**How To Freelance With A Full-Time Job**

[00:00:00] Freelancing with a full time job can affect your social life depending on how much work you take on. You can get lonely. If you aren't aware of how you're feeling. So of everything I've said today, the most important thing is to take care of yourself. You're listening to the UI narrative podcast. The biweekly podcast that shares how initially new designers got started in interface design and how they create successful user centered experiences.

[00:00:30] And I'm your host let's get started.

[00:00:38] Hey there. Welcome back to the UI narrative podcast. Some of, you may have never heard of UI or UX design before. So let's go over that in 92 second. You, I, what you use to interact with the product while UX is concerned with how this overall interaction feels user experience? Yeah. Okay. A UI design [00:01:00] is designed with machines and software, such as computers, mobile apps, and other electronic devices.

[00:01:06] UI designers design all the screens on these machines or software that I user will interact with. This thing includes functions like clicking a button on a website. Yes. Yes. Swiping through your Instagram feed or selecting a character in Mario kart. User experience. AKA UX design is the best way to go through what the product will be like without the pain of building it.

[00:01:26] You do this by collecting data from users, by testing out the concepts or new features of the product, the data that you collect from these users informed the UI designers, how they should design. Yeah, these are experience. I go over six times, you can collect in the episode, which UX research methods should I use.

[00:01:44] I want you to understand that UI and UX are two separate roles. These roles require separate skillsets, but also have some similarities. If you're interested in this career, trick out, the episode is a career in UI UX design, right for you. Let's go into the latest reviews. [00:02:00] This review is from Apple podcasts, USA.

[00:02:03] Mama Tika nine says, wow, I've listened to parts of many UX and UI podcasts. And this is the best one. It's more informative and enjoyable to listen to. There's a clear objective and takeaway from each episode that surpasses podcasts with similar agendas, I've been a commercial interior designer for over 20 years and want to transition to UI.

[00:02:27] This podcast is the perfect landing spot. Thank you so much for taking the time to leave me a review. Um, as always I say this every time, it means so much to me reading reviews for me. So if you really want to let me know how you feel, feel about this podcast, make sure to leave a review on Apple podcasts, or you can go to your narrative.com/podcast.

[00:02:47] Go to the podcast page and you can leave a review at the bottom of the page. You can also leave reviews on Stitcher. And SoundCloud. All right. So I have an announcement to make, some of you have asked me if I offer [00:03:00] one on one sessions and now I do the sessions I offer include. Professional opinion session, which is for the need to pick up my brain on a designer user experience related topic.

[00:03:13] Or if you have general mobile app or website questions, or if you just need assistance with something, I also have portfolio review sessions, and this is for if you need to improve your portfolio, get ready for interviews. I would review your portfolio and give you action items on how to impress your future clients.

[00:03:31] And this includes like design and user experience type portfolios. And in this session, it includes a portfolio review worksheet. Uh, we review your portfolio and we discussed the action items for improvement. I also offer discovery sessions, which is for those interested in design or user experience. You get to discover which career path you want to take by the end of the session or for business owners, um, you discover a UI UX strategy for your products.

[00:03:58] The discovery session [00:04:00] includes a discovery, worksheet, mentorship, and clarity on which services best fit your needs. I also offer a mobile app design workshop. This one's huge. You're going to be creating your own mobile app designed with my help. We'll go over actionable. Steps to create the mobile app design on your own.

[00:04:19] And this session includes a mobile app design workbook, which includes in that branding, UX UI in prep for development. We also go over design exercises together and there'll be a live demo for me. I'm going through everything that I go through in that workbook of creating a mobile app to sign. Another session I offer is a live mobile app review.

[00:04:42] The session is for improving your user experience on your mobile app and increasing downloads. We'll go over actionable steps to align your business goals with your user needs and discover what's missing before or after you launch. Um, in this session includes mobile app. Review [00:05:00] checklist. And that checklist is yours.

[00:05:02] UX design, best practices, usability, heuristics, marketing strategy, and conversion rate optimization. We also go over a live review of every single screen and identify problems. Then we plan your UI UX strategy. Um, and that's just planning the solution. I also offer UX research workshop session. Um, in this session, uh, we work through the user experience of your product together.

