



GIGGERS



CAREER PLAN FOR GIGGERS



Co-funded by
the European Union

2022-1-DE-KA220-ADU-000086609

Finanziato dall'Unione europea. Le opinioni espresse appartengono, tuttavia, al solo o ai soli autori e non riflettono necessariamente le opinioni dell'Unione europea o dell'Agenzia esecutiva europea per l'istruzione e la cultura (EACEA). Né l'Unione europea né l'EACEA possono esserne ritenute responsabili.

CONTENT

Structure a career plan	3
A career plan for "giggers"	4
What is a career plan?	5
Keyskills for giggers	5
Working life values	13
Capacities	14
Interests	16
Inventory of interests	17
Competences	18
Competencies I want to develop	19
Mapping your network	20
Work/interest areas	21
Personal marketing	22
Summary	23
Action plan	25
Own notes	26
Resources	27

STRUCTURE A CAREER PLAN

As an educator, here are some steps you can take to help your students who are interested in working as giggers to structure a career plan:

Introduce them to the concept of freelancing: It's important to make sure your students understand what freelancing is and what it entails. Discuss the benefits and challenges of working as a freelancer and provide them with resources to learn more about the field.

Encourage self-reflection: Help your students reflect on their skills, interests, and passions. This will help them identify potential niches that they can specialize in as giggers. Encourage them to ask themselves questions such as, "What am I good at?" and "What do I enjoy doing?"

Assist with skill development: As an educator, you can provide your students with opportunities to develop the skills they need to succeed as giggers. This may involve offering classes or workshops in areas such as project management, marketing, and negotiation.

Help them build a portfolio: A portfolio is essential for showcasing one's work to potential clients. Provide your students with guidance on how to build a portfolio that showcases their best work and demonstrates their expertise.

Teach networking skills: Networking is critical for giggers. Provide your students with guidance on how to build their network, attend industry events, and connect with other freelancers in their field.

Discuss pricing strategies: As a gigger, it's important to set fair and competitive rates. Provide your students with guidance on how to determine their rates and how to negotiate with clients.

Encourage goal setting: Help your students set both short-term and long-term goals for their freelance career. Encourage them to regularly review and adjust their plan to ensure they're on track to achieve their goals.

Offer mentorship and support: Finally, as an educator, you can offer mentorship and support to your students as they navigate the world of freelancing. Encourage them to seek out mentors in their field, and offer your own guidance and support as needed.

A CAREER PLAN FOR "GIGGERS"

A career plan for "giggers," or individuals who work as freelancers or independent contractors, typically requires a different approach than a traditional career plan. Here is a potential structure for a gigger's career plan:

Identify your skills and expertise: As a gigger, your skills and expertise are what you sell to clients. Make a list of your skills, knowledge, and experience, and determine which ones are in demand in your field.

Define your niche: Once you've identified your skills, it's important to define your niche. Determine what type of work you want to do, who your ideal clients are, and what problems you can solve for them.

Create a portfolio: A portfolio is essential for showcasing your work and skills to potential clients. Create a portfolio that showcases your best work and demonstrates your expertise in your niche.

Determine your rates: As a gigger, you'll need to set your own rates. Research what other freelancers in your field are charging and determine what you're worth based on your skills and experience.

Build your network: Networking is critical for giggers. Identify potential clients, attend industry events, and connect with other freelancers in your field. Building relationships with other professionals can lead to new opportunities and referrals.

Set goals: Set both short-term and long-term goals for your career. Short-term goals might include finding your first clients or completing a specific project, while long-term goals might include increasing your rates or expanding your business.

Continuously learn and improve: As a gigger, you need to stay up to date with the latest trends and technologies in your field. Continuously learn and improve your skills to stay competitive and attract new clients.

Remember, a career plan for a gigger should be flexible and adaptable. Your goals and plans may change as you gain more experience and build your business. Regularly review and adjust your plan to ensure that you're on track to achieve your goals.



WHAT IS A CAREER PLAN?

