Freelance Journal

A 30-Day Guided Journal

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How to Use This Journal

Welcome to your journal! Here are some tips to get the most out of it:

1 Set aside a few minutes each day to write

2 Be honest and write freely without judgment

3 Try to write at the same time each day to build a habit

4 Review your entries weekly to notice patterns

- Log each work session as a new row: enter the date, client name, and project description
- Fill in your hourly rate and hours worked — the amount column shows the total for that entry
- Add the invoice number once you have billed the client (e.g. INV-001)
- Set the payment due date according to your agreed payment terms
- Update the status field as the payment progresses: Invoiced, Paid, Overdue, or Pending

Scan for a detailed guide on how to use this journal

Freelance Journal

Date	Client	Project	Rate/hr	Time spent	Amount	Invoice #	Pay due	Status

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