits and challenges to see if freelancing is right for you
2	Become a 'Full-Stack Freelancer' Learn multiple, high-paying skills (Design, Development, and SEO)
3	Start Your Own Freelance Business Register your business, open a bank account, and create a portfolio website
4	Get Your First Clients Once you're set up - find clients locally and online
5	Project Management for Freelancers Keep your business organized by effectively managing your projects
6	Set Up a Simple Accounting System Budget out your ideal lifestyle and set up your billing and finances
7	Create a Remote Freelancer Funnel Create a system to run your entire business on autopilot from anywhere

Do you want the step-by-step guide to start your own remote freelance business?

Cool;) read on...





#### **Benefits & Challenges**

So how do you know if you'd like freelance life...

Freelancing is tough. Make no mistake about it.

But freelancing is also one of the **most rewarding** careers you could ever choose.

Basically, you're choosing to become an entrepreneur - or as I'd like to call it... a solopreneur.

You're deciding to take on full responsibility for every area of your life.

Some people thrive as freelancers, and other can't handle the responsibility. I've listed below the biggest 'Pros' and 'Cons' that will help you decide whether freelancing is a good fit for you...

Pros	Cons
Freedom  Work wherever and whenever you want	Getting Clients  You need to create a sales system
Multiple Streams of Income Products, services, part-time jobs	Managing Multiple Projects Getting organized is essential
Uncapped Financial Gains Hourly pay is higher than a 9-5 job	Day-to-Day Business Sales, Marketing, Accounting, etc.
New Projects/Companies  Time and skills to build your own ideas	<b>Liabilities</b> You are solely responsible for all work

If you can set this up effectively - you can live a **dream** life of living and working as a digital nomad.

What's a **Digital Nomad** you ask?

Let me tell you...

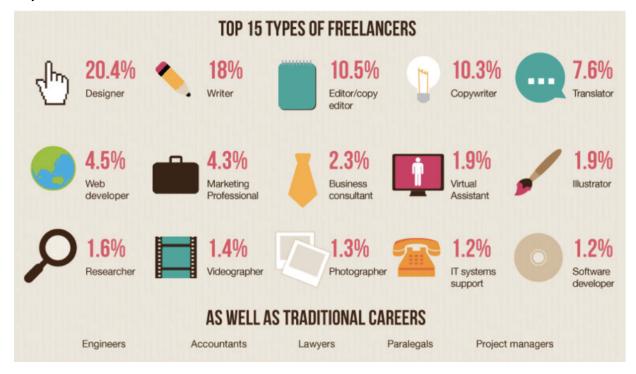


# **Digital Nomad-ism**

What it is and how to get started...

**noun:** Digital nomads are **location-independent** workers who use technology to work from **anywhere** in the world

They're often freelancers who work in a number of different fields...



While their jobs may seem standard - their lifestyles are anything but...

DN's are experts in lifestyle design.

Often surfing in the morning or scaling mountains in the afternoon, the life of a digital nomad encompasses **complete freedom**.

Three of the most common and most profitable DN jobs are web design, development, and online marketing.

While it may seem like a hard lifestyle to obtain, it's actually quite easy to get started.

All you'll need is a **computer**, design and development **skills**, a **portfolio**, and an **entrepreneurial** spirit.



#### **Are You Freelancer Material?**

The rest of this guide is for 3 types of people...

- 1. People who are sick of their 9-5 job and ready to work for themselves
- 2. People who live abroad or travel frequently and want to work remotely
- 3. People who work part-time and want to create a substantial side income that can help pay the bills

Is that you?

Good.

Because you're at the right place my friend...

#### The Travel Developer Process

Travel Developer is a program I've built that I'm going to walk you through today...

Step-by-step.

It's the process I've personally used over the past **5 years** to become a successful remote **web designer**, **developer**, and **SEO consultant**.

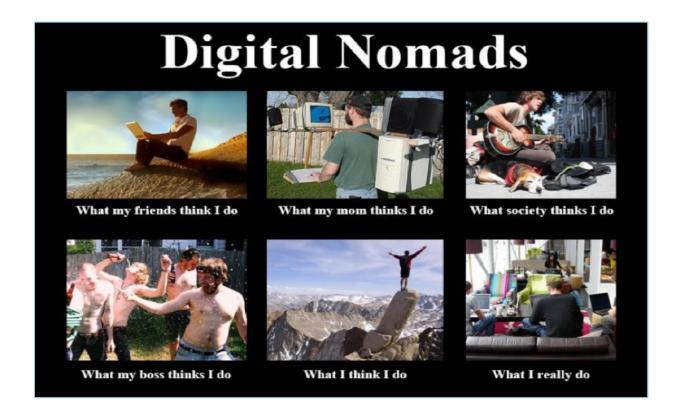
Notice that the **Complete Travel Developer Course** is an **on-going freelance process.** It is not an advanced course in any specific skill of web design/ development/etc. (i.e. something you can find on <u>Codecademy</u>).

After you're done reading this guide, you'll have new **inspiration** & **direction** on how to start your **freelance career** and become a Travel Developer with your own **remote** business.

Sound like a good deal?

Alright - let's do this...

