

[View in browser](#)



[About Us](#)

Preferment Times: *Retirement Redefined*

January 2025 Issue

The Best is Still to Come

Toes in the Sand, Mind Engaged





Coaches Corner

Kickstart 2025 with Purpose!

Welcome to 2025! A new year brings fresh opportunities, and it's the perfect time to refocus on your freelancing goals. Whether you're just starting out or looking to level up, January is your launchpad for success.

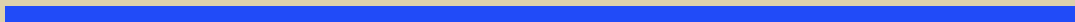
Take a moment to reflect on your progress last year. Celebrate your wins, big or small—they're proof of your resilience and dedication. Now, think about where you want to go next. What goals excite you? What steps will move you closer to your dream freelancing life?

This month, challenge yourself to set *one* clear, actionable goal. Maybe it's creating a specialized profile, reaching out to three new clients, or learning a new skill to enhance your services. Keep it focused, measurable, and realistic.

Remember, freelancing is a marathon, not a sprint. Each small step you take today is building the foundation for tomorrow's success. We're here to support you every step of the way. Let's make 2025 your best freelancing year yet!

Here's to starting strong and staying motivated.

You've got this!





Big News: We're Launching a YouTube Channel! Coming Soon!

While Robert and I are thrilled to announce that **RPT Virtual Services** will soon be on YouTube, we aren't quite ready yet! We have been delayed a bit again – life just keeps getting in our way! But we are working on it and we hope to have a definite date in our February newsletter!

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!!



Start Your Freelance Journey Strong: Make Your 2025 Goals SMART

The new year is a fresh opportunity to evaluate your freelancing journey and set the stage for success in 2025.

Whether you are just starting out or looking to expand your freelance business, setting clear, actionable goals can help you stay motivated and aligned with your aspirations.

Here are some inspiring ideas to help you chart a course for success in the coming year.

Reflect on 2024: Lessons Learned

Before setting new goals, take a moment to reflect on the past year. What milestones did you achieve? Which challenges did you overcome? Reflecting on what worked and what didn't will give you clarity and a strong foundation to build upon.

Ask yourself:

- Did I hit my income targets?
- How did I grow my client base?
- What skills did I develop or neglect?

Use these insights to guide your goal-setting process.

Define Your Freelance Vision

A clear vision is essential for staying focused and energized. Picture your ideal freelance career in 2025. Do you see yourself working fewer hours while earning more? Perhaps you want to specialize in a niche or expand your client list globally. Write down your vision and use it as a compass to guide your decisions.

Break Down Your Goals

Big dreams require small, actionable steps. Consider breaking your goals into categories:

1. Financial Goals:

- Set a monthly income target.
- Create a savings or investment plan.
- Develop a budget to reinvest in your business.

2. Skill Development:

- Learn a new tool or software.

- Take an online course to deepen expertise in your niche.
- Attend networking events or webinars.

3. **Client Goals:**

- Aim to acquire a specific number of new clients.
- Retain existing clients by offering value-added services.
- Diversify your portfolio with projects from different industries.

4. **Work-Life Balance:**

- Set boundaries around work hours.
- Schedule regular breaks or vacations.
- Create a dedicated workspace for enhanced focus.

Make Your Goals SMART

For goals to be practical, they should be Specific, Measurable, Achievable, Relevant, and Time-bound (SMART). For example:

- Instead of "I want more clients," aim for "I will onboard three new clients by March 2025."
- Replace "I want to make more money" with "I will increase my monthly income by 20% by June 2025."

Schedule a time with us to discuss your progress against your goals.

Embrace Technology

As freelancing continues to evolve, technology is your best ally. Tools like project management software, AI writing assistants, and time-tracking apps can streamline your workflow and boost productivity. Explore how these tools can help you achieve your goals faster and with less stress.

Stay Accountable

Accountability is a powerful motivator. Share your goals with a trusted friend, mentor, or coach who can encourage you and provide constructive feedback. Regular check-ins will help you stay on track and celebrate your progress.

Overcome Fear of Failure

Many freelancers hold back from setting ambitious goals out of fear of failure. Remember, every step forward—even a small one—is progress. If you stumble, view it as an opportunity to gain experience and adjust. Courage and resilience will carry you far.

Reward Yourself

Celebrate your achievements, no matter how small. Rewards can range from a special dinner to a day off to recharge. Recognizing your efforts reinforces a positive mindset and keeps you motivated.

Make 2025 Your Best Year Yet

The possibilities in freelancing are limitless, but they require intentionality and planning. By setting thoughtful goals and taking consistent steps forward, you can create a thriving freelance career that supports your lifestyle and aspirations. Remember, the journey may have twists and turns, but every milestone brings you closer to success.

So, what will you achieve in 2025?