[00:05:30] We'll discover any user problems and research to solve them together. And we work on, yeah, it could be a personal project or business. Okay. So this personal project could be something that you want to put in your portfolio. I can help you with that or business case, something for your business. And we work on a case study together.

[00:05:47] This session includes a UX design workbook, which inside of that is competitive research and analysis, user research, user flows, user stories, personas, and user testing. Um, we also go through [00:06:00] design exercises together and also alive user testing session with real data and real feedback. We'll get real users.

[00:06:07] I'm testing your product during that phone call. And the last session I want to go over is follow up. This is for, I want to hold you accountable to your goals and help you achieve them. This includes a retrospective worksheet review of your goals and progress discussing next steps and discussing any additional question.

[00:06:26] Do you have an overview for all those sessions? I said that was professional opinion in portfolio review discovery. Mobile app design workshop, live mobile app review. UX research workshop and follow up, man. I am so excited to finally be able to offer these services. I've had a lot of you asking me when I would be able to have one-on-one availability and I've spent a lot of time crafting each session based on your emails.

[00:06:57] Your DMS of requests, 40 [00:07:00] sessions. And I just wanted to make sure I can provide you with actionable steps and homework. Yes y'all. I have in every single session, there is some form of homework with exercises through a worksheet or a booklet. So thank you all for that feedback on what you needed for me.

[00:07:18] And you can book your one on one session with me, visit you. I narrative.com/work with me. Or if there's anyone, you know, looking for help on these topics, refer them to me. UI narrative.com/work with me. I finally opened up my schedule. So get in there before time fills up, because I already announced this to emo clubs.

[00:07:41] So they have first dibs. So get in there, try to get in before it fills up quick. I know y'all. I wanted to get to this quickly. All right. Let's get into today's topic. So during this episode, I'm going to, I mean, to share my experience of freelancing with a full time job, I'll be going over how to get your shit [00:08:00] together.

[00:08:00] Start freelancing part time and what to expect. This includes your why your brand looking for clients and pitching them. Interviewing or talking with the client for the first time pricing hourly versus it's project based time management. Taxes and the us life balance and mental health and what to expect going full time freelance.

[00:08:25] Should you make the switch first? I want to say it's different to freelance as a part time gig versus doing it full time. I won't be going over how to do this full time just yet, because I'm still gathering my notes on that. And since I have not fully transitioned to a full time freelance worker, Um, I'm currently working as a UX designer on an hourly contract.

[00:08:47] That's almost full time and I'm freelance part time. So yeah, let's dive into these topics. Let's start there, his conversation with your, why. What is your purpose for freelancing? [00:09:00] Is it money experience or maybe you're just bored. What? Your nine to five and you want to explore other mediums to make money?

[00:09:08] Whatever the reason is, you need to have a purpose to why you want to freelance. So you can lean on this when times get tough. I'm talking about those times when no one returns your emails. And you have not had a new client for weeks. Think about what your purpose is and write it down somewhere. You can see it everyday.

[00:09:28] I like to have mine on a sticky note and so, um, keep it on my phone and my notes. This could be a desktop screen server or a sticky note on your desk at work. You can reflect on this when times get tough and look to this for motivation to keep at it. Keep going next. I want you to think about what goals do you have for freelancing?

[00:09:49] Give yourself some expectations, right? Maybe it's learning a new skill and being here able to get paid to do it, or making new connections for a possible new gig, whatever your goal is, you [00:10:00] have, um, right then down so you can reflect on them. When times get tough. It's okay to not have strong reasoning behind why you want to freelance other than making some extra cash.

[00:10:11] I mean, that's why I got started, but imagine this a client loving the way you do business so much that you want a part time, monthly retainer business on amazing. You've got a steady side hustle going now. So setting a goal is the first part of having consistent clients or freelancing. What do you want to accomplish next?

[00:10:33] Let's talk about your brand. Look. It's 2020, and you need a website. I don't care what you've heard. And who told you what? Unless you got some white privilege under your sleeve. You absolutely need a website. If you want to stay relevant in this decade, let's start with your resume. So some of y'all aren't going, like what I'm going to say, because you've probably done exactly what I'm about to tell you not to do.

