

Lesson 36 Action Workbook

Hiring Your First Freelancer or Assistant

Module 5: Growing Your Freelance Business

Define your first role

Choose one repeated task with a clear output.

Name: _____ Date: _____

Task and deliverables

What will the helper produce? Include quantity and file format.

Responsibilities you retain

List approval, client communication, and final delivery responsibilities.

Hiring readiness

Record demand, review capacity, client permission, and budget readiness.

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Plan the budget and paid trial

Include supervision time and costs, not just the helper fee.

Name: _____ Date: _____

Budget

Record helper fee, other costs, payment timing, and hours cap.

Paid trial brief

Describe a small task, deadline with time zone, inputs, and agreed revisions.

Candidate comparison

Compare relevant samples, availability, communication, and scope.

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Onboard, review, and decide

Start with limited access and an early review checkpoint.

Name: _____ Date: _____

Onboarding and permissions

List approved files, accounts, confidentiality requirements, and checkpoints.

Quality checklist

Record accuracy, completeness, format, deadline, and revision checks.

Next decision

Continue, adjust, or stop? Record evidence, time saved, and next action.