

The Neolytix Guide for Freelancers

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The Future is Freelance

Have you considered working as a freelancer for Neolytix?

As you've probably heard, we live in a "[gig economy](#)." Contract and/or freelance work has become more popular than ever. Both employers and workers have to appreciate the flexibility and versatility that freelance arrangements provide.

That's why we have put together this **honest, hard-headed, and informative guide to freelancing with Neolytix.**

Whether you're a seasoned freelancer or just looking to test the gig economy waters, this guide is for you.

To Freelance or Not to Freelance? That Is the Question

Would you rather freelance or work full time? It's a complex question with no single answer. **After all, different people prefer vastly different work arrangements.**

Full-time employees, of course, have greater job security than freelancers. They also may receive benefits like health care or paid time off.

Freelancers, by contrast, enjoy greater freedom and flexibility than their full-time counterparts. They can make their own hours, manage their own finances, and take on new work whenever needed.

Below is a partial list of distinctions between freelance and full-time workers:

1. Taxes

Handling taxes as a freelancer requires a certain shift in mindset.

Typically, employers take care of all aspects of an employee's taxes before issuing paychecks. This means federal, state, and local (where applicable) taxes, as

well as social security benefits payments, are automatically withheld from the employee's paychecks. Any surplus taxes paid are refunded the following year.

Freelancers are responsible for their own taxes. They might choose to pay estimated taxes in advance or simply save up until tax day rolls around. While tracking your own taxes can be cumbersome, it affords freelancers far greater awareness of, and control over, their finances. They can see exactly where their money is going and how much they get to keep.

Many freelancers pay estimated taxes at the [IRS website](#). Others set up a separate bank account and store money to be paid on tax day. In either case, freelancing requires good financial sense and the wherewithal to save up a bit of cash for later.

All things considered, financial responsibility is a great life skill to cultivate.

Freelancing will give you plenty of practice.

2. Benefits

Most full-time jobs offer health benefits and other perks such as paid time off. Depending on the job, these benefits can be quite substantial and certainly make a good full-time job worth holding onto.

Freelancers must take care of all these benefits themselves. If they want health insurance, they'll need to purchase it through a [local marketplace](#).

Moreover, freelancers follow a 'no work – no pay' model. There are no sick days, vacation days, holidays, maternity leave, or anything else. Freelancers are paid *only* when they work. **It's a hustle, to say the least!**

If benefits are important to you, full-time work is the way to go. **But if you're looking to build a solid record of work experience and can do without benefits for the time being, freelancing can be a great option.**

3. Work Exclusivity

Full-time employees typically sign a contract declaring that they cannot be employed elsewhere while working for their current employer.

On the other hand, freelancers are *free*! They work where they want and for whom they want. They can work on multiple projects for different clients at one time and gain experience in a wide variety of different fields.

If you freelance with us, you will be more than welcome to work another job so long as it does not conflict with your work for Neolytix.

4. Compensation

Full-time employees are generally better compensated than contractors or freelancers. That's how it's always been. However, full-time employees also often get very little say over their salary, bonus, raises, and so forth. Employers determine pay rates and when bonuses or raises are deserved.

When you freelance, it is clear from the get-go what your compensation will be. Raises and bonuses are allocated informally, based on what the freelancer and client agree on.

Moreover, since freelancers are not bound by contracts and can choose jobs at their discretion, they often have a fair bit of leverage in negotiating raises. If they feel that their client is not compensating them appropriately, they can simply leave. That kind of freedom goes a long way.

Responsibilities of a Freelancer

As a freelancer, you are responsible for your own productivity. What do we mean by this?

Well, most employees follow a fixed schedule set by their employer. They go to work, punch the clock, work under the strict supervision of their manager, and punch out at the end of the day. You know! The old 9 to 5.

When freelancing, none of that applies. You work when you want. Clients might set deadlines, but they're not constantly breathing down your neck

This prospect can be daunting at first. **But it can also be hugely inspiring.**

Developing a good work ethic is **on you**. The responsibility for keeping to a schedule and meeting deadlines is **on you**. Figuring out how to work efficiently and juggle multiple projects is **on you**.

