

Action Checklist

Now that you've read the entire report, it's time to take action! I have made the action checklist below to break this project down into small, action-bite steps. If you're completely new, use this as a blueprint. If you have a website already, use this checklist to evaluate your existing site and identify ways to improve it.

Preparation

- Identify your business goals and objectives.
- Identify and understand your target market/client.
- Sign up for website hosting. (If you're nervous about installing Wordpress yourself, remember that a web hosting package at [ReliableWebs](#) comes with free installation of Wordpress)
- Choose a domain name and register it.
- If your domain name is registered with a different provider than your web host, then redirect your Domain Name Server (DNS) to your web host.
- Instal Wordpress through your web host's Cpanel.
- Choose a Wordpress theme. Copy it to your computer, then upload to your Wordpress database using FTP software.
- Write the copy for the following pages:
 - Home Page
 - About Page
 - Services and Rates
 - Samples of Work
 - Testimonials or Feedback
 - Qualifications and Experience

- Contact Page
- Resources (Optional)
- Put links to your social networking profiles.
- Evaluate each page and make sure:
 - You have emphasized how your client will benefit from hiring you.
 - Each page is easy to read.
 - Each page has a clear call to action.
 - Each page has clear links to every other page.
 - You have a prominent sign-up form for your newsletter or Ezine.
 - You have included a clear and pleasant picture of you.
 - If you used other pictures:
 - Are they clear?
 - Are they relevant?
 - Do you have the license to use them on your site?
 - Do they communicate clearly?
 - If you used video:
 - Is it relevant?
 - Does it load fast?
 - Are the audio and video clear?
 - Does it communicate clearly?

- If you used audio:
 - Is it relevant?
 - Does it load fast?
 - Are the audio and video clear?
 - Does it communicate clearly?

Congratulations, you're done! Now use the URL of your website in your signature line for Emails, forum posts, blog comments, social networking profiles, business cards - everywhere!



If you want more detailed help in building your website, get your copy of **“The Savvy Freelancer’s Website Secrets: How to Create a Client Magnet Online.”**

[Click here to find out more.](#)