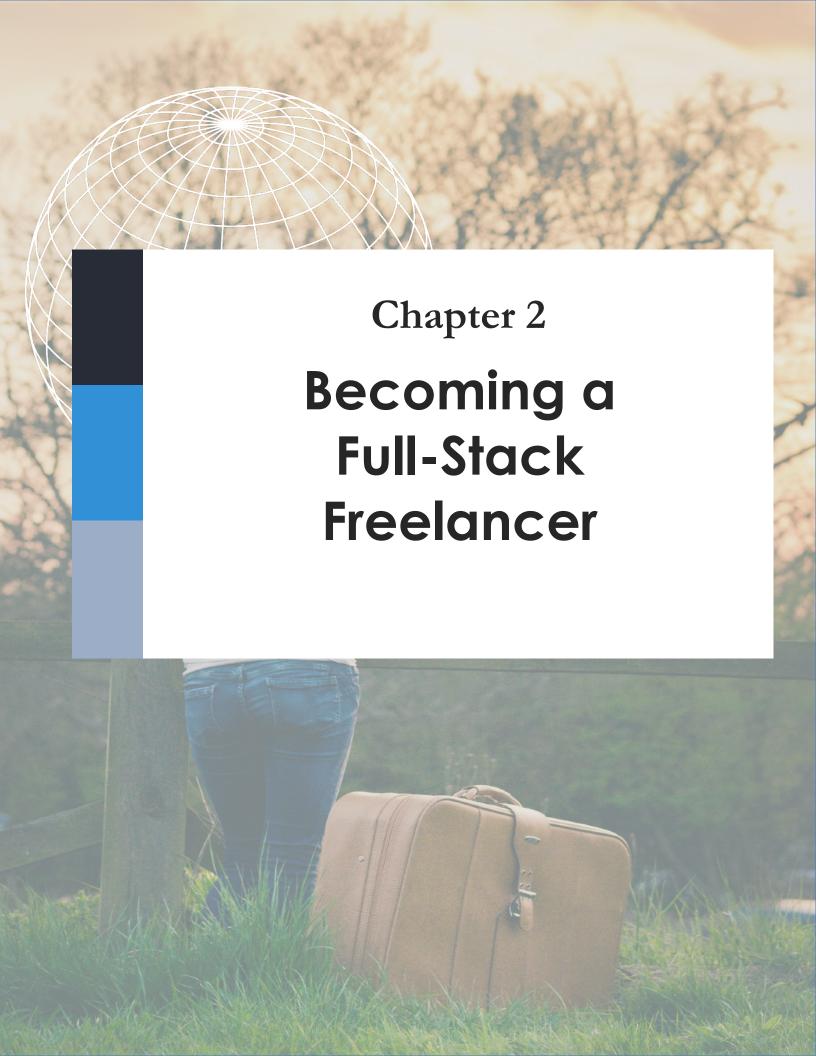




**Common Misconceptions:** DNs work from a hammock on the beach everyday, DNs earn less than a 9-5 employee, DNs can easily explain their job, DNs only work a 4-hour work week, DNs are spoiled vagabonds who should get a real job.

Always wake up with a smile knowing that today you are going to have fun accomplishing what others are too afraid to do.

Mark Cuban - Owner, Dallas Mavericks





# Design, Development, & SEO

#### The most profitable freelancer skills

So you're this far...that means you're ready to be a freelancer:)

Yeww!

I'm excited for you - it's a tough decision to make...and one you can't half-ass.

You've got to be **100% confident** you want this.

And that's partly where I come in. I **know** anybody can do this. And I **promise** that if you **commit** - you can do this.

See...I went to school for Business Administration and only took a few Computer Science classes for fun. I thought I'd go into Finance after college. But the thought of working at a bank made me depressed.

I had this yearning for design, development, and being able to build my ideas.

And my long-term goals were clear...

I wanted to be my own boss, create my ideas, and make good money doing it.

So I took a **TON** of online courses, offline courses, and self-made courses (too many to be honest).

It took me a lot of trial and error. But through it all I kept getting better and better - and slowly but surely I felt more **confident** in my skills, got better **jobs**, and built more complicated **websites**.

The thing is...

Being a freelancer is **NOT** about being the **BEST** designer/developer/marketer/etc.

It's about being the **best all-around contractor**.

That means being **thoughtful**, **engaged**, and making your clients always feel like they're **being taken care of**.

That being said - you do need to be comfortably skilled in **design**, **development**, and **SEO** to become a **full-stack freelancer**.

So how do you get started learning these skills?

It'll take years, right?

And plus isn't it too late for you to start learning all these skills?



# **Getting Technical**

#### How to get a head-start on your technical skills

Have you ever read Tim Ferris' 4-Hour Workweek?

If you haven't - I **HIGHLY** suggest you do. His book is the catalyst for many people getting into the **remote work lifestyle**.

In the book, Tim talks about what's called the **Pareto Principle** (aka the 80/20 rule).

This rule is basically a cause-and-effect ratio that says 80% of output usually comes from only 20% of input.

And he applies this to almost everything in life.

Tim found that if you learn the **right** things you can **drastically** cut down on you're learning needs.

He found that to get to the **top 80% percentile** of any skill - you only need to focus on learning **20%** of the **most important material**.

So to apply this to becoming a designer, developer, and SEO consultant...

You only need to learn the most important 20% to become 80% proficient.

After this 80% proficiency - it will take **YEARS** to up your mastery level...but you don't need to be a master to **start your freelance career**.

You'll learn as you grow...and make money too.

This is where most people fail.

They think they **NEED** to be the **BEST** before they can start.

No. You have to get **STARTED**...as soon as possible...like yesterday...

Promise me you'll get started...



# What basic skills can get you...

Designs I've created with simple tools

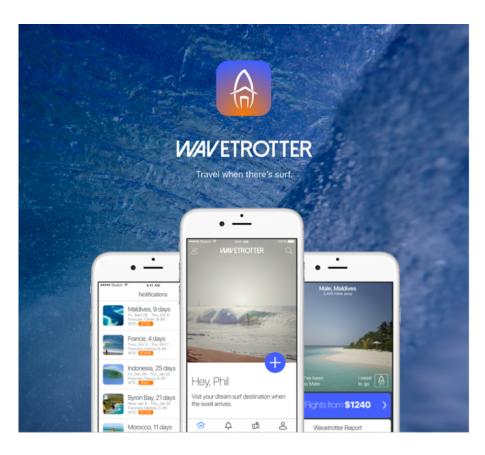
Logos



**Flyers** 



#### Websites and Apps

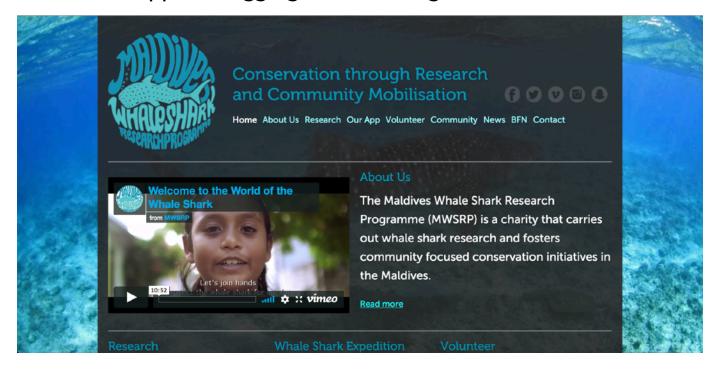




# You can develop anything

Projects I've made only knowing the basics...