The word career describes the ability to manage working life. To feel engaged at work is a desire of most people.

Career planning involves a methodical deeper reflection on oneself from a pleasurable perspective where the goal is to increase knowledge about one's qualities, driving forces and values, in order to map out which context provides the best conditions "to be where I am at my best". This means that the person's own potential and the person's inner longing are intertwined into a goal image that shows the way to the right context for a person in their career.

Have you ever mapped out the steps you need to take to prepare yourself for that job? What qualifications will you need before applying for that position? What types of companies need that position?

You might need to meet certain requirements for your dream job. Knowing these requirements ahead of time will help you prepare for that job. One of the best ways to prepare for your dream job is to create and follow a career path.

Career planning is the process of making decisions about what you want to do with your life and how you will accomplish it. It is not just a "one-and-done" activity, it should be an ongoing process that you revisit, especially when you, or the world, have changed.

KEYSKILLS FOR GIGGERS

As a gigger, self-assessment is a critical component of your career development. Here are some areas you can assess yourself in to determine your strengths and areas for improvement.

Skills: Identify your skills and determine which ones are in demand in your field. Evaluate your proficiency level in each skill and determine which skills you need to improve upon.

Time management

Working as a gigger requires excellent time management skills. Time management is the process of organizing and planning how to allocate time effectively and efficiently to accomplish specific tasks or goals. It involves setting priorities, scheduling activities, and staying focused on the most important activities to maximize productivity and achieve desired results. Time management strategies may include tools such as to-do lists, calendars, timers, and prioritization techniques.

Effective time management can help individuals avoid procrastination, reduce stress and anxiety, increase productivity, and improve overall quality of life.

Time management is crucial for giggers, who are freelancers, or those with non-traditional working arrangements. Here are some tips to help giggers manage their time effectively:

Create a schedule: Set a schedule for your workday, especially if you work from home. Write down your tasks and appointments and stick to your schedule as much as possible.

Prioritize your tasks: Identify the most important tasks and prioritize them. Focus on completing those tasks first, and then move on to other tasks.

Use productivity tools: There are numerous productivity tools available to help giggers manage their time effectively. Use tools like time tracking apps, project management software, and to-do lists to stay organized.

Take breaks: Taking regular breaks can help you stay focused and motivated throughout the day. Schedule breaks into your workday to avoid burnout.

Avoid distractions: Eliminate distractions such as social media, emails, and other non-work-related tasks during your workday. Instead, focus on completing your tasks.

Practice good time management habits: Practice good time management habits, such as setting realistic deadlines, breaking tasks into smaller parts, and delegating tasks when necessary.

In summary, with some planning, productivity tools, and good time management habits, giggers can effectively manage their time and optimize their workday.

Communication

Strong communication skills are essential for working with clients and collaborators. Communication skills that can be valuable for a Gigger:

Listening skills: A gigger needs to listen actively and understand the client's requirements, feedback, and suggestions, to assist them in achieving the desired outcome.

Problem-solving skills: A gigger must have excellent problem-solving skills to recognize complicated client requirements and find creative solutions to overcome them.

Written communication: Giggers need to be proficient in written communication skills such as email, messaging, and other types of online communication. They need to clearly and concisely articulate their ideas.

Verbal communication: They should have good verbal communication skills as it is essential for client communication, video conferences, and calls.

Time-management: Must manage their time effectively to deliver projects efficiently and communicate with clients consistently.

Empathy: A gigger should have the ability to empathize with clients, listen to them, and understand their needs to build a cordial and robust client relationship.

Attention to detail: It is essential to pay attention to details to avoid miscommunication, errors, and delays.

Negotiation skills: Giggers must have excellent negotiation skills, especially while discussing project timelines, payment rates, and scope of work.

Interpersonal skills: A gigger should have good interpersonal skills to interact with clients, project managers, and team members.

Cultural sensitivity: Giggers may work with clients from different cultures and backgrounds, so they should be able to understand and respect cultural differences.

Financial management

As a gigger, you are responsible for managing your finances.