[00:10:59] You're going [00:11:00] to be like, totally look, why are you coming at me? You don't even know me like that, but listen, I'll explain why don't take it personal. I disseminate now. So if you've ever created a resume before, I'm sure you've seen videos or articles out there about how to make your resume stand out by being creative, how you do it.

[00:11:22] Some might tell you to do a theme to your resume, like showing things apart from your design that you're passionate about. Food or music or whatever. The part of this I have a problem with is when you're being so creative with how you word things that I can't decipher what you're trying to say. For example, let's say you make a resume, a theme around music, and instead of your work experience, you put set lists instead of your skills, you put instruments instead of education, you put two or something like that.

[00:11:55] You see what I'm getting at though? It's it can be connected using if you don't get the [00:12:00] references, you know what I've learned from being the interviewer? I don't care. And most people don't care. HR, especially don't care. They want to be able to read if you're qualified as quickly as possible. So don't use creative jargon that an HR person wouldn't understand when HR or me is scanning the resume.

[00:12:20] First thing we try to figure out as quickly as possible is if this person is qualified. Yes. If you have a well-designed resume, that looks different from a word. A document template. It will automatically stand out. But think about if the interviewer can quickly scan what jobs you've had, then the skills.

[00:12:37] And lastly they education depending on the job, they may look at education first, but I think for most freelance gigs education, wasn't what they were focused on. The hiring process can also be stressful for your feature client. They go through looking for a candidate. Hopefully they show up for the interview, hoping that they do well in the interview so they can hire them.

[00:12:58] But then every room replied [00:13:00] to the interview request. So they started the process all over when the other candidates didn't work out as well. So look, some of y'all might be giving me the Sinai because you got your creative jargon now, your resume, good looking and stuff. Good to go. Um, and you can use it.

[00:13:15] And so are passing them out so potential clients, but you might make the interviewer or HR person irritated if they can't figure out what you're trying to tell them in one to two minutes. So let your portfolio show your creative range also. Try to keep it one page it's much faster to go through, make sure everything is legible if printed in black and white, because if printed it'll probably be without color, a non-designers should be able to easily understand it.

[00:13:45] Most of the freelance jobs I've had involved reporting to a non-designers. So just try empathizing with your future client and is the first step that's like a short break. Did you listen to this episode before it launched? My [00:14:00] email club members are the only people who get access to this behind the scenes information.

[00:14:04] They're the first to know when I posted a new blog post slash two products and also share clips at the next podcast episode. This weekly email is a way for you to see the behind the scenes of what new things are coming to you. I narrative, I also share my weekly UI UX and serrations tips and challenges.

[00:14:20] So you get to see what my creative process is like each week. So this next episode is about, Oh, well, I can't tell you. You have to join the UI narrative demo club. To hear more. You can join@youarenarrativedotcomslashemailclubthatyouarenarrative.com slash email club. I have a lot to tell you, so I can't wait to talk to you soon.

[00:14:43] All right. So that's a resume for your brand. Let's get into a portfolio for your brand. So as I said, it's 2020. You need a website to host your portfolio. I've had random people find me from the contact page on my website, also through dribble, um, [00:15:00] B hands, LinkedIn, Instagram, and Twitter. Do you need all of these accounts?

[00:15:04] No, but the most important thing is getting your work online somewhere with the link. Yeah. That you can share. Why? Because one freelancing. In the creative industry, they want to see what you're capable of. And it's the best way to know what to expect for an interview. The top free places you can use to get started is Squarespace or big hands, LinkedIn and dribble.

[00:15:32] I think it's good to have your work up on as many platforms as possible. This has worked for me to get more eyes on my projects. Also. Not all clients have the same process when looking for employees, I recently had someone messages me on dribble for the first time ever, which I never expected to happen because only have a few projects posted on there and actually to update it.

[00:15:56] Cause they're not. Current at all, but I also, I [00:16:00] have my website linked in other online platforms, so they were able to see my, um, other design projects. Through those links. So I think it's a good way to get noticed randomly. Okay. So it's also time to get your shit together. I'm talking about if you have no experience, no projects, nothing to show on your portfolio.

