



FREE FOR FREELANCERS · A REAL SLICE OF THE FULL WORKBOOK

Project Pipeline Tracker

Billable work fills this month; your pipeline fills next month. This free starter is the proposal-to-paid pipeline from the full Freelancer Business Manager — every lead, proposal, and negotiation in one place, each weighted by how likely it is to close, so you plan against what's realistically coming instead of a fantasy total.

How to use it

1. Add every real opportunity as a row — the project, the client, its value, and your honest probability of winning it.
2. Set the Stage from the dropdown as the deal moves: Lead, Proposal sent, Negotiation, Won, On hold, or Lost.
3. Read the Weighted column (value x probability) — the realistic version of your pipeline — and the open-pipeline total at the bottom.
4. Give every open deal a next action and a date. A pipeline without next actions is just a list of wishes.

What the full workbook adds

The paid Freelancer Business Manager keeps this pipeline and adds the rest of the practice in one owned file: a Client Roster that scores every client by your real effective hourly rate, a Rate Setup tab that builds your true cost per billable hour, a Retainer Tracker burn-down, a Work & Invoice Log, and a Dashboard — plus five guides. [Get it at ardentworkshop.com](https://ardentworkshop.com) >