Create a budget: Establish a budget that takes into account all of your income and expenses, including taxes, business-related expenses, and personal expenses.

Separate accounts: It is essential to keep your personal and business finances separate. Open separate bank accounts for your business and use them exclusively for business transactions.

Track your expenses: Keep track of all your expenses, both personal and business. Consider using digital tools like apps or software to automate tracking.

Save for taxes: As a gigger, you are responsible for paying both income and self-employment taxes. Plan for these taxes by setting aside a portion of your income each month.

Plan for retirement: Giggers do not have access to employer-sponsored retirement plans, so you must plan for your retirement by setting up an individual retirement account (IRA) or other types of self-employed retirement plans.

Invoice and Payment: Invoice your clients promptly and set clear payment terms to ensure timely payments.

Emergency funds: As a gigger, you may face irregular payment schedules or unexpected expenses. It is important to have an emergency fund to cover these situations.

By implementing these tips, you can manage your finances effectively, minimize stress, and ensure long-term financial stability as a gigger.

Marketing and sales

Advice on marketing and sales for giggers.

Establish a strong online presence: Create a website or a portfolio that showcases your skills and experience. Make sure you have a professional profile on all relevant social media platforms.

Referral and network: Ask your existing clients for referrals. Attend relevant networking events or conferences to meet potential clients.

Specialize in a niche: Identify a specific area of expertise and develop a reputation in that industry. This will make you stand out among other general freelancers.

Pricing: Research the market rates for your service and set competitive pricing. Ensure that your price is reflective of your experience, expertise, and value proposition.

Get Testimonials: Encourage your clients to provide testimonials that you can display on your website or portfolio.

Communication: Be prompt, professional, and clear in your communication with clients, this will help you to build trust, and strong relationships.

Continuous learning: Invest in your learning to stay updated and knowledgeable in your field. You can take online courses, attend webinars or read relevant blogs.

Remember, building a successful business takes time, effort, and patience. Don't lose hope, stay consistent in your efforts, continuously improve yourself and your offerings and you will eventually gain success.

Networking

As a gigger, networking can be a valuable way to meet new clients, find new job opportunities, and build relationships with other professionals in your field. Here are some tips on how to network effectively:

Attend networking events: Look for local events and meet-ups that cater to your niche or industry. Meetup and Eventbrite are great places to start.

Join online communities: Find online forums or groups that focus on your area of expertise. LinkedIn Groups and Facebook Groups can be a great place to connect with other professionals and share ideas.

Reach out to past clients: Stay in touch with past clients and keep them in the loop with your latest work. They may be able to refer you to new opportunities.

Attend conferences and trade shows: Industry-focused events can provide you with the opportunity to network with people who are doing the work that you do.

Join freelancers' association: There are many freelancer associations you can join to connect with other freelancers/giggers and see what works and what doesn't.

Use social media: Find and follow people on social media in your niche or industry. Engage with them by commenting on posts, messaging, and sharing content.

Be open and friendly: Always be open to meeting new people and be approachable. Remember that networking is about building relationships, not just collecting business cards.

Collaborate with other giggers/freelancers: Consider collaborating with others on projects or cross promoting each other's work. This can lead to more referrals and a wider network.

Remember that networking is an ongoing process of building relationships and connecting with others. Keep your skills and knowledge up-to-date, and continually seek out new opportunities to grow and learn.

Adaptability

The world of freelancing is constantly changing, and giggers need to be adaptable to succeed. Here are some ways to become more adaptable:

Embrace change: Be open to new trends, tools, software, and technologies that can improve your work efficiency and expand your skills.

Learn continuously: Keep up to date with the constantly evolving industry standards and practices. Attend training, workshops and conferences.

Diversify your skillset: Add complementary skills to strengthen your offerings and be open to new opportunities that come up.

Be proactive: Seek out new clients, projects, and partnerships, while maintaining existing client relationships and delivering high-quality work.

Be flexible: Have the ability to work on different types of projects, work with different people, and adapt to different work schedules.