[00:16:21] Hey, don't beat yourself up. Every designer has started here. I didn't always have my shit together. Shit. I still could use some work. Um, but the most important thing is getting something up somewhere that you can share. So, if you don't have any projects yet it's time for you to start creating your own projects.

[00:16:41] You could try out the daily UI dot code challenge, or if you're looking for UX projects, look for a problem you've seen around you. For example, is there an app you use that has a bad UX patterns or. And experience you had recently where you thought this experience could be better. Hold on to that [00:17:00] idea.

[00:17:00] This could be your next UX projects for your portfolio. The key things you want to address when talking about these projects in your portfolio is what are we looking at? What was the problem? How did you go about solving it and talk about your process? They're looking for how you think. What were the results, whether it worked out or not, um, talked about what you learned and if there are any ways you can improve, this shows that you're a curious person that cares about the success of the products that you build.

[00:17:32] Also show the finished product. First it entices a person to keep scrolling and journey to get there. Try to keep each section of what you have to say. Short and sweet. Yes. They want to know how you work, but also, so they want to get through your portfolio quickly. Everyone has, has their own opinions on how a portfolio should look and whatnot.

[00:17:54] For clients, what they look for is can this person solve my problem? Have they done something similar [00:18:00] before? And they'd love to see examples of what you've done. So just keep in mind that if there's a certain industry or type of product that you want to work on, you should try to show this in your portfolio.

[00:18:12] For example, if you want to work on a UI project showing examples of mobile or web designs, if you only want to focus on UX and show examples of case studies. Now let's talk about looking for clients. You've got your brand ready to go. You're ready to start looking for freelance gigs. The best way to look for clients is to network.

[00:18:34] I've gotten most of my gigs from a referral or meeting someone who was looking for a freelancer. So how can you network if you're an introvert? Well, if you're like me, you might be a bit. Quiet and person, I know big shocker rise since I don't shut the hell up on this pile podcast. But first thing, lay all your friends and family members know that you're available for freelance work.

[00:18:58] They won't know this [00:19:00] because they're all assume that all your time is spent at your full time job. So. Let them know ASAP. The main way I network is online because I can be a bit shy in person when it comes to pitching myself, I've joined Facebook groups and LinkedIn groups. So introduce yourself there and let people know your background and what you're looking for.

[00:19:20] Four and freelance gigs, and I've made some good friends this way, too. Um, it also helps us see what other people are doing and don't just should join design groups, join business groups, groups. Like if you see companies that are putting out products that you would be interested in working with them on this, be like startup companies or agencies, you know, go and interact with them.

[00:19:40] Um, they love seeing people that are engaged and passionate about the products that they make. There's also, um, online job market platforms that have freelance opportunities. I've had good success with indeed and angel.co. The way I've had success is reading the job description fully and making sure that it is a [00:20:00] contractor first and checking if it's remote.

[00:20:02] And finally seeing if I meet the requirements, when I apply for a position, I include a short bio four to five sentences of. How I can help them in the cover letter and to save you time if they reach out and make sure to double check that the position is remote and you don't have to work certain hours during the day.

[00:20:20] So you'd be able to work with them while working full time. Also check if you've signed a noncompete with the company you work for, make sure that this company is not a competitor, so you don't have to worry about legal complaints. For in person networking, I like to volunteer or attend conferences or local design club events, or I go to free meetup events in my area as well.

[00:20:44] And something new I'm trying out this year is looking for hackathons. It's been on my bucket list. Um, and. When I'm going to these events, I try not to be salesy with how I talk about looking for freelance work. Instead, think of this [00:21:00] as an opportunity to connect with people in your community. This is a great chance for you to build some good relationships with people.

[00:21:05] Yes. It's important to mention that you are looking for freelance work, but try to find a way to connect with them on a human level, rather than just a business transaction. Because if there comes a time that they're looking for a freelance designer, They remember you for who you are as a person, more than your portfolios.