#### An app for tagging and tracking whale sharks



#### Luxury hotel websites





# Easy SEO Strategies

I've gotten recognized using simple techniques...

Top 20 Story on the most popular blog in the world

Medium

Your story made the Top 20 Most
Popular on Medium today.

How to Make Money Online: 38 Remote Jobs in
2018

See the Top 20 list

Sent by Medium - 799 Market Street, 5th floor, Serancieco, CA 04302

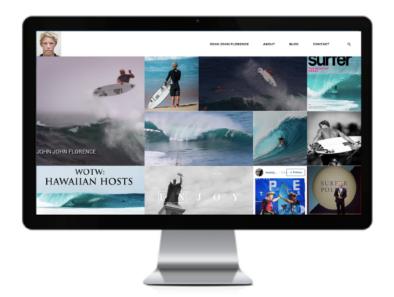
~20K views in 3 days



Getting noticed by national news



Top Ranking Personal Website for the #1 Surfer in the World - John John Florence



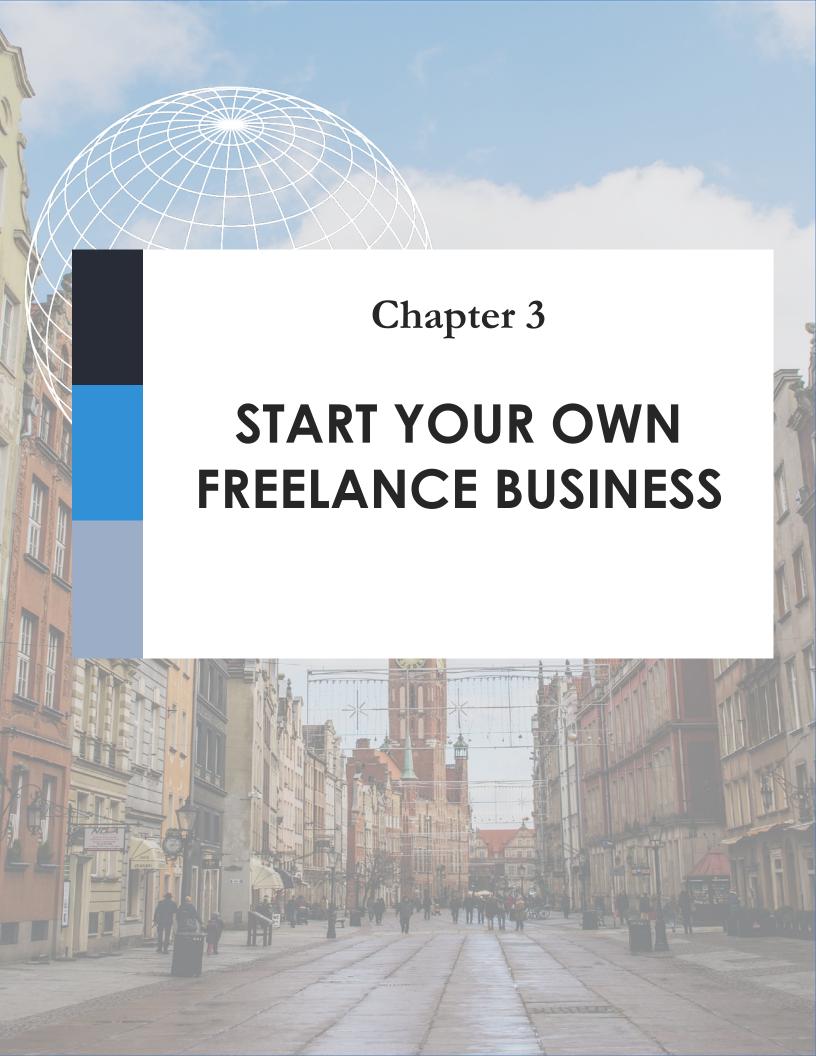




Why Design, Development & SEO: These skills are the most sought after skills for freelancers. They have the highest hourly pay, the most job listings online, and the best opportunities for growth - either personally or with another company. Want to learn AI, Machine-Learning, or Blockchain - you'll need a backbone first.

Everybody in this country should learn to program a computer, because it teaches you how to think

Steve Jobs - Founder, Apple





# **Starting Your Own Business**

The best decision you'll ever make...

\*Note: I am not an accountant and I always suggest you consult a professional before making any decisions with your business creation and tax advice.

Getting set up with your business isn't just a great decision for your freelance career.

It's probably the **greatest** decision you'll ever make.

Period.

Why is starting your own business the best decision you're going to make in 2018...?

#### Mostly for your finances.

Once your business is started - you open up the option to both **increase** your **revenue** and **decrease** your **expenses**.

Huh...decrease my expenses?

Yep.

Ever wonder how the rich stay rich?

They do what's called tax avoidance.

It's 100% legal (and not to be confused with tax evasion - which is HIGHLY illegal).

You're simply using the law to your advantage rather than disadvantage...

With business expenses.

Let's look at an example...

I'm a developer for my freelance business and my computer is **ESSENTIAL** to my work. Therefore, my new MacBook which cost \$3,000 is a **business expense**. On my taxes at the end of the year - I get to 'write-off' this expense against my income (aka I don't have to pay taxes on the income that paid for this item).