Build a strong network: Collaborate with other giggers, attend networking events and join professional associations to build relationships with colleagues, mentors, and potential clients.

Be resilient: Recognize that setbacks and disruptions are inevitable but with a resilient mindset and adaptive approach, you can quickly bounce back.

Gigger's motivation:

Set achievable goals: Setting specific, achievable goals for yourself can give you a sense of direction and accomplishment. It is important to break down larger goals into smaller ones to make them more manageable.

Stay organized: Maintaining an organized workspace and schedule helps to stay focused and motivated. Use tools such as to-do lists and project management software to keep your tasks in order.

Take breaks: It is important to take regular breaks throughout the workday. Stepping away from your work can help refresh your mind and increase productivity when you return.

Surround yourself with positivity: Surround yourself with positive people, messages, and influences. This can help you maintain a positive attitude and stay motivated.

Reward yourself: Setting up a system of rewards for achieving goals and completing tasks can help to keep you motivated. Rewards can vary from simple treats like a favourite snack or coffee to larger rewards like a weekend getaway.

Continuous learning: Engage in regular professional development by learning new skills or taking courses that can enhance your expertise. This can help you stay motivated and improve the quality of your work.

Connect with others: Joining online communities or groups related to your industry can help you connect with others who share your interests and challenges. Collaborating with others can provide motivation to keep going and pursue your goals.

Gigger's engagement:

Some tips for giggers to increase their **engagement with clients:**

Communicate regularly and clearly: Keep your clients informed about the progress of the project, any challenges you face, and the timeline for delivery.

Respond promptly: Make sure to respond to client emails, messages, and inquiries in a timely manner to show that you are responsive and reliable.

Build rapport: Take time to get to know your clients and build a relationship based on trust, respect, and mutual understanding.

Collaborate effectively: Be open to feedback, suggestions, and ideas from clients and work together to achieve the project goals.

Deliver quality work: Ensure that the work you deliver meets or exceeds your client's expectations to build their trust and earn their repeat business.

Provide value-added services: Offer additional services or resources that can help your clients achieve their goals and solve their problems.

Stay professional: Maintain a professional demeanour and attitude at all times and avoid any behaviour that may damage your reputation or the relationship with your clients.

Gigger's self-discipline

Here are some tips to improve self-discipline as a gigger:

Set specific and achievable goals: Make sure to set clear, measurable, and realistic goals for your work. This will help you to stay motivated and accountable.

Create a schedule and stick to it: Create a work schedule for yourself and ensure that you stick to it as much as possible. This will help you to prioritize your work and avoid procrastination.

Eliminate distractions: Identify any distractions that may hinder your productivity and do your best to eliminate them. Turn off your phone or put it on silent, close unnecessary tabs on your computer, and create a quiet and comfortable workspace.

Take regular breaks: Take regular short breaks throughout the day to rest your mind and boost your productivity. However, make sure not to get carried away and spend too much time on breaks.

Hold yourself accountable: Hold yourself accountable for your work and take responsibility for your actions. If you fail to meet your goals, analyse what went wrong and make necessary adjustments.

Seek motivation and inspiration: Surround yourself with motivational and inspirational resources such as books, podcasts, or blogs, and tap into the energy of successful giggers.

Learn to say no: As a gigger, it can be tempting to take on too much work and overextend yourself. Learn to say no to requests that may hinder your productivity or do not align with your values and goals.

By regularly **assessing yourself in these areas**, you can identify areas where you need to improve and develop a plan to strengthen your skills. It's important to be honest with yourself during this process and seek feedback from others, such as mentors or peers, to gain an outside perspective.

For the **Career planning and self-assessment**, you can do following exercises below.

EXPECTATIONS

GOAL

WORKING LIFE VALUES

Rank and enter your prioritized work life values.

Especially important in my work	Significant in my work
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.

CONCRETIZE

Describe how your 7 "very important" working life values should be included in your work. Be as concrete as you can.

Insight!