[00:21:23] So be kind and leave a good impression on each person that you meet. Another way to look for clients is cold pitching clients. I don't like cold pitching. I prefer to have met them in person at a meetup or somewhere before pitching them to pitch a client. First, she needed to be able to talk about what is interesting about their work, why you're interested in working with them and.

[00:21:48] What working with them means to you. And lastly, how you working with them will benefit them. So when you meet someone in person it's important to try and collect some form of contact. The number [00:22:00] one contact you want to aim for is their email address, because this is the most professional form of contact.

[00:22:06] If you didn't meet them in person, you can look for the email address on their website or LinkedIn. Sometimes it's very difficult to find an email address. So the last method is to do a short pitch on a social platform. They should say something like, hello, uh, talk about. What is interesting about their work while you're interested in working with them and try to say this and like two to three sentences, then ask them if you can have their email address so you can discuss more on how working with you will benefit them.

[00:22:36] I personally do that, not like pitching through social media because it's unprofessional. I. Like have done it like maybe one time. So I have sometimes spent hours looking for a person's email address. Um, but there's also a website I like to use called rocket reach.co. You can type a person's name or LinkedIn address and it pulls up emails [00:23:00] associated with that person only use this as a last resort though, because I don't like to cold pitch someone through social.

[00:23:07] Or I just don't like cold pitching generally, but, um, unless there's like no emails that are listed anywhere online, publicly at hat for rocket reach, you can use it for free. Just use a different email address each time you can also follow people that are occasionally looking for freelancers on Twitter.

[00:23:26] I occasionally share job opportunities. I have a contact with a hiring manager, so I can put in a good word for you. Follow me at UI narrative CEO to stay updated on those posts. Here's a quick refresh sure. On how to look for clients. You can network online through social platforms. In-person through events, sign up on job market platforms and pitch clients through email.

[00:23:52] I have success with each of these ways I've mentioned. So now that you've reached out to the potential client and you have an interview [00:24:00] set, not all clients will require an interview by the way, but. Let's talk about getting ready for one, just in case some clients, they may want to start working right away and get a proposal or offer started.

[00:24:12] And I'll talk about that in a bit, but before you say yes to an interview, you need to fully understand if they're looking for a contractor or a full time employee, you don't want to work with them. If they're looking for full time. Employee, because you already got one. Um, next you need to figure out why you're a good fit for them.

[00:24:30] You should do your research on the types of projects they've been working on and how your experience aligns with them. There's plenty of resources online on how to prepare for an interview. One of my favorites is the balanced careers.com because they have a ton of articles on the subject and some key things.

[00:24:48] You need to be prepared to talk about our, um, an intro to who you are, the main things you want to highlight Rob's you've had and the biggest accomplishments you've had in [00:25:00] those roles. If you're brand new to this with no design experience and make sure to talk about how. You've been progressing as a designer through the design projects, in your portfolio, in any education you're going through or finished, this could be a certification or a college course.

[00:25:15] You just need to show them that even though you haven't had a design job, you have the experience of the type of work needed for this freelance job. You also need to talk about your process when working on a project and be prepared to go through every single project on your portfolio, how you would solve for design challenge, how you would deal with the tough client.

[00:25:38] I get this question when working for an agency, um, also your ability to work with them while full time somewhere else. This is why it's important to ask at the beginning of this process. If you meet the criteria for availability, Clients can set hours or you can, this will depend on if you're pricing hourly or [00:26:00] project base.

[00:26:00] And I'll go over that more in a bit too, but don't forget to ask what the next steps are after the call and follow up right after the call, by telling them like in an email, how excited you were. To talk to them about the opportunity and pointing out your quality indications. Again, this also gives you a chance to, to talk about any qualification do you may have missed in the interview?

[00:26:23] So let's say the interview went well and they want to work with you. Sometimes you don't need an interview to get to this stage, as I said, but the potential client will just look at your portfolio and want to go to the offer proposal phase. Let's take a short break. Have you ever, I received the bad feedback on your mobile app designs.

[00:26:44] Yep. Me too. I know how much it sucks to receive negative feedback on a design. I've worked so hard on and I still reflect on the first time I worked with called ugly over seven years ago, I was determined to become a better designer. So I created a grading system to [00:27:00] see just how bad I was. And once I graded myself, I realized where my problem areas were and began to focus on improving them.

