

5 Instances When to Turn Down Work as a Freelancer and 4 Steps on How to Do It

Saying yes to most proposals you receive from clients is one way to [achieve a steady income](#) as a freelancer. It's a simple principle. The more work you'll get, the [more money](#) you'll earn. Just like a raffle promo; more entries means more chances of winning. Well, it's good to have a mentality of accepting opportunities whenever they present themselves. But in freelancing, there are situations when you have to say no to some job opportunities. If you want to know when you should turn down work as a freelancer, stick around for a few minutes here with us. We're going to show you five instances when you should say no. And later on, we'll discuss with you the four steps on how to refuse work without making yourself look bad.

When Your Hands Are Full

You might be thinking that accepting more projects despite ongoing ones is right for your [productivity](#), but it's quite the opposite. Even if you have the [budget](#) to purchase enough [tools and resources](#) to complete projects efficiently, know that we all have our limitations. Of course, you don't want to stress yourself out by dealing with multiple deadlines.

Even the most dynamic workers and business people turn down opportunities when their schedule is full already. So don't be hasty in signing multiple [contracts](#) from different clients. After all, doing so won't guarantee you a promotion; that's for traditional workers. As long as you earn a decent income, having a few projects at once is good enough.

A Client's Offer Is Too Low

You plan to increase your income in freelancing, right? If yes, then you should refuse work from clients with low offers. Yes, you can negotiate with them to increase their offer and meet your rates, but such clients will rarely agree. If they do agree, they'll give you a long checklist of conditions, making things difficult for you. In that case, it's best to say no to them.

As a freelancer, you have to make sure to seal deals that are beneficial for your finances. Work for clients who can agree with your price [quotation](#). As an online business entrepreneur, money should be your primary language. You have to grab opportunities where you can profit.

A Client's Expectations Are Not Feasible

Marketing yourself and [boosting your online reputation](#) using social media strategies will impress people, no doubt. They'll see you as a reliable and skilled freelancer. But the downside is that you might encounter clients with infeasible expectations. They think you can do whatever task they have in store for you, even though some of them are unrealistic.

Whether these clients are aware that what they want is truly infeasible is up to you to find out. You're the expert. If a client's expectations are unrealistic, that's a good cause to turn down their offer. There's no point in doing a project with vague goals. It's a waste of your talent, time, and effort. When you're marketing yourself, consider tracking the right clients.

When You're Not Right For the Job

Never accept a project if you think you're not the right person to do it. The pay may be good, but you might dissatisfy the client with suboptimal results, which will undoubtedly affect your freelancing reputation severely. With that in mind, you shouldn't take the job. There are plenty of other gigs you can find on [freelance websites](#) that suit your capabilities. Taking a job that's not right for you will be a lose-lose scenario between you and a client.

When a Client Shows a Bad First Impression

During your in-person meetup or email interaction with a client, if they show signs of being unreliable, you should consider refusing to work for them. What we meant by unreliable is a client who doesn't pay on time. Based on an analysis report from Priceonomics, 75% of late payments are paid by clients within an estimate of 14 days. Even though the clients paid, the freelancers working for them are already affected, which hinders their ability to purchase their monthly necessities. Of course, you don't want that to happen to you. So, gladly say no to a client that seems unreliable. You need trusted clients under your wing to enjoy a steady income.

4 Steps to Turn Down Work

Among the [benefits of a freelancing career](#) is the freedom to overlook opportunities if they don't suit you. But, one of the [tips for freelance workers](#) you should know is to refuse clients professionally. If you don't do so, you'll be ruining your image. So without further ado, here are four steps on how you should turn down work opportunities properly.

Be Polite

First, you have to be polite. In talking to clients verbally or through writing, your tone should be friendly and approachable. Keep in mind that your conversation with a client is civil.

Give a Reasonable Explanation

A client you refused deserves an explanation of why you said no to him or her. If your reasons for refusing will hurt their feelings, you don't have to be too honest. You can make a valid reason, such as saying that your schedule is full even though it's not.

Refer the Client to Another Freelancer

As a professional courtesy, if you know other freelancers, you can give them referrals by recommending them to the client you refused. It's an excellent way to compensate a client you didn't accept. Give them other options instead of leaving them to fend for themselves.

Show Some Gratitude

You may not like the client who offered you a job, but you should feel honored that he or she considered you. That means he or she sees potential in you and that you are a trustworthy freelancer. Thank them for their time and effort in contacting you, at least. Plus, it's one way to end your short ties with them on a good note.

In the freelancing field, you should know that not every opportunity is right for you. Refusing some offers is a way of saving yourself from a pitfall of problems and hardships as a freelancer. So, make sure to say NO from time to time.