CAPACITIES

List below your seven most distinctive capacities.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Give an example of how and when you used these capacities.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

Ask three people you meet in different contexts (e.g., colleague, friend, fellow student, partner) about your three most positive capacity. Ask them to exemplify.

Person 1	Capacity	Example
	1.	
	2.	
	3.	
Person 2		
	1.	
	2.	
	3.	
Person 3		
	1.	
	2.	
	3.	



INTERESTS

My top seven interests

1

2.

3.

4.

5.

6.

7.

Choose two new areas to explore:

1

2.

INVENTORY OF INTERESTS

Try to find the common threads between your interests and your professional life together.

What kind of tasks make you feel flow (forgetting time and space)?

What kind of problems do you like to solve?

What types of challenges appeal to you the most?

What do you like to do most in your spare time?

If you could do exactly what you wanted in life, without limits, what would it be?

Do you see anything in common between your interests at work and your interests in your spare time?

COMPETENCES

[illegible]

Choose six competences you want to use in a job, regardless of whether you have very good, good, or no/little competences today.

1. _____	2. _____
3. _____	4. _____
5. _____	6. _____

Competencies I want to develop.

Choose a maximum of four competencies you wish to develop and describe why.

Competence

Development needs

Action plan



MAPPING YOUR NETWORK

Take an inventory of your network. These may be people you know, who in turn know others who may have the information you could need about jobs and potential employers. Where could you find these?

PRIVATE AND LEISURE

- ☐ Family
- ☐ Partners' family, relatives, and friends
- ☐ Your friends
- ☐ Friends' colleagues
- ☐ Friends' families
- ☐ Current acquaintances
- ☐ Neighbours
- ☐ Acquaintances of acquaintances

WORK

- ☐ Earlier colleagues
- ☐ Existing colleagues
- ☐ Managers
- ☐ Suppliers
- ☐ Customers
- ☐ Industry contacts
- ☐ Network within the work
- ☐ Participants from meetings
- ☐ Participants from conferences
- ☐ Consistency from previous job searches
- ☐ Other professional contacts

OTHER CONTACTS

WORK/INTEREST AREAS

Pick out the two most interesting areas of work you would like to explore. (See your areas of work and interests). Which activities are available in each area and which companies may be interesting to work within.

1.	1.	
	2.	
	3.	
2.	1.	
	2.	
	3.	

PERSONAL MARKETING

The purpose of this exercise is to present what your goals are for your professional career. What you are particularly interested in and what skills and qualities you think you have, which you would like to use in a future job. Furthermore, what you have achieved in the past (in work or private) that you are satisfied with and that highlights your skills. And also present what is important to you in a job for you to thrive.

Career goals

Area of interest/area of work

I am particularly interested in.....

Summary profile

My main competencies/qualities are.....

Working life values

For me, the following are key factors for me to thrive in a job.....

Achievements

SUMMARY

Competences

Main competence	Wish to develop
1	1
2	2
3	3
4	4
5	
6	
7	

Interests

- 1
- 2
- 3
- 4
- 5

Working life values

- 1
- 2
- 3
- 4
- 5

Distinctive capacities

- 1
- 2
- 3
- 4

Working areas

- 1
- 2
- 3
- 4



ACTION PLAN

My first step:

When:

My second step:

When:

My third step:

When:

OWN NOTES



RESOURCES

<https://www.jobbank.gc.ca/career-planning>

<https://www.livecareer.com/resources/careers/planning/career-planning-tips>

<https://www.indeed.com/career-advice/career-development/career-planning-process>

<https://www.betterup.com/blog/career-planning>



**Co-funded by
the European Union**



Von der Europäischen Union finanziert. Die geäußerten Ansichten und Meinungen entsprechen jedoch ausschließlich denen des Autors bzw. der Autoren und spiegeln nicht zwingend die der Europäischen Union oder der Europäischen Exekutivagentur für Bildung und Kultur (EACEA) wider. Weder die Europäische Union noch die EACEA können dafür verantwortlich gemacht werden.



2022-1-DE-KA220-ADU-000086609