

10 Time Management Tips for Freelancers

According to an analysis by Forbes, 77% of full-time freelancers say that being their boss is what draws them to be self-employed and do freelance work. Well, they have a point. Among the many [advantages of a freelancer](#) is becoming independent. No managers, supervisors, and CEOs will be telling you what to do and what not to do. You decide things on your own. However, despite the freedom and independence that you'll enjoy in freelancing, you still need to exercise your time management skills. When you leave your day job and [start freelancing](#), you shouldn't forget that you're still a professional. And that means managing your time well too. So before whether you are already freelancing or just planning to take the plunge, here are time management tips that you can follow.

Make a To-Do Checklist

Creating a to-do [checklist](#) a week or a day before you perform a batch of projects is advisable. A to-do checklist reminds you of every project or task that you need to complete within a specific period. You can list your projects and tasks in no particular order. Make sure to list down all projects and tasks on your checklist so that your productivity won't be affected. You can also include your errands on your checklist if that enables you to plan your time better.

Prioritize Urgent Projects

If you have projects with deadlines that are fast approaching, you have to prioritize them. As a freelancer, you should make it a practice to accomplish projects on time for the satisfaction of your clients. So, start doing urgent projects first so that you can still catch up with their deadlines. Focus on them before you work on your new projects with due dates that are still realistically far-off. Additionally, you can list urgent projects at the very top of your to-do checklist so that you'll be reminded of them constantly.

Create a Schedule

Creating a [schedule](#) is the most basic and direct means of managing one's time. It's not just a time management tip for freelancers; it's also considered as one of the top organization tips. That being said, you should apply this tip throughout your freelance career. A schedule allows you to budget your time and manage your workload. With a schedule, you'll be guided on when you must finish a certain project or task. In that way, you'll be able to meet deadlines consistently. Moreover, if you have an appointment, such as a client meet-up or [negotiation](#), include it on your schedule as well.

Keep Track of Your Working Hours

Keeping track of your working hours allows you to monitor how long it took you to complete a specific project. In this way, you ensure that you are doing things on schedule. As a freelancer, you need to minimize the number of hours you spend on a single project so that you can have more time to work on others. Plus, you might even enjoy some spare time. You can use time tracking and time management tools for this matter.

Keep Distractions at Bay

Anything that distracts you while you are working must be kept at bay. Distractions can hinder the progress of your tasks and prompts you to spend more of your time. When you are working, refrain from browsing social media, watching TV, playing with your pets, and anything that draws your focus from the task at hand. Some freelancers, particularly writers, listen to music to focus and to block the very distracting noises. You can try this method. Do what works for you.

Work in a Comfortable Space

You have the freedom to do your freelance work at home; it could be in your bedroom, living room, dining table, or home office. You can also work at cafes, coffee shops, or diners if that's what you prefer. For as long as you find the place comfortable and free from distractions, do your job there. Working in a comfortable space can help you finish your tasks or projects faster. Thus, you will [be more productive](#). For some, working in your bedroom or your home office is the best option because you can have more privacy.

Take Breaks

Various [sites for freelance work online](#) gives you access to a wide array of one-time freelance jobs. You can potentially find as many freelance gigs as you want. But, always remember to take a break now and then. Taking breaks and days off are a necessary part of time management. It might not seem so, but it is. As a freelancer, you need to unwind at least for a bit and to destress your mind. Afterward, when you get back to work, you're mind's creative juices are fresh, and your morale is high.

Follow a Daily Routine

A daily routine can help you manage your time as effectively as having a detailed daily schedule. Routines become a part of your subconscious memory. So, if you can practice a routine that fits well with your day to day freelance work, your productivity will surely improve significantly. You'll be able to finish your tasks and projects without any delays. Plus, you might even have time to do your leisure activities.

Single-Task, Don't Multitask

Did you know that humans spend about 47% of our time thinking about things that we are currently not doing? Supporting research by psychologists from Harvard shows that this unfocused time results in mental, emotional, and financial costs in the workplace. As a freelancer, it's essential to conserve your energy and focus on one task at a time. Single-tasking allows you to develop a longer attention span and, eventually, lead to increased productivity and decreased stress levels. And isn't that what we all want as freelancers?

Say No From Time to Time

Striking more deals with clients is an excellent opportunity for you to [earn more money](#) than usual. But in doing so, you might not have sufficient time to accomplish each of your projects before the deadline. In other words, it's unrealistic. That said, you have to refuse the offers of some clients, especially if your schedule is already full. You can take their offers once you have room in your schedule; that's if they're still available. Nevertheless, there are plenty of freelance gigs that you can find on the internet.

Time management is an important ingredient in [becoming a successful freelancer](#). Some people may say that freelancing isn't an ideal career path, but it's quite the opposite. Freelancing does have some risks, no doubt. But, with the right strategies, such as proper time management, there are plenty of opportunities for career growth.