

TEMPLATE

PRICE
\$19.99

Ultimate Freelancer OS: All-in-One Business Notion Dashboard

v2.0

\$19.99

Complete Notion workspace for freelancers with 8 integrated databases: Clients, Projects, Tasks, Invoices, Expenses, Content Calendar, Learning, and Goals. Includes 5 automation workflows.

Type: **Template** Version: **2.0** Downloads: **0**

PRICE	VERSION	DOWNLOADS	RATING
\$19.99	2.0	0	—

✦ Key Features

Database 1: Client CRM (25 fields)

- › Client Profile: Name, Company, Website, Industry, Location
- › Contact Info: Email, Phone, LinkedIn, Twitter, Preferred Contact Method
- › Lead Source: Referral, Upwork, Fiverr, Cold Outreach, Website, Social Media
- › Status: Lead, Proposal Sent, Active Client, Past Client, Unresponsive
- › Value Tier: Platinum, Gold, Silver, Bronze (auto-calculated from total project value)
- › Relationship Score: 1-10 star rating (auto-calculated)
- › Communication Log: Linked database with date, channel, summary, follow-up
- › Contracts: Links to signed documents in Google Drive
- › Notes: Freeform section for personal notes about the client
- › Last Contact: Auto-updated date field

Database 2: Projects (18 fields)

- › Project Name, Client (relation to Clients DB)
- › Status: Planning, In Progress, Client Review, Revisions, Complete, On Hold, Cancelled
- › Project Type: Web Design, Logo Design, Copywriting, Consulting, Development, Marketing
- › Start Date / Due Date: Date range
- › Budget: Currency field (projected)
- › Actual Cost: Formula (rollup from Tasks actual hours x rate)
- › Profit Margin: Formula percentage
- › Deliverables: Checklist of items to deliver
- › Scope Creep Log: Linked tracking database
- › Files: Links to deliverables folder

Database 3: Tasks & Sprints (14 fields)

- › Task Name, Project (relation), Assigned To
- › Status: To Do, In Progress, Review, Done
- › Priority: Critical, High, Medium, Low
- › Due Date, Estimated Hours, Actual Hours
- › Tags: Design, Development, Admin, Client Meeting, Content, Finance
- › Recurring: Template for repeat tasks
- › Dependencies: Relation to other tasks
- › Linked Resource: URL or file link
- › Completion %: Formula
- › Notes: Task-specific notes

Database 4: Invoicing (12 fields)

- › Invoice #: Auto-incrementing ID
- › Client (relation), Project (relation)
- › Amount: Currency
- › Status: Draft, Sent, Paid, Overdue, Cancelled
- › Issue Date / Due Date: Date range
- › Payment Method: Bank Transfer, PayPal, Stripe, Crypto
- › Payment Received Date
- › Days to Pay: Formula (auto-calculated)
- › Line Items: Table of descriptions and amounts
- › Notes: Payment terms, late fee policy

Database 5: Expenses (10 fields)

- › Expense Name, Category (Software/Tools/ Education/Travel/Office/Marketing/Taxes)
- › Amount: Currency
- › Date, Payment Method
- › Receipt: File upload
- › Tax Deductible: Checkbox
- › Vendor, Notes
- › Recurring: Monthly/Yearly/One-time

Database 6: Content Calendar (12 fields)

- › Content Title, Platform (Instagram/LinkedIn/Twitter/ Blog/Newsletter/TikTok/YouTube)
- › Content Type: Post, Story, Article, Video, Email, Thread, Carousel
- › Status: Idea, Drafting, Reviewing, Scheduled, Published
- › Publish Date, Campaign (relation)
- › Assets: Links to Canva/design files
- › Copy: Text block for the post copy
- › Hashtags: Multi-select
- › Performance: Views, likes, comments, shares, saves
- › Notes: Content notes
- › Template: Link to reusable post template

Database 7: Learning & Development (8 fields)

- › Resource Name, Type (Course/Book/Article/ Podcast/Workshop/Conference)
- › Category: Design, Business, Marketing, Development, Finance, Productivity
- › Status: To Start, In Progress, Completed
- › Time Investment: Hours
- › Key Takeaways: Text area
- › Applied To: Relation to Projects
- › Rating: 1-5 stars

Database 8: Goals Dashboard (8 fields)

- › Goal Name, Category (Revenue/Clients/Skills/ Content/Health/Personal)
- › Target Date, Progress %: Formula
- › Milestones: Checklist
- › Quarter: Q1/Q2/Q3/Q4, Year
- › Linked Projects: Relation



What's Included

- ✓ Editable Canva/Notion/Google Sheets template
- ✓ Professional design with brand colors
- ✓ Pre-filled example data
- ✓ Setup instructions & usage guide
- ✓ Instant digital download



Specifications

FORMAT	Digital Template (Editable)
DIFFICULTY	Beginner-Friendly
COMPATIBILITY	Works with Free & Pro versions
DELIVERY	Instant Digital Download



Requirements

Free Notion account. Duplicate template into your workspace.

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