If you're thinking right about now...holy crap this is pretty awesome... Is it real...?

Yes...it's real...and it's **more** than awesome.



# **Start Accepting Payments**

Get your business prepared...

So depending on your exact needs and where you're located will determine where you should create your business.

If you're from the US - I suggest getting set up as a Wyoming LLC.

It's one of the **easiest** and most **affordable** States to incorporate as a freelancer.

Some other options for non-US citizens include Stripe Atlas and LeapIN.

Otherwise - consult a local/online professional to tell you some of your options in your country.

Once you've set up your business...

Go to a major bank and set up a **business bank account**. This is how you'll be able to charge people for your services.

After this - go to Stripe and create an account. This will allow you to accept payments online :-)



#### Note:

Tax write-offs can make my \$70,000/year income look identical to a friend's \$100,000/year salary working for a company.

To maximize this, you can go a step further - set up your business in a market/industry you absolutely love. Business trips = business expenses.

Now you see why I tailor towards surf-related businesses?;)



#### Establish a Portfolio

Create a website to show potential clients...

If you're just getting started as a freelance developer - you may be thinking...

I don't have a **portfolio...** 

#### How am I going to get clients?

That's perfectly ok...

Remember we're moving fast here...

Like a **startup**...

We're going to get your **portfolio website** set up first, so you can **easily** and **quickly** add your first projects once they're complete.



To do this is quite simple.

And you're going to learn how to quickly get a website up in under an hour...

- 1. You need to buy a domain name.
- 2. Get hosting for your domain.
- 3. Install Wordpress on the domain.

If this is completely foreign to you it may seem intimidating and confusing.

It used to be...but it's 2018 and it's never been easier to get a website started.





**Starting Your Business:** Becoming a 'Business Owner' is a big step in life. It's one many people aspire to, but not everyone has the guts to follow through on. Sometimes you just need some confidence and a slight push. In the internet age, it's never been to go from A-to-Z setting up your business.

Your work is going to fill a large part of your life, and the only way to be truly satisfied is to do what you believe is great work. And the only way to do great work is to love what you do.

Steve Jobs - Founder, Apple



# Getting Your First Clients



#### The Hardest Part of Freelancing

How to position yourself...

You've got your skills and created your business...

Now it's time for the fun part—getting clients.

In it's simplicity, that's all being a freelancer entails.

But before you think about selling **what you do**, I want you to think about your **clients**. Because this is where many people crash and burn before they ever take off.

I want you to *really* think about what you're providing your clients...

Are you making them a website?

Designing a logo?

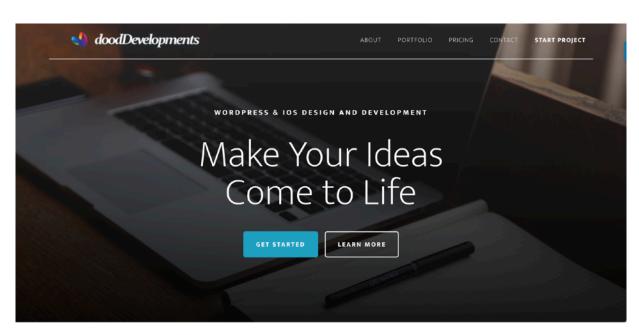
Getting a higher ranking on Google?

On the surface—yes...

But deep down you're doing much more...

You're solving someone's problem.

Your client has a **PROBLEM** and you have the **SOLUTION**.





# 3 Types of Clients

Where to find your potential clients...

Like I said before—your biggest challenge isn't becoming a designer/developer/consultant. I have 100% confidence anybody interested can do so...

Your biggest challenge is going to be getting clients.

And you're going to have **3 different options** when trying to find new clients...

You can...

- 1. Remind businesses that they need what you offer
- 2. Go to a marketplace and satisfy the needs of clients with problems
- 3. Try to initiate a need by telling businesses that they have a problem

Each option has different environments and strategies to pitch...

Option 1: Email Outreach

Option 2: Freelancer Marketplace

**Option 3**: Client Education (Blog posts, FB Ads, etc.)

Most freelancers sit around waiting for the phone to ring.

And when it doesn't— they then start running around **pushing** their services on people.

You can't do either one of these.

You need to know who your customers are, and how to pitch them.

	Problem	Solution
Client 1	I have a problem but I'm ignoring it/too busy/don't know how to solve it.	: 🖾
Client 2	I have a problem and I know where to find solutions	
Client 3	I don't know I have a problem	<u>المحکو</u> 444



# **Pitching Potential Clients**

The art of cold contacting...

Once you understand **who** your potential clients are and **how** you're going to find them—now is the time to **reach out**.

The entire client contacting strategy contains 10 key steps...

- 1. Pick a **niche** in your industry
- 2. **Research** and understand your market and/or location
- 3. Become a part of the **community** (online and/or offline)
- 4. Research and create customer avatars for your 3 types of potential clients
- 5. **Understand** the pain points and **problems** of your clients
- 6. Become a mutual friend/follower of the 'decision-maker'
- 7. Perfect your **cold-email** (we provide templates in the <u>Travel Developer Course</u>)
- 8. Use the power of storytelling to create a **relationship** with your client
- 9. Present your confidence and expertise
- 10. Use software to automate your process and iterate on it



Throughout this process I want you to remember a few things...

