



Screw singing for your supper — Freelancers dance for theirs!

High-kicks and project kickoffs, dips and onboarding questionnaires. Tapping. The questions to ask. Jazz hands. The agreements to sign. Interpretive swanning around — the clarifications to clarify.

You're a pro; you know all the moves. But you're only human. Occasionally, you make a misstep: forget to ask a question; forget to clarify; forget to give 'em something important... oooops, forget to have them sign something.

Sound familiar?

If this doesn't sound even a teensy bit familiar, then bravo to you! You are a truly organized human being. But, for the rest of us, there's a sneaky way to kick missteps in the can-can, for once and forever!

Jazzercise! Process-ize!

Don't be fooled by its humble, schoolmarm exterior — inside Process Management beats the heart of a harlot. A harlot that knows how to do every type of tango. Backwards.

Dudes and dudettes, I can sense your skepticism from here. But hear me out. Processizing is a beautiful thing.

Stupendous benefits!

If you create a process — just an ordered check list, really — you will reap the following delicious benefits:

- ⦿ Never accidentally forget a step.
- ⦿ Never accidentally do a step in the wrong order.
- ⦿ Stop wracking your brain wondering which steps you need to do, and **save your Executive Function** for other, better, more profitable things.
- ⦿ See your workflow explicitly — so you can improve it.
- ⦿ Gain the ability to easily track time for each step to see where the energy & time hogs are.
- ⦿ Feel shiny and professional, like on the first day of school when you organize all your subjects into their specially colored sections of your Trapper Keeper.



The Bottom Line

You've gotta admit: those are some wicked awesome benefits, for not a whole lotta work.

If you go a step further and create pre-made documents such as potential client interviews, "This is how we work" letters, and onboarding templates? Oooh, the possibilities are endless!

But, I love spontaneity! Won't that take the joy out of it? Nope, it won't.

Think about it: Are you really more excited about spontaneity in paperwork... or spontaneity in creative work?

Your Executive Function is finite, remember? Giving yourself fewer decisions in the paperwork department means you have more brainpower available to make choices in the creative department.

And since you run both departments, this is A Very Good Thing.

Processizing doesn't suck the life outta your little biz... it gives it CPR! And then an all-inclusive trip to Club Med.

Turn the page for a list of processizing resources & premade processized tools to help you whip yourself & your biz into tip-top shape!

Processizing Examples for You



These great resources will have you Happy Processizing in no time at all!

Here's a set that'll help you at the very beginning of a client project:

- ★ [How to Create the Perfect Client Questionnaire](#)
- ★ [42 Questions Every Freelancer Should Ask Their Clients](#)
- ★ [How to Extract the Facts with a Web Design Client Questionnaire](#)

Here's a set that'll help you at the very end:

- ★ [Using a Prelaunch Checklist for Your Website](#)
- ★ [The Ultimate Web Site Launch Checklist](#)

Imagine what you could create for your very middle!

- ★ [Preflight & mid-flight checklists with dates, reminders for invoice milestones, etc.](#)
- ★ [Templates for proposals or package deals](#)
- ★ [Flowcharts to use to help teach clients how to best work with you](#)
- ★ [Checklists for your code, design, or writing work to help you cover all the bases every time](#)

You know what else will help? At-your-fingertips time budgeting and overhead tracking. [Freckle Time Tracking](#) does it.