If you're self-motivated and driven to succeed, freelancing may be a great option for you. If you can manage your own scheduling, you'll love the freedom and flexibility freelancing affords.

Finally, when the time to apply for full-time jobs rolls around, the skills and experience you accrue as a freelancer will be invaluable. Employers will be quite impressed by your work ethic, self-motivation, and ability to remotely manage multiple projects.

Communication Tips for Freelancers

When communicating with clients, always err on the side of politeness and respect. Here are a few key tips on communicating effectively while freelancing for Neolytix:

- Use a **respectful** and **encouraging** tone in all your communications with clients, colleagues, patients, and vendors. Maintain this tone across all communication channels including email, phone, chat groups, etc.
- Be **clear** and **concise** in your communication. For example, ASAP is concise but not clear. How soon is “as soon as possible?” Always specify a date when you can.
- Be specific and **suggest reasonable timelines** for completing tasks. Work hard, but don’t push yourself or your colleagues beyond their limits.
- Use an up-to-date time tracker and **keep detailed records** of time spent on various projects. This will make billing your hours easier both for you and for your clients.
- **Acknowledge receipt of emails and messages.** Provide relevant and timely responses as much as possible.
- Be predictable and ask for help. Tell clients your schedule and stick to it. Don’t let problems pile up. If you need more time to do something, just tell us.
Remember, asking for help is a sign of strength, not weakness.

Our Communication Channels

- Neolytix Outlook Email
- MS teams
- Other job-specific messengers used by various clients

Professional Conduct

- **Follow the golden rule.** Do unto others as you would have them do unto you.
- **Be punctual.** always start your shift on time. Freelancers have freedom to self-schedule, but if you agree beforehand to start a shift at a given time, don’t be late!

- **Be focused and attentive during meetings.** Whether in person or via a video chat service, it's polite to engage and ask relevant questions.
- **Show appreciation for colleagues.** No matter how big or small, when someone does you a favor, say thanks!
- **Dress appropriately for video calls.**
- **Consider the needs of others.** Don't ever think "it's not my problem!" We all play a role in the success of the company. We're all in the same boat. Do what you can to keep it afloat.

Time Management

- **Set a goal for hours worked each day.** You'll probably be doing lots of different tasks as a freelancer. Keep a mental note of how many work hours you average each day to better understand your 'natural' work rhythm. Know how many hours you like to work and plan tasks accordingly.
- **Keep yourself on a schedule.** Once you figure out a schedule that works for you, stick to it. You are, of course, free to work when you want. However, good freelancers keep themselves on a schedule and deliver consistent results for clients. You might choose to work 4 hours each day, 8 hours every other day, etc. Whatever schedule you choose, stick to it.
- **Use the Eisenhower method.** This is a simple yet effective tool for organizing tasks in terms of urgency and importance. It helps you focus on your most important and urgent tasks and schedule others to be completed later.

Workplace Organization

- **Maintain a consistent quiet work environment.** This is a good practice at the actual office or at your home office. No matter where you work, try to eliminate distractions. Do your best work during work hours. Relax when you're done.
- **Subscribe to a reliable, high-speed internet connection.** Make sure all your video conference calls go smoothly.
- If possible, **procure a backup internet connection** like a prepaid modem or pocket Wi-Fi. Internet access is required for pretty much everything Neolytix does. Don't let a faulty modem cut into your productivity.

Use Social Media Responsibly

- **Act responsibly on personal social media platforms.** Do not risk jeopardizing or compromising the company's reputation, social standing, or professional image. Be careful about when and how photos of you are uploaded to social media. Remember, once something is online, it never really goes away. Be responsible, always.
- **Do not make irresponsible remarks.** No bad mouthing the company, no third-party attacks, no culturally insensitive remarks, and certainly no racial beliefs and/or prejudices. Such remarks will not be tolerated.
- **Do not divulge confidential information.** This means information about Neolytix, our clients, or our alliance partners over social media.

Confidentiality

Protect the company's private and confidential data, information, SOPs, methodology, decks, and so forth. We entrust our freelancers with expensive resources and sensitive client information. Please act responsibly.