- No answer doesn't mean 'no'. I'd say approximately 70% of my new clients come AFTER the first outreach.
- You **never** want to **sell** in your outreach. This will make you seem spammy and give potential clients a bad first impression.
- You main goal is to **create a connection** that will get you an **initial meeting.** This is where you can learn about your clients problems.
- Once you get a meeting that's where the **Remote Freelancer Funnel** comes in (you'll learn more about this in Chapter 7)

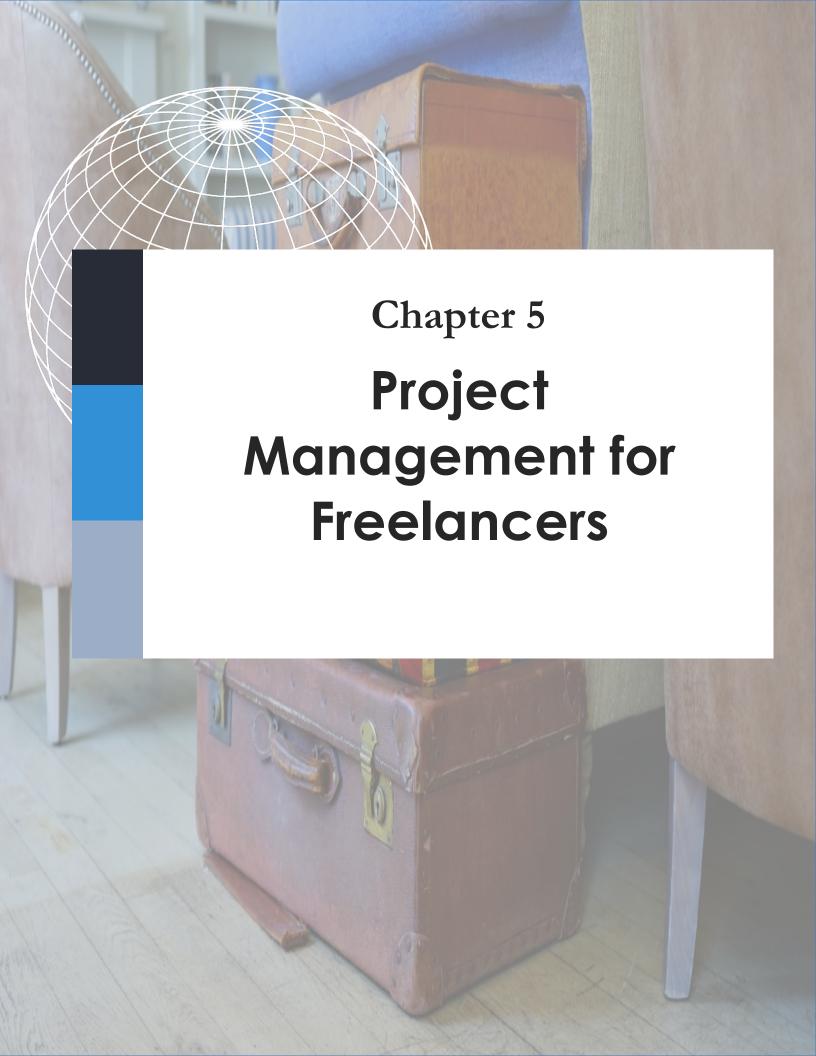




**Freelance Marketing 101:** Become involved in your local community. Always mention your skills when meeting new people, and carry around business cards — everyone knows someone looking for a designer/developer!

Our job is to connect to people, to interact with them in a way that leaves them better than we found them, more able to get where they'd like to go.

Seth Godin – Author, Entrepreneur, Marketer





#### MANAGING YOUR BUSINESS

How to handle multiple clients/projects/tasks...

Ok...so I hope you're seeing how everything is coming together here...

You've learned some profitable **skills**, set up your **business**, and started to learn how to get **clients**.

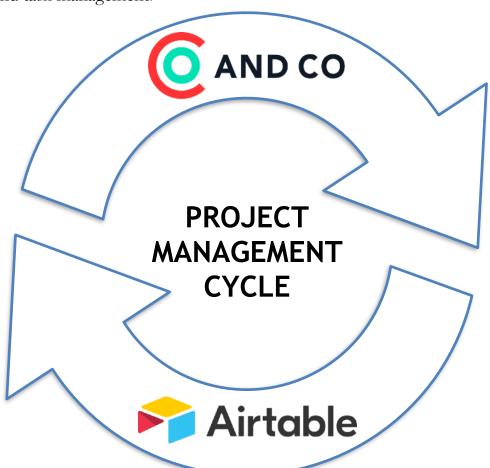
Now what's going to get you to the next level is essential to your success:

#### Project Management.

Project Management is basically **organizing** your business to be **100% optimized**... this means no wasted time, increased profitability, happy clients, and a great work/life balance for you.

The key to successful project management is setting up systems - online and offline.

For **online** - I use <u>and.co</u> for proposals, contracts, and billing, and <u>airtable.com</u> for project and task management.





#### FINANICAL MANAGEMENT

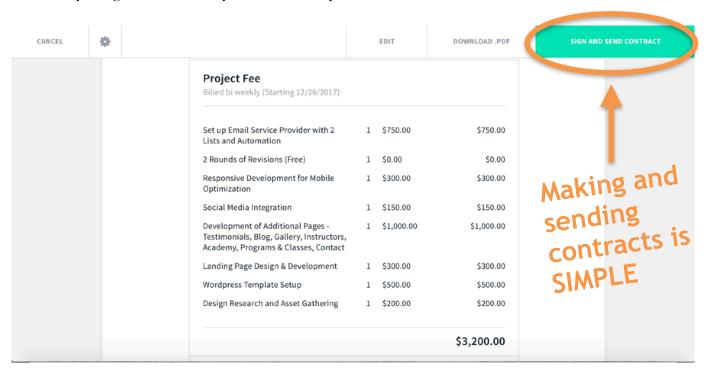
Handling proposals, contracts, billing with AND.CO

You know what impresses a client the most and makes them **buy** your service...?

Your on-boarding process.

That means from that initial contact to the first time you ask them to pay...

Everything runs smoothly and efficiently.



Above is an actual contract I just created for a project...it took 5 minutes...

Before I created this I....

- Had an initial meeting with the client
- Sent a proposal
- Had a second meeting with the client to discuss project specifics

I then virtually sign the contract - send it over to the client - and they sign it.

It will then "auto-magically" send over the invoice for the initial deposit.

Just like that - the client has been successfully on-boarded.



#### **WORK MANAGEMENT**

Managing projects and tasks with Airtable

Do you use a to-do list for your daily life tasks?