Take the first step today—write down your goals, visualize your success, and get ready to embrace the opportunities ahead.



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.



How To Offer Instant Consultations On Upwork

Instant consultations on Upwork are a great way to monetize your time online. Get a new way to meet with clients on your schedule—anywhere, anytime.

Upwork has over 800,000 clients eager for advice from experienced professionals. Instant consultations are a way to monetize your time online by letting clients know you're available to meet now.

What are instant consultations?

While you can still schedule consultations with clients in advance like usual, we've expanded the feature. Simply connect your calendar, set up your consultation, and follow the steps below to turn your "meet now" availability on and off.

When you indicate that you're available for a consultation, clients will be able to find, book, and meet with you in seconds.

Who can offer instant consultations?

If you've achieved a Top Rated or Top Rated Plus talent badge and have previous experience selling a consultation on Upwork, you're eligible to consult with clients on demand. You can find your talent badge on your Upwork profile.

All Upwork talent who hold a verified badge—including talent badges, Upwork skill certifications, and Credly certifications—can continue to offer consultations that are booked in advance.

What kinds of clients can book consultations right away?

Talent Marketplace™ clients can meet with you immediately whenever you have this feature turned on. And if you both enjoy the consultation, you can continue working together on a contract.

What to do if you're not eligible

You'll need to start there if you've achieved Top Rated or Top Rated Plus status but have never sold a consultation on Upwork.

You can set up consultations by clicking on "Find Work" in the Upwork menu and selecting "My Project Dashboard." Once you've conducted at least one regular consultation that is booked in advance, you'll be eligible to indicate when you're available to meet instantly.

If you haven't achieved Top Rated status yet, keep working toward your next talent badge! You'll need to work toward a Rising Talent badge and build up your Job Success Score to get started.



Tech Corner

This month's topic is on ChatGPT

Unleash ChatGPT: Your Secret Weapon for Upwork Freelancing Success

As an online freelancer, staying competitive often means working smarter, not harder. Enter ChatGPT—a powerful AI tool that can elevate your freelance career.

Here's how to use ChatGPT to simplify tasks, boost productivity, and impress your clients.

1. Craft Client-Centered Proposals

Are you struggling to nail that perfect pitch?

ChatGPT can help you create proposals that emphasize the client's needs. Provide the AI with details about the job post and your qualifications, and it can draft a tailored response that stands out.

Tip: Edit the generated content to add your personal touch, ensuring your proposal feels authentic and genuine.

2. Generate Fresh Ideas for Projects

Sometimes, the creative well runs dry.

Use ChatGPT as a brainstorming partner to spark ideas for content creation, marketing strategies, or unique solutions for client problems.

For example, if you are a graphic designer, ask ChatGPT for innovative branding ideas or fresh color palettes tailored to your client's industry.

3. Streamline Research and Writing

For content writers or researchers, ChatGPT can summarize lengthy articles, suggest headlines, or even draft sections of your work.

While it won't replace your expertise, it is an excellent tool for jumpstarting tasks and meeting tight deadlines.

4. Create Professional Communication

Unsure how to word a tricky email or deliver a polished project update?

ChatGPT can help you maintain professionalism and clarity in client communication. Input the key points you want to convey, and let the AI do the heavy lifting.

5. Improve Workflow Efficiency

From organizing ideas into outlines to editing drafts, ChatGPT is a time-saver.

Use it to:

- Proofread and polish your work.
- Format project documents.
- Generate templates for recurring tasks.

Tip: Always review the AI's output to ensure accuracy and alignment with your voice.

6. Learn and Upskill

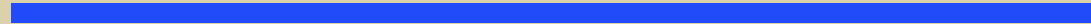
Not confident in a particular skill? ChatGPT can function as your tutor. Ask it for explanations, practice exercises, or resources to help you learn new tools or techniques that broaden your freelance offerings.

The Golden Rule: Partner with ChatGPT, do not Replace Yourself

While ChatGPT is a fantastic assistant, your unique expertise, creativity, and personal touch genuinely set you apart on Upwork. Use AI to enhance your work, not define it.

Ready to give ChatGPT a try? Start small, experiment with the tool, and discover how it can integrate into your daily freelance routine. The results may surprise you—and your clients!

If you need more help with ChatGPT, Robert and I would be more than happy to meet with you to talk about how you can add ChatGPT to your freelance toolkit. Contact us at info@rptvirtualservices.com!

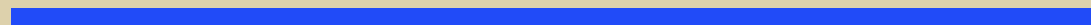


Panama is THE Place to Be in February
Join us, for...



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!



Hope you have a very Happy and Successful 2025!
Patty & Robert



RPT Virtual Services, LLC

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

[Unsubscribe](#)

