

## Starting Out

Finding your first few bits of work is the hardest part of freelancing. Networking is a great way to get the first bit of work, as is partnering with an existing freelancer on a project they need help with.

You could also look at short term contracts through recruitment companies if you're getting desperate or hate marketing yourself.

## Tax & money stuff

You have six weeks from when you start freelancing to tell the tax office that you're earning money through self-employment.

**Sussex Tax Office** are generally very nice and will help you, even if your questions are a bit daft: 0845 366 78 56

Try to save 25-30% of your incoming money for your eventual tax bill. Remember to save all your receipts of stuff bought for work and copies of invoices sent. You can claim for lots of stuff to reduce your tax bill.

Try to be organised, keep at least a spreadsheet of invoices sent and money spent for your company. You might want to use [freeagentcentral.com](http://freeagentcentral.com) or [crunch.co.uk](http://crunch.co.uk) to make organising your accounts easier.

## Keeping going

Don't stop looking for new work when you have a project on. Keep some time for doing networking / blogging / cold calling, whatever you are happy doing.

Keep clients happy, repeat work from an existing client means no marketing costs. That said, try not to work for free/cheap just to keep a client, you need to pay your bills.

Update your website whenever you finish a bit of work, it shows potential clients you're active and gives your website more depth.

## Staying Sane

Working on your own can be quite isolating. Go out to friendly events, and try 'co-working' at The Skiff or The Werks. This gives you a nice change, and leads to contacts and more work. [TheSkiff.org](http://TheSkiff.org) & [TheWerks.org.uk](http://TheWerks.org.uk)

## Finding Work

**Get a website**, on it put at least:

- What you do
- What you've done
- How to get in touch with you

It doesn't have to be perfect! You can improve it later, don't delay finding work by being finicky.

- Get e-mail at your own domain (Google Apps for Domains is free, if a little techie to set up)
- Put what you do in your e-mail signature & link to your website from it. Keep it short.

## Talk to people

Go to networking events, they are not as scary as they might sound. Meet people, tell them what you do. Come to the [brightonfarm.com](http://brightonfarm.com) meetings, we're very friendly.

If you hear of work someone else you know can do, **tell them about it**. You're much more likely to get work back from them after doing this.

See if the networking group has a website with profiles, link to your website from your profile.

## Partner up

Find people with complimentary skills, work with them on projects. Two people bringing in work they can both work on makes finding work much easier.

Don't be passive in your partnership, make sure you're helping find work.

**Get business cards**, put on them:

- Your name
- What you do
- How to get in touch
- Your website
- Leave some blank space for notes

## More things you can do:

- Write an interesting blog, comment on other blogs in your sector.
- Cold call companies you'd like to work for.
- Take part in mailing lists / forums / Twitter / Facebook & connect with people in your industry. Try to be helpful & sound smart!

## Useful websites

[www.freelanceadvisor.co.uk](http://www.freelanceadvisor.co.uk)  
[www.pcg.org.uk](http://www.pcg.org.uk)  
[www.brightonfarm.com](http://www.brightonfarm.com)  
[www.wiredsussex.com](http://www.wiredsussex.com)