[00:27:08] Seven years later, and I'm still using this system at my corporate job for every project. Since I've started using this grading system, I'm able to have the confidence and knowing I presented my best work to my clients and my boss. I created this layout grading system to help you find clarity on how to decipher feedback and improve your designs.

[00:27:26] In this guide, we go over industry tested best practices that I use in my day to day and reveal where your problem areas are. Then proceed with action sets on how to improve your designs. You have the power to change negative feedback and do something positive. Visit UI narrative.com/grading system. To start improving your designs today.

[00:27:47] That's you are narrative.com/grading system. I'm super excited to share the methods that helped me turn my designs into something exceptional. And I can't wait to see it. Do the same for you. [00:28:00] Next let's talk about pricing, project based pricing versus hourly. At this point, you need to know if you're positioning yourself as an hourly contractor or a project based contractor.

[00:28:12] I prefer project based because it's less stressful. Also you can get paid more this way. When choosing hourly, the hardest part is choosing an hourly rate and tracking time each day when starting out, it can be hard to know your worth. I started out at $15 an hour, but this is when I had no experience.

[00:28:31] And I was still in college. Now with six years experience, I've increased hourly rates and I've charged up to $200 an hour. Wow. Wow. Right. My rate fluctuates between $50 an hour to 200 an hour, depending on the level of effort per hour of my time, I charge more for consulting because there's research involved to prepare for that hour of time versus designing in an hour.

[00:28:59] May [00:29:00] require a little less effort level of effort. And it's probably slower. The biggest struggle I've had with using an hourly rate or a project based fee is my confidence level. So you need to be confident to get to that price you want. Yeah. This is what has worked and continues to work for me, whether presenting an hourly fee or a project based proposal, you need to be very descriptive on how the services you're providing will help their business.

[00:29:28] You also need to read the room and be realistic. Can you provide the services they need at the quality that they want? You know, your experience levels. So don't start, are pressing high, knowing that you were still learning UI or UX as a beginner. Price, according to your experience, creating a proposal for project based projects will help you decide how much you need to be paid.

[00:29:51] The client will take you more seriously. Also in this proposal, you'll be able to break down the services you'll provide for them and set your timeline. Some [00:30:00] things to include into circles. There are goals and objectives, client design needs, and this is you can break down how the services you provide will help the client.

[00:30:10] A fee schedule, and this is listing out each design assets and how you would go about completing it. You can mention if you permit a certain amount of design revisions, also, if you're pretty sure any materials and how that will work, for example, I would create three to four preliminary sketches. I'll consult with your team and incorporate their feedback before settling on the final logo design.

[00:30:33] You'll get final. Say on the Mark logo type color scheme, and font selections, the project total cost is listed last. Don't put a price for it, each item, because then the client might try to haggle you to lower that itemized price. If this project is more than a month long, you should consider adding a payout schedule for each deliverable after it's done.

[00:30:54] Project timeline is another thing. Give them a schedule of when to expect deliverables. [00:31:00] This includes the phase of the project, what activities are being done, and when it will be completed, be descriptive in what is being done. For example, creation of three to four wire frames by total jive and feedback from the client's name.

[00:31:15] You also need to include next steps. This is where you tell them what you do to happen next to get this project started. Some next steps to include are accepting the proposal as is discussed as our changes with you, state your name and any time you refer to yourself in this proposal, put your name, put the client's name or the company as well.

[00:31:36] You want to clear about who it is you're referring to, right? Finalize and sign the contract submit initial payment of 50% of total project fee. This is one of the most important sentences in your proposal, man. You want to establish a relationship of getting paid on time, give them a deadline of three weeks to get this contract signed.

[00:31:57] And 50% of the project fee paid. This is the [00:32:00] insurance. So they can't scam. You tell them what happens after they sign and pay example. Once completed will contact client name to schedule a project launch meeting to make introductions and gather information before beginning work. The next thing you need to include in your proposal is terms and conditions.

