



Checklist 17 - Outsourcing

Project

Name:

Date:

Yes No

At some point, you may want to outsource some if not the lion's share of your workload. Below you'll see how to do that on Upwork, a freelancing site.

- 1 Before outsourcing, try to see if you (or your business partner if applicable) can fulfill as much of your service yourself to keep costs down.
- 2 Take notes and document your process. It's good to get to a point where you can outsource the way you fulfill a service to someone else.
- 3 You can then head to Upwork.
- 4 Click on "Sign Up" and then create your account on the next page.
- 5 After you create your account, tick the "I'm ready to post a job and see candidates" option then you'll put in how many employees are in your company (mostly, you're just gonna select "It's just me").
- 6 You'll go through 8 steps where you'll enter different details about the job, any files you need to share and the kind of freelancer you're looking to hire.
- 7 You can make sure you hire someone that actually reads your job description thoroughly by including something like this in there "In your response, please reply with "I READ EVERYTHING" or I'll assume you're spamming me.

Notes



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- 8 Click on “Post Job Now” when you’ve filled out all of the details and ONLY follow up with people that responded with “I READ EVERYTHING” so you know they’re serious and not someone just replying to every job.
- 9 Make sure and let anyone you hire know that you’ll be needing more of this work and if it’s ok to charge the same amount anytime you do this in the future.

Of course, you can always outsource your service(s) to someone you already know & trust.

Notes