GARETH EDWARDS

The Radicalist's Guide to Meaningful Freelancing

Earn More, Work Less, Make a Difference

The Worksheets

These are the worksheets relating to the activities in The Radicalist's Guide to Meaningful Freelancing by Gareth Edwards.

The number in the diamond tells you the the page the activity is on.



The worksheets are designed so they can be printed off and completed by hand.

The Legal Bit

The Radicalist's Guide to Meaningful Freelancing

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Please take responsibility for your actions.

This guide draws on my personal experiences and psychological theories and personal development activities I have found useful.

I genuinely recommend you get legal, tax and insurance advice.

If you are serious about freelancing, it is best to do it right.

Legal Disclaimer

The information in this guide is not intended to be all-inclusive and does not constitute legal or other professional advice on any subject matter.

It is the sole responsibility of freelancers or people thinking of becoming a freelancer to fully understand all legal, tax, and insurance issues and any other requirements for their business and to ensure that their business does not violate any local, national or international laws.

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Why do you work?

18

Answer these questions to explore why you work:

I work …

Jot down your initial thoughts here:

What is the best job you ever had? Why?

What is you job like now? Why?

How has the way you see work changed over the years?

What does work do for you - what do you get out of it?

What are the good things about your work?

What are the bad things about your work?

Let your mind wander over memories of when work has felt good - what was going on at those times? Describe:
Where you were?
What you were doing?
Who were you with?

Reasons for Working

23

Find up to three core reasons why you work and what it allows you to be, do or have:

I work for:	Because it allows me to
e.g. Money	
e.g. Meaning	
e.g. Movement	

What have you got going for you?

I am…

31

Find up to five positive terms to end the sentence “I am…”

1
2
3
4
5

Examples:

Adaptable
Analytical
Articulate
Attentive
Broad-minded
Calm
Confident
Conscientious
Compassionate
Cooperative
Dependable
Determined
Efficient
Energetic
Empathetic
Flexible
Funny
Hardworking
Honest
Innovative
Inventive
Imaginative
Knowledgeable
Methodical
Motivated
Optimistic
Organised
Patient
Practical
Realistic
Reliable
Responsible
Sensitive
Thorough
Witty
Versatile