[00:32:17] Here's where you add in rights to include examples of your work in your portfolio. Also, any requirements about that receiving payment on time in order to continue providing service, you can give ownership of the project to the client here as well. Once you've finished your proposal. You need to send that in the invoice right away.

[00:32:37] I like to use invoice, home.com to quickly create an invoice PDF. And it's free. I have a template on there with my logo and export it as a PDF. Make sure you include at least two methods of payment. I include the cash app and chase deposit and Stripe as well. I sometimes include PayPal, but remember to increase your total [00:33:00] project fee by.

[00:33:01] The 2.9% that they charge. Then I send the proposal with Adobe acrobats, fill in sign feature, getting paid on time can be a struggle. Sometimes. Just remember this. It's like how you buy something at the store. You can't take it until you buy it. Explain that analogy to them. That you are a business and expect to be treated with the same respect.

[00:33:24] Don't hand over the files until they've paid their last payment. If they don't want to they're thief criminal, and don't value your worth. You don't owe them any work unless they've paid for it. Period. If yeah, you choose to be hourly, they'll probably send you a contract as well, but don't let that keep you from drafting on yourself.

[00:33:45] Some things to look out when reading these types of contracts are. Are you getting paid? The hourly rate you agreed on. What is the pay schedule? How are they going to pay you? And are they putting a cap on the amount of hours you can work? [00:34:00] Do they have any nondisclosure agreements? This is important because I assume you'll want to put the work you're doing on your portfolio.

[00:34:09] So make sure to ask any questions you have about this before you sign, ask them if design, where it can be added when a project is finished. Or if there's some trouble you could password protect that work on your website or only show them at in person interviews. The next thing to consider when getting into freelancing is time management.

[00:34:31] What do you have time for? But no, really it's time to start time tracking your day. If you can't look at your schedule and estimate how many available freelancing hours you have per day. Are you willing to work weekends and late nights when working a full time job? This may be the only time you have to work on these projects.

[00:34:52] So think for a bit on if you're willing to give up that free time time, take a look at your calendar. Are there any, any major events coming up that [00:35:00] you can't miss consider that too, before taking on any clients, this will come in handy for setting your freelance work hours for your clients and yourself.

[00:35:08] When writing out proposals or giving them deadline estimates, you need to be realistic because. Shit happens for every deliverable. Always call extra time than it actually takes. This will give you time to work on the project without stressing. If you have enough time to finish, when something bad happens, set up a template for everything.

[00:35:30] This will save you a ton of time. For real like set up email templates, proposals, invoices, presentations, anything that you can think of that you will use multiple times. It can be turned into a template. Next thing is taxes. I can't say a bunch on taxes because I'm not an expert, but I want you to keep in mind that in Texas, you need to take a minimum of 30% out of every penny that you make.

[00:35:57] This is a cautionary step, so you don't [00:36:00] have an unexpected, extremely high tax bill at. The beginning of the next year as a freelancer in USA, you need to file your w nine separately from your W2. All that freelance money you've been collecting has not been taxed, which is why the IRS recommends putting aside 30% of each paycheck that you get.

[00:36:20] This will save you the impact of an unexpected bill. Darren tax season. And sometimes it turns into a bonus for yourself. If you don't have that much to pay, next is life balance and mental health freelancing with a full time job can affect your social life depending on how much work you take on, you can get lonely.

[00:36:43] If you aren't aware of how you're feeling. So of everything I've said today, the most important thing is to take care of yourself. Money is important. I know this, but force yourself to be social at least once a month. If anything, put it on your calendar as a meeting, if [00:37:00] need be, you got to leave time to take breaks from just working.

[00:37:03] So it doesn't drive you down a Hill. It's possible to get out, but you got to try lean on those around you in those dark times, even if it's just a phone call or texting freelance work can help us pay for things we want and need. But remember that you're giving up time usually would use for leisure and social the life.

[00:37:24] So don't forget to include that in your schedule as well. So that's everything on freelancing with a full time job, but when do you turn your side hustle to full time? I'm still working on this myself as I have so many passions and projects going on at once. I currently like being an hourly contractor.

