

LESSON 13 WORKBOOK

AI for Freelancers

Module 2: Using AI Tools

Name		Date	
Freelance Project		Status	☐ Not Started ☐ In Progress ☐ Complete

Lesson Purpose

Learn how freelancers can use AI to increase productivity, improve service quality, communicate with clients, and grow their income while maintaining professional standards.

Before You Begin

- ☐ I completed Lesson 12.
- ☐ I understand basic AI prompting.
- ☐ I will review and personalize all AI-generated work before delivering it to clients.

My Main Goal

Exercise 1

List five freelance services that can be improved with AI.

Exercise 2

Describe how AI can help with research, writing, design, coding, or customer communication.

Exercise 3

Create a simple workflow showing where AI can save you time on a freelance project.

Practical Freelancing Activity

Choose a freelance service you offer (or want to offer). Use an AI assistant to help create a proposal, outline, draft, or project plan. Review and improve the result before considering it complete.

Prompt Practice

Prompt: "Act as an experienced freelance consultant. Help me complete this client task professionally while keeping the writing clear, accurate, and original."

Key Takeaways

My Practical Action Step

Reflection

Completion Checklist

- Completed all workbook exercises.
- Used AI to improve a freelance task.
- Reviewed AI-generated work before delivery.
- I am ready for Lesson 14.

Next Step

Continue to **Lesson 14 – AI Image Generation**.