

[View in browser](#)



[About Us](#)

Preferment Times: ***Retirement Redefined***

December 2024 Issue

The Best is Still to Come

Toes in the Sand, Mind Engaged





Coaches Corner

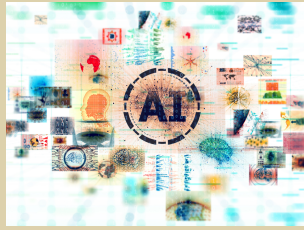
As we wrap up 2024, it's the perfect time to reflect and reset for the year ahead.

December offers a natural pause in the freelance world, giving us a chance to look back on our goals, identify what's working, and make thoughtful plans for the future. Here are a few tips to help you kick off 2025 with renewed focus and confidence in your freelance journey:

1. **Reflect on Wins and Lessons Learned:** Take a moment to celebrate your successes—big and small. Then, note any areas you'd like to improve or adjust. This reflection builds confidence and helps set realistic goals for the coming year.
2. **Set Goals with Balance in Mind:** When setting goals for 2025, consider beyond income. Consider work-life balance, client relationships, and personal growth. Many freelancers start their journey to enjoy more flexibility and joy in their work lives—let's keep that dream alive!
3. **Refresh Your Profile & Skills:** December can be a good time to update your online profiles and consider any skills or training you'd like to pursue. Small tweaks to your profile and some new keywords can attract a fresh wave of clients looking for your expertise.
4. **Plan for Productive Habits:** Take note of any habits that have helped you stay productive and engaged, and see if there's room to build on them. Maybe it's a weekly planning session or time-blocking work hours—whatever keeps you focused and motivated, making it a regular part of your routine.

Let's make 2025 a year where we work with purpose, stay flexible, and keep enjoying this journey!

**Patty & Robert's Special December Workshop
Details below!.**



Streamline, Simplify, Succeed: Game- Changing ChatGPT Skills for Freelancers

Ready to take your freelance career to the next level? It's NOT too late to sign up!

Join us for a hands-on, two-day workshop designed to help freelancers like you unlock ChatGPT's full potential!

 **Dates:** Saturday, Dec 7 & 14, 9:30 AM – 12:30 PM

 **Cost:** \$150 per person

Hurry & register now! Seating is limited.

In this 6-hour, practical workshop, you'll discover:

- How to streamline your writing process and save time on client projects
- Insider ChatGPT prompts that boost productivity and creativity
- Personalized tools to simplify repetitive freelance tasks
- Real-world strategies to leverage ChatGPT for landing more gigs and delivering higher-quality work

 **Limited Spots:** Only open to 10 attendees to keep the class interactive and manageable.

Don't miss this chance to learn game-changing skills that can elevate your freelance career!

Register today and unlock a powerful new tool to achieve freelance success! <https://bit.ly/3Atcdsj>



Big News: We're Launching a YouTube Channel! Technical Difficulties!

While Robert and I are thrilled to announce that **RPT Virtual Services** will soon be on YouTube, we aren't quite ready yet! We plan to be up and running by **January 6th!**

Whether you're just dipping your toes into the world of freelancing or ready to tackle more advanced strategies, we've got you covered.

Our new channel is **your free ticket** to learn all about online freelancing, with fresh content dropping **every week!**

At the start, we'll be focusing on **simple, practical tips** to help you kick off your freelancing journey, and as we grow, we'll dive into more advanced topics that take your freelance career to the next level!

The best part? Our videos will be **short and sweet—no longer than 15 minutes**—so you can learn on the go.

Be one of the first to join us on this exciting new adventure:

www.youtube.com/@RPTVirtualServices

Subscribe, tune in, and get ready to take your freelance game to new heights!

See you January 6th!!



Year-End Review: Setting Freelancing Goals for 2025

As the year draws to a close, December is the perfect time to reflect on your freelancing journey and set your sights on new goals for 2025. Taking a step back to evaluate your progress helps you recognize achievements, address challenges, and enter the new year with clarity and confidence.

Celebrate Your Wins

Start by acknowledging your accomplishments in 2024. Did you land a dream client, complete a challenging project, or finally raise your rates? Write down everything you're proud of, big or small. This practice boosts your confidence and reminds you how much you've achieved—even if the year wasn't perfect.

Evaluate Challenges

Next, take a moment to review the roadblocks or setbacks you faced. What held you back? Perhaps you struggled with time management, felt stuck in a creative rut, or didn't find as many jobs on Upwork as you'd hoped. Don't view these as failures; think of them as opportunities to grow.

Learn from Lessons

Reflect on what these experiences taught you. For example, did you realize that setting boundaries with clients improves your workflow? Or that networking regularly can lead to unexpected opportunities? Use these insights to inform your 2025 strategies.

Set SMART Goals for 2025

Once you've reviewed your year, it's time to plan for 2025. Set SMART goals—Specific, Measurable, Achievable, Relevant, and Time-bound. Instead of "earn more money," try "increase income by 20% by securing two new retainer clients by June 2025."

Your 2025 Goal-Setting Checklist

To help you get started, here's a simple checklist:

1. **Review accomplishments** – Write down at least five things you're proud of from 2024.
2. **Analyze challenges** – Identify two or three areas for improvement.
3. **Define new goals** – Create one financial goal, one personal development goal, and one work-life balance goal.
4. **Plan action steps** – Break each goal into smaller tasks and assign deadlines.
5. **Track progress** – Decide how you'll monitor your goals throughout the year.

A Fresh Start

The new year offers a fresh start to grow your freelancing business and build the life you envision. With a little reflection and purposeful goal-setting, 2025 could be your best freelancing year yet!

Are you ready to reflect and reset? Let Robert & me know what goals you're working on—we'd love to cheer you on!