The size of my tribe

32

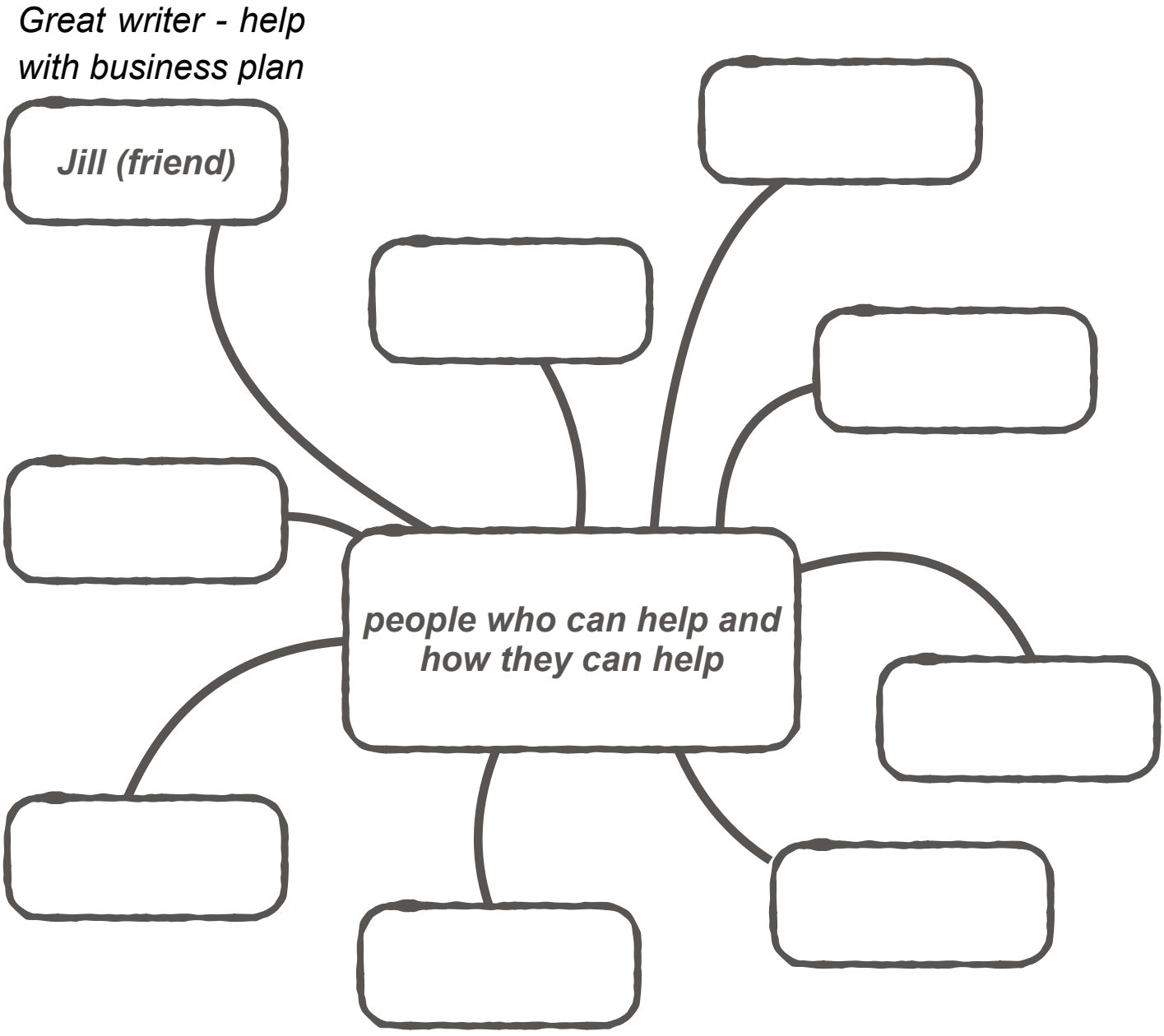
Name the people you know, focus on those you talk with regularly and those who are always pleased to hear from you.

Close / extended family and people I grew up with	
Friends past and present	
Current / former bosses and colleagues	
Neighbours and people in my community	
People I socialise with at classes, clubs, groups etc	

People who can help

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Pick a few people and write how they could help you:



Ask for help:

- Ask for help in your head. Rehearse the words you will use to ask and how you will reply to both a yes and no response.
- Choose a communication style that suits them. It could be by phone, email, via social media or over coffee.

What do you value?

When have you been at your best?

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Think of three times when you felt happy, proud or fulfilled.

I remember a time I felt happy					
Age		**Place**		**With**	

What was happening?

What were you or others doing?

How did it feel?

I remember a time I felt proud					
Age		**Place**		**With**	

What was happening?

What were you or others doing?

How did it feel?

I remember a time I felt fulfilled					
Age		**Place**		**With**	

What was happening?

What were you or others doing?

How did it feel?

What is important to you?

39

With your proud, happy fulfilled memories in mind, list the things that are important to you.

You can choose from the list and add your own.

Authenticity
Achievement
Adventure
Ambition
Autonomy
Balance
Beauty
Belonging
Boldness
Caring
Compassion
Challenge
Community
Contribution
Creativity
Curiosity
Dedication
Determination
Empathy
Enthusiasm
Equality
Excellence
Fairness
Fame
Freedom
Fun
Generosity
Growth
Happiness
Healing
Helping
Hope
Humor
Inclusiveness
Ingenuity
Intuition
Joy
Justice
Kindness
Knowledge
Leadership
Learning
Legacy
Love
Loyalty
Openness
Optimism
Order
Originality
Peace
Positivity
Practicality
Quality
Respect
Responsibility
Security
Self-Respect
Service
Simplicity
Spirituality
Success
Status
Support
Teamwork
Understanding
Uniqueness
Vision
Wealth
Wisdom

My important things:

Why are these important to you?