I do - it's called Wunderlist.

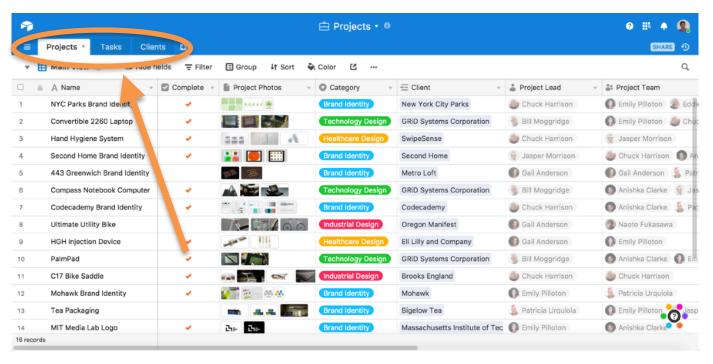
It's awesome...but it's lacking a bit when it comes to my **business** life.

You need to have some work/life balance - so it's important to keep these separate.

What you want is something to **manage projects** and **tasks** with plenty of **options**.

Airtable gives you all of these options.

It's super flexible and allows you to create different lists of **Projects**, **Tasks** for a Project, and add **Clients** that you can even share specific views with.



You can create projects, tasks, and clients Then you can link them all together



# **WORK MANAGEMENT (cont'd)**

Managing projects and tasks

The best part about Airtable is its flexibility.

I've tried every project management software out there...seriously I'm an **optimization** freak.

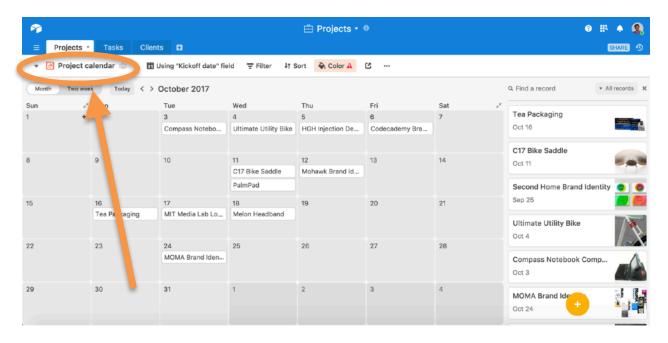
To organize my lists - I love to use **Spreadsheets** so I use <u>Google Sheets</u>. I also like to group things into categories - so I use <u>Trello</u> for **Kanban** views. But I also need a **Calendar** view like <u>Fantastical</u> to tell me what to do each day...

Airtable takes the best of what I've found in each of these softwares and **combines** them into one amazingly **simple** and **powerful** platform.

It's like if Google Sheets, Trello, and Fantastical got together and had a Project Management software baby...

#### It's AWESOME!

Ok ok - I'm getting a little excited and nerding out a bit too hard;) - but seriously you can do some magical things for your workflow with Airtable...



Create a different 'View' of your projects with the click of a button



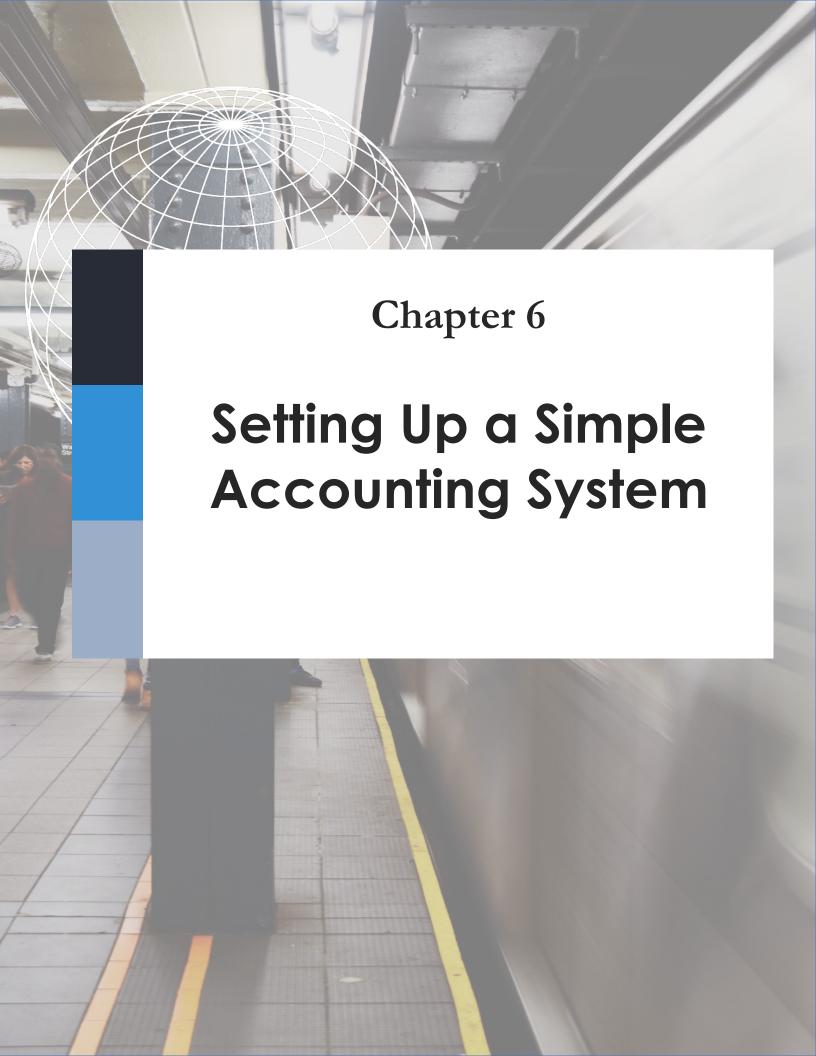


#### How You'll Create a Successful Project Management Pipeline:

- 1. Choose the right software
- 2. Set up pipelines for each area of your business
- 3. Put the same hard work for your expertise into each area of your business

So often people are working hard at the wrong thing. Working on the right thing is probably more important than working hard.