Alerts:

Whenever we see something that we think is important for you to be aware of, we will put it here in this section. Some months, there will be nothing; others maybe a lot. Please read this one that I read about in Forbes this week.



Understanding Your Job Success Score (JSS)

Your Job Success Score (JSS): What It Is and Why It Matters

Upwork uses a Job Success Score (JSS) to measure a freelancer's success on the platform. This metric reflects how satisfied clients are with the work you deliver. A high JSS not only boosts your credibility but also increases your chances of winning more jobs by showing potential clients that you consistently meet—or exceed—their expectations.

To maintain a competitive edge, aim for a JSS of 90% or higher. Falling below this threshold can limit your visibility and invitations to jobs. Let's explore how the JSS is calculated, its significance, and steps you can take to improve it.

Understanding Your Job Success Score

The JSS is a dynamic metric calculated and updated regularly based on overall client satisfaction. Here's how the score ranges are defined:

- **Excellent (90% or higher):**
You're consistently exceeding client expectations, paving the way for Top Rated or Top Rated Plus status.
- **Good (80% to 89%):**
You deliver reliable work, but there's room for improvement.
- **Needs Improvement (79% or below):**
This indicates challenges in meeting expectations, which can make it harder to secure new opportunities.
- **No Score:**
If you're new to Upwork or have fewer than two eligible contracts, your JSS won't yet be calculated.

How JSS Is Calculated

Unlike traditional ratings that rely solely on client reviews, Upwork uses a weighted algorithm to ensure fairness for freelancers with diverse work patterns. Key factors include:

- Contract length
- Total earnings from a contract
- Client feedback (public and private)
- Duration of client relationships

This balanced approach accommodates both freelancers who specialize in short-term projects and those focused on long-term engagements.

Why a High JSS Matters

A strong JSS (90% or higher) signals reliability, skill, and professionalism, helping you stand out from competitors. It assures clients that you can consistently deliver quality work, making you more likely to receive job invitations and build lasting relationships.

If your JSS drops, don't worry—there are actionable steps you can take to improve it. Next month, we'll dive deeper into JSS insights, where to find them, and strategies to enhance your score.

Stay tuned for tips to keep your freelancing career on track!



How to Make Freelancing Work During the Holidays

The holiday season is a time of joy, family, and celebration—but it can also bring unique challenges for freelancers. Between balancing personal commitments and navigating a potential dip in client demand, it's easy to feel overwhelmed or uncertain about how to stay productive. With a little planning, you can make the holidays work for you while still enjoying the festive season.

1. Set Boundaries for Work and Family

Balancing work and personal time starts with clear boundaries. Communicate your availability to clients well in advance, letting them know when you'll be offline and when you'll be back. Use tools like email auto-responders to manage expectations.

On the personal side, schedule specific times for family gatherings, gift shopping, and other holiday activities. When you're working, focus fully on your tasks. When you're with family, give them your undivided attention.

2. Plan for Reduced Client Demand

Some industries slow down during the holidays, while others ramp up. Assess your workload ahead of time. If you anticipate a lull, consider reaching out to clients to check if they need extra support before year-end. Alternatively, use the downtime to catch up on admin tasks like updating your portfolio, organizing finances, or sending holiday greetings to clients.

3. Upskill During Quiet Times

The holidays are an ideal time to invest in yourself. Explore online courses, attend virtual workshops, or read books that can help you improve your skills and broaden your freelancing opportunities. Even dedicating an hour a day to learning something new can set you up for a more decisive year ahead.

4. Use the Festive Spirit to Your Advantage

Take advantage of the holiday season to connect with clients and colleagues. Send thoughtful emails or holiday cards to express gratitude for their partnership over the past year. A warm message can strengthen relationships and keep you top-of-mind for future projects.

5. Don't Forget Self-Care

Amid the hustle and bustle, prioritize your well-being. Schedule downtime to relax, reflect, and recharge. Whether it's enjoying a favorite holiday movie, going for a walk, or simply

sleeping in, small acts of self-care can make a big difference in keeping your energy and motivation high.

Embrace the Season

Freelancing during the holidays doesn't have to feel like a juggling act. By setting boundaries, planning ahead, and using the quiet moments wisely, you can end the year on a high note—professionally and personally.

What's your plan for making freelancing work this holiday season? We'd love to hear how you're balancing it all!



Tech Corner

This month's topic is on Tech Tools for 2025



10 Latest Remote Work Tools and Software to Use In 2025

If you've been struggling to stay on top of your workload or feeling the pressure of multiple deadlines, the solution could be as simple as downloading the right app. These free tools are designed to help you take control of your remote work routine, making it easier to organize your tasks, stay focused, and work more efficiently. Whether you're aiming to declutter your schedule, improve focus, or collaborate effortlessly with your team, these latest tools will set you up for success in 2025.

Here's a roundup of some of the newest and most effective free tools that will help you stay organized and productive as you gear up for the year ahead.

Read the article: <https://inclusivelyremote.com/10-latest-remote-work-tools-and-software-to-use-in-2025>

Panama is THE Place to Be in February

Join us, for...



If you are interested in retiring to Panama, come check it out during the International Living Event being held at the Hilton Hotel in Panama City from **February 7 to 9**. I will be there with Barefoot Consultants, but so many other people will be there to talk with you about Panama, many of whom I know personally. (Robert, as of right now, will be staying home with our three crazy furbabies.)

So, if Panama is on your radar for retirement, come check it out during this time. If you have any questions, feel free to email us.



Success Stories

Check back and see who will be our next freelancer featured in our Success Stories section!

We want to celebrate YOUR success with all our clients!



Happy Holidays!
Patty & Robert



RPT Virtual Services, LLC

You received this newsletter because you signed up on our website or made a purchase from us.

[Unsubscribe](#)

