

MoneyOnliners

Freelancing Academy

Premium Action Workbook

Lesson 21 of 40

Communicating Professionally with Clients

Module 5 of 8

Delivering Professional Freelance Services

Student Name	
Date Started	
Date Completed	
Difficulty	Beginner
Estimated Time	20 Minutes
Progress	52.5% Complete

MoneyOnliners Motto: Understand First. Earn Second. Grow Forever.

Knowledge Check

What is the main idea of 'Communicating Professionally with Clients'?

Why is this topic important for a beginner freelancer?

Write three things you learned from this lesson.

What is one mistake a beginner should avoid in this topic?

Practical Exercise

Exercise	Your Answer
What will you apply from this lesson?	
What skill, tool, or habit do you need?	
What action will you take this week?	
What result do you want from this lesson?	

Action Plan

- ☐ Finish Lesson 21
- ☐ Complete this workbook
- ☐ Write one practical action from the lesson
- ☐ Save your notes for future review
- ☐ Continue to Lesson 22

Reflection Journal

What did you learn today?

[illegible]

What surprised you the most?

[illegible]

What is your next step?

[illegible]

What will you do within the next 7 days?

[illegible]

Who referred you to MoneyOnlineers?

- ☐ Google
- ☐ YouTube
- ☐ Facebook
- ☐ Instagram
- ☐ LinkedIn
- ☐ TikTok
- ☐ WhatsApp
- ☐ Friend / Family
- ☐ Other

Next Lesson Preview

Lesson 22: Managing Freelance Projects Successfully

Continue to the next lesson to keep building your freelancing knowledge step by step.

Academy Progress: Lesson 21 of 40 - Module 5 of 8 - 52.5% Complete

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