Catherine Fake – Founder, Flickr





# Financial Lifestyle Design

Budgeting as a freelancer....

If you've only ever worked for someone else - managing your finances may feel a bit **uncomfortable** at first.

Like I said - with great freedom, comes great responsibility...

You're responsible for setting aside money for taxes, paying for health care, having an emergency fund, etc.

Your finances are the final piece to setting up your remote freelance lifestyle.

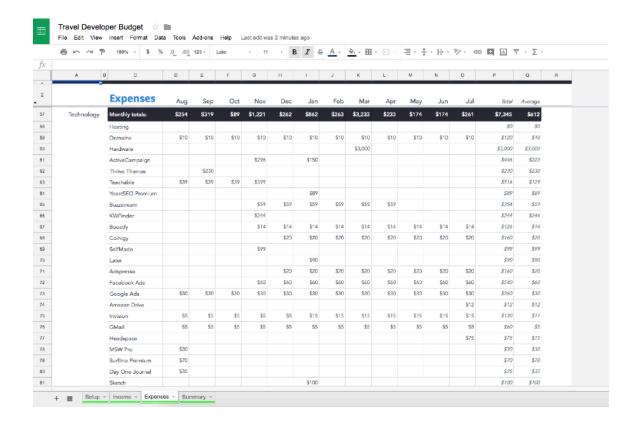
Don't worry though - it's not nearly as intimidating as it may seem...

The best plan is to stick to the basics.

That's what I do...

Simple financial planning by creating a budget.

I created a Google Sheet with my planned **Income**, **Expenses**, and a **Summary** tab to chart the year ahead - month by month.





# Financial Lifestyle Design (cont'd)

Setting up your freelance financials....

So you're probably thinking...that seems a bit intense?

How will you know your entire year of income and expenses!?

You don't have to.

Like my friend Captain Barbossa said...



You need to **create a budget** to use as your **guidelines**...without them you'll be running around like a monkey with it's head chopped off;)

But you don't need to follow this budget at all times, no questions asked...

You're choosing to be a freelancer for the **freedom...**right?

You want to play by your own rules...

Be responsible for your own finances, create your own schedule, be your own boss.

Here's your chance...

#### Be a pirate.

Make your own rules...and break them when you want to.



# The Boring Accounting Stuff

How to you do your accounting...

The **accounting system** you create is largely going to depend on what **country** you set your business up in.

My company is based in the **US** so I use <u>TurboTax</u> for my tax filing every year, <u>Quickbooks Self-Employed</u> to keep track of what is a business expense and what is personal, and <u>Mint</u> to see an overview of all my accounts.

Because all 3 are owned by Intuit - they work together **perfectly.** 



If you use your credit card often - all your transactions go into the Quickbooks app.

Then you basically play Tinder with all of your expenses...

Swipe left for Business - right for Personal...and watch your taxes get closer to \$0.

What's even better about this whole system...

The <u>and.co</u> invoicing system integrates into it all of it...

Are you starting to see notice anything yet...?

Everything comes together to create the perfect freelance system!?

Having your **project management** and **accounting** system integrated will make your work and personal life run like a fine tuned machine.

You don't want to worry about these while trying to run your freelance business.

It stops you from making more money when you want to.

#### Systems save time...

And more time equals more money...if you want...or more travel if you prefer;)

