

5 Helpful Tips to Keep Your Sanity as a Solopreneur

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By Jordan Roper

Working as a solopreneur is no joke.

After all, on top of doing what you love, you've also got to handle marketing, sales, administrative tasks, customer service, accounting, and more not-so-fun stuff. And, in the midst of doing all of that, you have to eat, sleep, and look like a presentable human being (although – let's be honest – that last one sometimes slips through the cracks when you work from home!).

So, before you let the madness of your work life drive you completely insane, check out these **5 helpful tips for solopreneurs**.

1. Get a Project Management System That Works For You

One of the most difficult parts about being a solopreneur is that you're responsible for every aspect of your business. That means it's absolutely critical for you to [stay organized](#), meet deadlines, and complete all of your tasks.

To do this, a simple notebook and planner may not always be the best idea. When I started my business, it certainly wasn't. To be honest, I'm a pretty disorganized person, and keeping up with multiple tight deadlines would drive me insane without my project management system of choice – Basecamp. I like it because it helps me manage all of my tasks and appointments with ease.

Here are a few other helpful resources to help you get organized and stay on top of your tasks:

- **Evernote** – I use this almost every day for jotting down notes when I'm on the phone with clients. It's basically a digital notebook!
- **Dropbox** – I use this to store all of my files safely. It's kind of like a digital lock box, and it keeps my files stored in the cloud so they stay secure if my hardware crashes.
- **Outlook/Outlook Calendar** – I use this for my business emails, and I especially love the calendar feature for keeping track of appointments, meetings, and other important dates!

By taking advantage of a project management system and a few simple applications, you can really boost your productivity and keep stress to a minimum. Let's face it – you're probably already stressed enough, so make sure you prioritize getting this done.

2. Create an Office Space in Your Home

When you're working from home, it might be tempting to work from your bed or your couch. But, come on – are you *really* going to get anything done lounging around in your pajamas all day? *Probably not!*

If you're running short on cash, use an old table and chair for your desk space, or buy one from a garage sale. Your desk space should be large enough for anything you need, and your chair should be comfortable (trust me – you could end up dealing with some serious back pain if you settle for a cheap chair!).

If it's within your budget, decorate a bit too! You'd be surprised how some fresh flowers or fun wall hangings can brighten up your office space and help put you in a positive mood while you work.

3. Make Time to De-stress

Solopreneurs often work long hours. *Really* long hours. It's not exactly relaxing, and it can really take a toll on

your health if you don't control your stress levels. Once, I let it get so bad that I developed a seriously creepy eye twitch... *It wasn't a good look.*

Don't let your daily responsibilities harm your health. Here are a few things you can try next time your work has you feeling like screaming into a pillow:

- **Deep breaths** – Take a few moments to breathe deeply and relax all of your muscles. This method of de-stressing is simple but extremely effective.
- **Take a walk** – Sometimes all you need is a little change of scenery! Get out and enjoy the weather. Or, if the weather isn't looking so great, head out to your favorite store to browse for a little while.
- **Try some yoga** – You don't have to go to a studio to take a rejuvenating yoga break. Look up some free tutorials online, or buy a DVD so you can work out at home.

I know you might be thinking, “*Really? I don't have time for any of these things!*”

However, you need to *make the time to de-stress or your work will drive you crazy and take a huge toll on your health.* Work later if you must to make up for the time you spend relaxing. Your mind and body will thank you later.

4. Do What You Love, and Outsource the Rest

As a solopreneur, you're probably someone who quit the traditional workforce so that you could focus on what you love to do. So, why are you still burdening yourself with the tasks you hate?

Don't make the mistake of overwhelming yourself with work that you can easily outsource. Do what you do best, and let someone else handle everything else. That way, you'll still wake up happy to work every day.

5. Never Stop Marketing/Networking

One of the most difficult parts of working for yourself is the unpredictable income – all too often, it's either feast or famine.

While you might get comfortable when you've had a good week or month, that doesn't mean it's okay for you to stop marketing and spreading the word about your business. After all, sales may decrease unexpectedly, and that's not a situation you want to be thrown into.

Make consistent [marketing](#) a major priority, and you'll have a much better chance of sustaining a steady income, even during difficult times.