

The Financially Savvy Freelancer's Pre-Holiday Checklist



For Your Cash Flow

- Remind clients of any outstanding balances
- Set up automated invoice reminders
- Front load your projects
- Use [Hopscotch Flow](#) to get paid early



For Your Operations

- Coordinate holiday coverage as needed
- Schedule holiday social content/campaigns
- Double-check that all project deadlines get met
- Make sure collab files (Google docs, Figma folders, etc.) are updated and accessible to all relevant parties



For Your Clients

- Notify clients of your upcoming holiday fee (if applicable)
- Let clients know when you will and won't be available
 - Set up your OOO email reply
 - Record your OOO voicemail message
- Handoff all deliverables before you go



For Your Future

- Plan and forecast clients/projects for the new year
- Set up a plan for client emergencies
- Build savings throughout the year
- Unplug from work and reset!