40

Pick 6-8 words and explore why they are important to you.

I value	because

If you find this a bit tricky, think about what the word means to you and how you would describe it to an alien.

Your top three core values

41

Get your list down to your top three core values.

Look for ones you could not live with out or can combine. Write down how you will know when your work is aligned to this value.

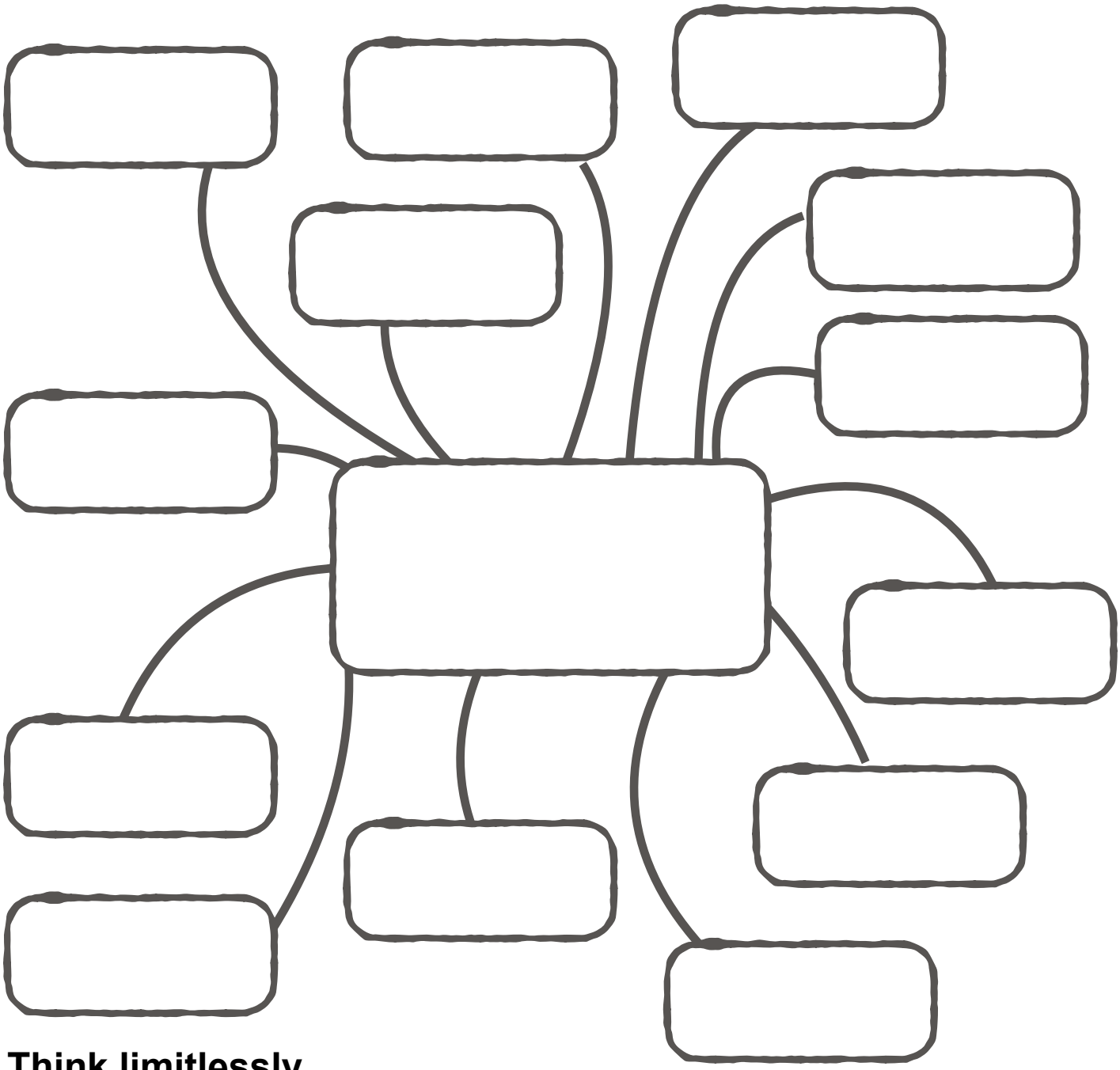
I know I am aligned to my core value of		**when**
I know I am aligned to my core value of		**when**
I know I am aligned to my core value of		**when**

