

My Daily Checklist

If I want to build a successful Upwork career, or agency, I need to complete the following steps - every day

Use checkmark when done



Task	Completed
Apply for 3 jobs	
Connect with 3 freelancers	
Create 1 more service offering	
Write a previous client	
Check in with all current clients	

If you complete all of the above on a daily basis, come rain or shine, then you are well on your way to success on Upwork.