Month 1 Agenda: Getting Oriented

Reflection Starters:
Take a moment to think through when and why you joined the EFA. Is this part of a career change? Perhaps a second career or a new career venture as a freelancer? What are your goals? What do you hope to achieve? Knowing your goals will help you keep focused and will serve as your true north as you navigate the EFA and all its offerings.

1. Consider scanning over the Month 2 and Month 3 Agendas to think through a set of goals as you get acquainted with the EFA. You may decide it works best for you to do one or two items a month, rather than our suggested monthly agenda framework. Or you may decide that, based on your circumstances, it makes sense for you to change the order of some agenda items. There is a great deal of flexibility here. If you are just starting your freelancing business, you may find you have a daunting list of tasks to complete. That’s perfectly fine; just take on smaller goals one at a time. The key is to be clear on your plan for a specified time period (e.g., three months).

2. Develop your online EFA profile. This is so important! Potential clients browse the member directory all the time looking for freelancers—you may miss being chosen for a project if you do not have an EFA profile set up. Your profile should reflect the services you offer for the type of client you are trying to attract. Consider having a professional email address that reflects your name/brand/business name so people can recognize it.

3. Diversity, Equity, and Belonging (DEB) Tip of the Month: Consider visiting (and subscribing to) The Conscious Style Guide

“... Our mission is to help writers and editors think critically about using language—including words, portrayals, framing, and representation—to empower instead of limit. In one place, you can access style guides covering terminology for various communities ... We study words so that they can become tools instead of unwitting weapons.”

diversitywelcomeprogram@the-efa.org
Learn more about the EFA's Diversity, Equity, and Belonging (DEB) initiative.
Action Items for Month 1:

Take this next month to:

- Develop your online EFA profile. This is your opportunity to showcase your skills and be seen. The sooner your profile is up and complete, the sooner clients can find you.
- Establish what your long- and short-term goals are for the rest of the year and write down how you think the EFA or EFA members can help you in reaching those goals. (You can use the bottom of this page to do that.)
- Schedule a date next month to review this agenda and the action items you listed as well as a time to download and work on the Month 2 Agenda.

Feel free to follow up with us at diversitywelcomeprogram@the-efa.org with any unanswered questions you may have or general feedback you’d like to provide. We are always happy to hear from new members on how we can make the Welcome Program better!