[00:37:46] If you really like the flexibility of painting from project to project, then full time freelancing could be for you. I think working on it part time is a good way to get started and understand what to expect. Also building up [00:38:00] a client list to a great resource. If you wanted to pursue freelancing full time is the creative class.co.

[00:38:08] They taught me about how I can make this into a profitable business. Some tips about freelancing work out on an agreement with a full time job for remote days is something you could think about if you don't want to have to work nights on freelance work, look for a full time job that has one day off a week.

[00:38:27] This is something you can pitch when accepting an offer to you can explain to them how it overall saves them money by giving you one day off with no pay per week. And you can use that day for freelance work. Also joined freelance communities. A lot of my gigs came from not even saying anything. I had brought it up online to a friend and that I'm open to freelance work.

[00:38:49] And months later, they reach out to me. Another thing a portfolio online is better than nothing. I'm still not satisfied of what my portfolio, but you know what it showcases, who I am and what services [00:39:00] I provide. That's all the clients want to know. They want to see projects you've done before. So even if you just start off with just images at first and no copy is better than nothing.

[00:39:10] And the UI UX design industry, you usually. You usually need to have something visual in order to get noticed you can name drop and all that. But unless the person's worked with you directly, they're really taking a chance on hiring you. If they don't know what your work or thought process looks like.

[00:39:27] Now let's get into listener questions. I asked on Instagram stories side hustling with a full time job. What questions or struggles do you have? I can't get through all of your questions in this episode. So I'd like to do some listener mentioned shout outs to Matty underscore Burke tend to cob AAJ, Gar 89.

[00:39:51] Let's get into the first one. Think like a bird said balance learning with nothing to be sure. What are you ashamed of? The [00:40:00] balance is a struggle for sure. But time tracking will help you realize where you can get more hours out of your day. When I first started time tracking, I didn't realize how much I stare at it, the wall, and think about random things being on a timer.

[00:40:14] It helps me stay focused and maintain balance and prioritize to get things done. I use the be focused app and it is top app for this. The King LA Olu and a Y dot M a Ray said time management is always my excuse. I think Ellis struggling, like think like a bird. The balance is something that takes time to get used to time-tracking has helped me so so much.

[00:40:42] I have clarity on priorities when I know that. I'm being timed on every movement I make there in that interval. I'm more cautious about what I'm doing. I also put my phone on silent and flip it over and actually forget my phone until my timer goes off to take a break. Underscore [00:41:00] Stephanie Booker said, how many projects is too much?

[00:41:04] I recommend taking one project at a time. Why because of your mental health and free time taking on two at a time could end up making it a full time job, especially if you're you already have a full time job. Remember that? Take time to think about why you want to freelance. If your, why is money, then only work on high value and price projects, like a website or mobile app.

[00:41:25] Compared to a logo design, which would be a lower payout. If it's solely about learning and trying something new, then I recommend looking for online tutorials. You could take while working on the project. That's all the listener answers I have for this week. As a reminder, you could be included in the next episode, make sure to follow me on Twitter.

[00:41:46] So Graham at UI narrative and Twitter, a UI narrative CEO. I randomly ask questions that will be featured in an episode and answered your questions. Live on the show. I want to leave you with this quote. The way to [00:42:00] get started is to quit talking and begin doing and that's by Walt Disney company. As a reminder, I'm finally offering one on one sessions.

[00:42:09] Now those seven sessions available our professional opinion, folio review discovery, mobile app design workshop, mobile app review. UX research workshop and follow up. You can book your one on one session with me. Go ahead and head to UI narrative.com/work with me, or if there's anyone, you know, that's looking for help on these topics.

[00:42:34] Please refer them to me at UI narrative.com/work with me, you can always email me@helloatuinarrative.com. Or DM me on Instagram at UI narrative or Twitter at UI narrative CEO. If you have any questions about this episode, I can't wait to hear from you all talk to you in two weeks, my friend. Bye. Thank you for listening to the UI narrative podcast.

[00:42:59] If you like [00:43:00] what you hear to make sure to show this podcast and love by commenting and subscribing where you listed. You can find me on Instagram and Facebook at UI narrative or Twitter at UI narrative CEO. I also respond to emails@helloatuinarrative.com. Talk to you later.