That thing that you do

47

List all the jobs you have done not just the current one:

Now pick one you enjoy or are good at and write it in the middle. Now list the things it involves, like the main tasks and sub-tasks.



Think limitlessly

- Try seeing this ‘thing’ that you do as seperate from you, as if you were describing it to someone who knew nothing about it.
- Resist the urge to think restrictive things like ‘I don’t do that’, ’I am not good enough to do that’ or ‘that is too hard for me’.

Making a difference

What is the problem?

52

Think about what you want to improve and quickly write down what you think is wrong or needs changing:

What is the ideal scenario?

52

Write down what you think is the ideal scenario:

Let your mind run free and be creative

- Forget about how much it might cost
- Let go of the organisations and individuals involved
- Ignore any thoughts of so-called ‘reality’

What would you like to contribute?

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Pick a problem: write down who benefits from a solution and what you can offer to addressing that problem:

Problem:
The following people or groups benefit from a solution:
To address the problem and help these people I can offer:

- Be bold - what are you really trying to improve?
- Be real - what can you do, even if it feels small?
- Be simple - imagine saying it to a stranger

What can you do now and next?

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Get practical: write down things you can do now or next.

Think of activities that will increase what you are capable of:

- What would be a meaningful piece of work for you?
- Which organisations would you like to work with?
- Who could improve your skills or connections?

Attitude of gratitude

62

Find things you are grateful for in three areas:

I am grateful for:	
People in my life, especially:	
Happy times in my life, where I had the joy of:	
My skills and talents, like:	

Calculating my start up costs

65

Write down what it will cost to start freelancing. There is an example on page 66.

Remember to get the legal, financial and business advice you need from sources you trust, especially on start up costs.

Item	Cost
Total	

Squashing ANTs

73

Pick an ‘automatic negative thought’. Start with one that is not too challenging, like the red traffic light example.

Describe the thought and when it happens:	
Write down what ANTs this is:	
Evidence *for*:	**Evidence *against*:**
Replacement thought:	

Effortless dream achievement

88

Write down what you want more and less of in your life. Then write I am / do / have statements in the present tense as if it is happening right now.

I want more:	I want less:

This is my life:	
I am	
I do	
I have	

Are you ready?

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Some final questions to ask yourself:

Why do you want to be self-employed?
What does it give you and how can you contribute?
What have you got going for you?
What are you good at and who can help you right now?

What do you do?

What can you offer and how can you improve the world?

How do you want to offer the things you do?

What is needed to get going and what money do you need?

What is the worst and best things that could happen?

What if the worst happened? Can you control your fears?

What are your hopes / dreams? Can you believe in them?

How do you feel about going self-employed?

Is the fear of giving it a go smaller than the hope of having your dreams come true?

About the author



I was born in Manchester in the UK to an English dad of Welsh/Irish descent and a Scottish mum and a Northern Irish step-mum.

I was always ‘good at school’ so I stayed until I was 25, graduating with a BSc (Hons) in Psychology and an MSc in Applied Artificial Intelligence.

Mid-way through my PhD my world got flipped upside down with extreme low times and bizarre high times. I ended up homeless, hospitalised and diagnosed with Bipolar Disorder.

Much of what I have done since is about making sense of those experiences for myself and other people and trying to improve how society thinks about and responds to those experiences.

I’ve been freelancing since 2006 and have done hundreds of projects advising governments, health services and universities around the world about how to improve their populations wellbeing. I also write songs and books to help people accept, integrate and celebrate who they are.

You can find out more here: chartaki.com