

# Action Plan for Work Online 1:1 Coaching

This 1:1 coaching to work online is **in 3 stages** and below is what is included:

- A copy of my Fiverr Guide
- My Skill Assessment Test
- 2 Zoom video calls
- Twice a month follow-up via email for 2 months after gig creation.
- 1 year support after.

## STAGE 1

1. You get a copy of my Fiverr Guide which will help you understand everything you need to know about working on Fiverr.

You're advised to read through this guide before your scheduled coaching date.

2. You will take my Skill Assessment Test, so we can decide on the services you can offer based on your skillset and professional experience. The services will be selected based on their level of demand.

If you already know the services you would want to offer online, feel free to let me know in advance.

## STAGE 2

Upon your completion of reading the Fiverr Guide and after we decide on the services to offer, we will prepare for the first zoom call.

Before the meeting, kindly make sure you have the following ready:

- A laptop (phones not allowed)
- Great internet connection
- Download Zoom
- Create your profile on Fiverr
- Have Canva open on browser

1. **The first zoom call** involves you sharing your screen with me, so we can:

- Create your first optimized gig and publish it.
- After this zoom meeting, you will have to create a second gig yourself to put what we learned to practice.

## 2. The second zoom call:

- This will be one week after the first zoom call, to track your impressions (the number of times your gig has been seen by potential clients)

A high impression (Above 100) shows your gig is performing well and a low impression (below 100) means your gig is not performing well and we might need to tweak it.

- We will go through the gig you created yourself, together to see if it needs optimization.

## STAGE 3

The third stage is the waiting/follow-up stage where we wait for clients to contact you and I follow up with you to see what's happening.

During this time, I will be checking in with you every 2 weeks, to see how things are going and you can reach me anytime via email or DM with any questions you have.

## Terms

- Bear in mind that it is your responsibility to take this coaching seriously and honor the terms of the coaching schedule.
- **There is no re-fund after payment**, so you should do your best in sticking to the schedule so we can get this done.
- If any unforeseen issues arise which cannot be avoided, you must inform me **at least 2 days prior via email** about rescheduling.
- I will support you until you get your first client and get paid. However ultimately, I cannot control when that will be, as it could range from 1-3 months from when we make your gigs active.

**The key is to be patient and constantly check your gig performance to see what we can optimize or change to attract clients quicker.**

As we work together, feel free to ask me any questions you have, I will be available to assist you.

Ready for Coaching? [APPLY TO WORK WITH ME!](#)