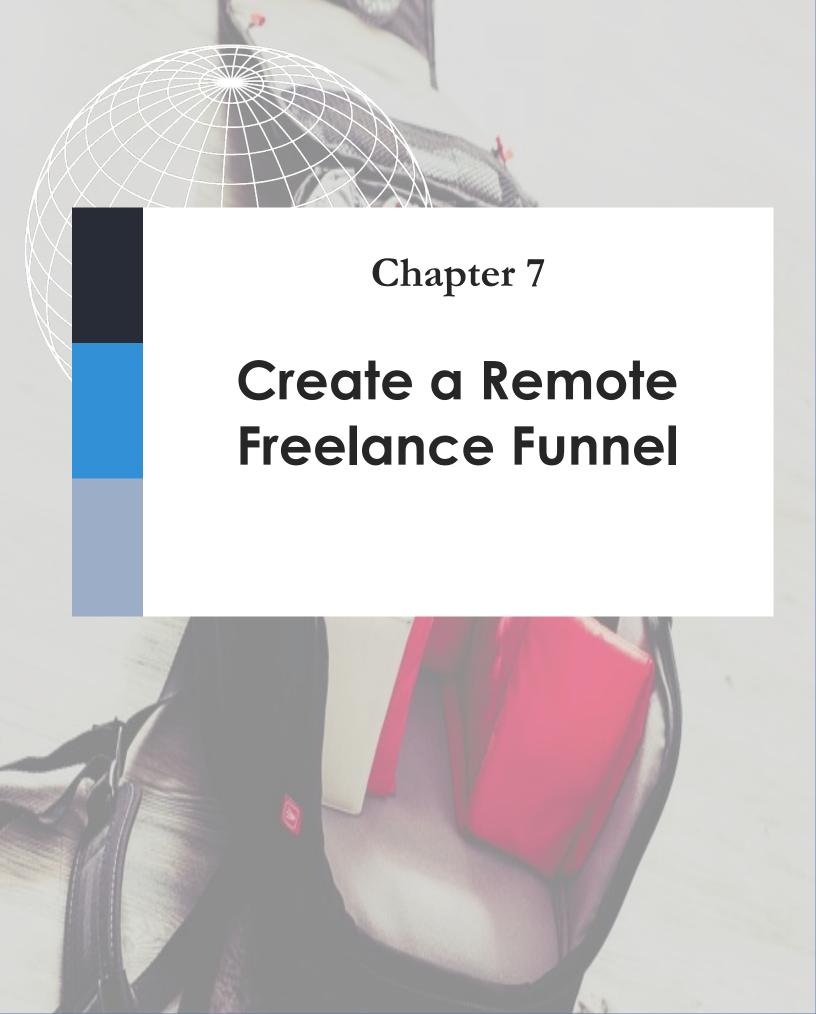




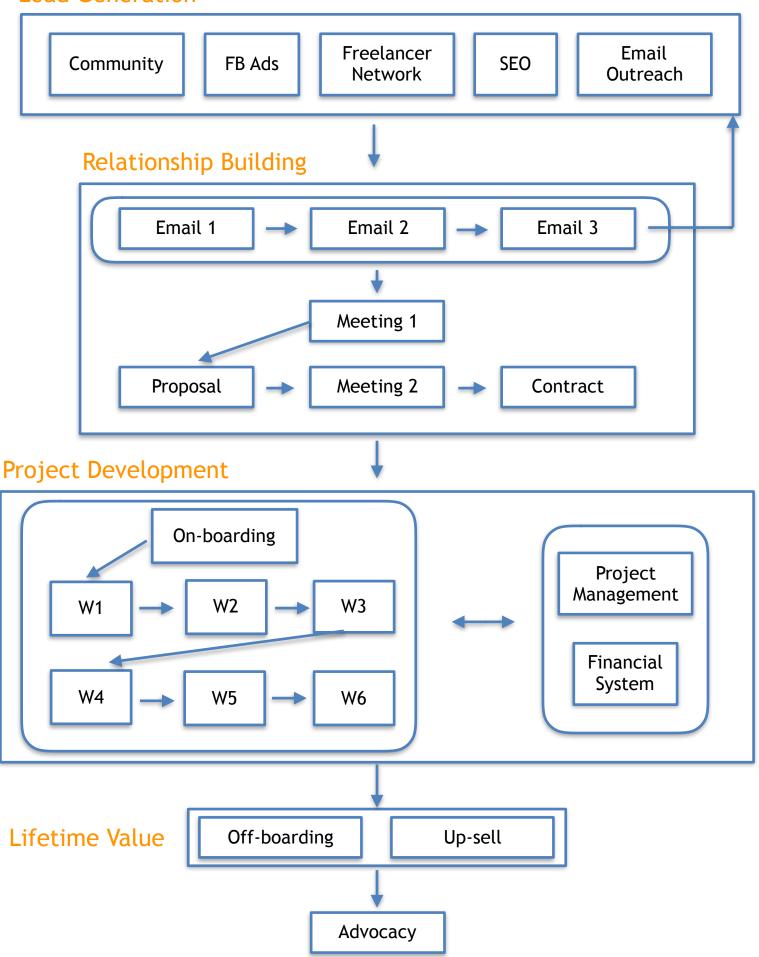
**Keep Your Accounting in the Cloud:** Bank accounts, expense tracking, proposals, contracts, and billing software will all help keep your money management safe and under control while you roam around the globe.

First, have a definite, clear practical ideal; a goal, an objective. Second, have the necessary means to achieve your ends; wisdom, money, materials, and methods. Third, adjust all your means to that end.

**Aristotle - Greek Philosopher** 



#### **Lead Generation**





#### Remote Freelancer Funnel

A proven process to keep your business running...

That was the **Remote Freelancer Funnel**.

It keeps your business on autopilot.

It's what I've used for the past **5 years** to keep clients coming in while I travel around the world.

I can scale up or down whenever I like.

Create **side projects** or work other jobs when I want...

#### Career freedom.

It may look a bit complicated on paper - but once set up - it's a client-grabbing, project-flowing, money-making **machine**;)

The funny thing is you've already learned about most of the funnel throughout this guide.

You just need an action plan to set up a structure just for you.





# **Your Next Steps**

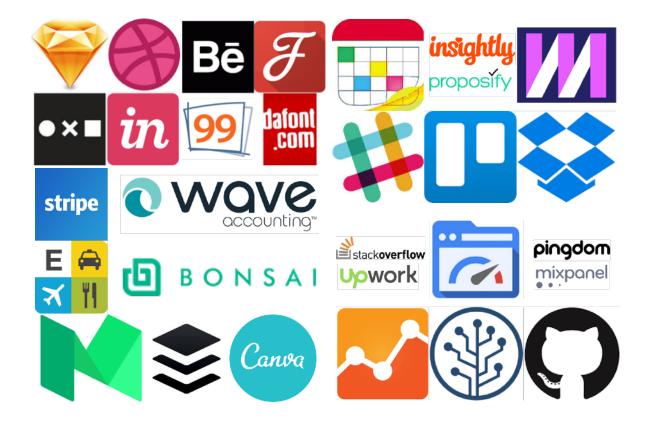
Get started on your journey...

I hope you enjoyed this guide
And learned a thing or two
That was my goal;)
Let me ask you something
Are you looking to become a remote developer?
If yes
Do you have the skills and system in place to run your own business?
From anywhere in the world?
Think about it
If you feel like upgrading your career and lifestyle
Make sure to pay attention to the emails I'm going to send you over the next few days
If you liked this guide, you will absolutely LOVE my course
And promise me to take action.
Take what you learned in this guide and apply it to your freelance career.
It's time for action baby! ;-)
Thanks, You rock!



Phil;-)

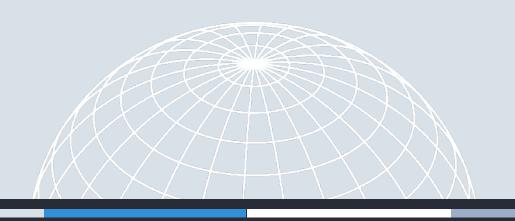




**Digital Nomad Software:** The internet of things is here to help! Check out the Travel Developer toolkit to see all of the different types of software I use.

Perfection is achieved not when there is nothing more to add, but rather when there is nothing more to take away.

Antoine De Saint-Exupery – French Writer





#### www.TRAVELDEVELOPER.com

Check out the TD blog for more free content.

Also, you can sign up for a free trial of the course and start your journey to becoming a profitable remote developer.

**START FOR FREE** 

