

G'Day! Back for another year!

I wish I could tell you I was tanned and well rested, but sadly not. I've spent the summer working on the Freelance Success book and making a doco about children with autism. I also had wonderful child madness and another birthday (eugh). But enough about me. How was your holiday. Did you have one? I hope you found the perfect balance between making enough money and indulging in that rarity for all freelancers - relaxation.

Here's to another year, my 20th as a creative freelancer. My, how time flies. Now... back to work!

Monica

animator



Freelance F A Qs

*Dear Monica,
I'm moving into a rented house and I'm unsure about how to set up my home office. Should I have a separate space?*

T.F.

A separate room is best, if you can manage it. It allows you to claim a percentage of your rent as a tax deduction, as well as your utilities like electricity. The percentage is usually based on how much room your office takes up compared to the rest of the house. If there's no separate space, you can't claim your rent.

*Dear Monica,
My wife has started working in my business, but she has a business of her own too. What's the best way to do the right thing and still minimise our tax?*

Mr Yoga

Consider forming a business partnership that has its own ABN. If you channel as much income through it as possible, you might be able to income split, meaning you both pay less tax (only available to marrieds and defactos). One of you could also be 'dependent spouse', which offers a \$2000 rebate. Nice!

Fancy an answer? Email faq@freelancesuccess.com.au and we'll get back to you!

Feature Article: The Tyranny of the List

I went mental this summer (well ok, maybe it was before that). Apart from entertaining three bored kids and spending time with my friends during their summer break, I also shot a doco and wrote the rest of my book. Like you do. Even I don't know how it happened!

Sometimes I curse my inability to relax, but mostly I like the craziness and non-stop action of my life. The trick? Priorities. You might need some too.

First, think of at least one daily must-do goal. Every working day should move you forward in some way, otherwise you'll stagnate. Have an idea of the most important work item that needs to be finished today. Not just looked at, actually completed.

If you're especially retentive (like me), have a weekly list as well, organised in order from most to least important. Stick it up somewhere visible.

I'm getting so busy I have a 3-month list pinned to the corkboard in my office, which is a really useful tool. My busyness isn't diminishing any time soon, so crossing things off my BIG list makes me very happy.

When you're prioritising, make decisions, and stick to them. You can waste a huge amount of time by waffling. And if you're wrong? At least you'll find out sooner rather than later.

Don't fool yourself into meaningless busyness – if you're not moving forward, you may as well go back to bed. Watch for time-munchers, those little regular tasks that can eat up a whole day. Emails are a common time-muncher! Time-munchers still need to be done, but limit the amount of time you give them. It's a time-muncher diet

Remember, it is impossible to organise priorities if you have no clear idea of what you're trying to achieve. If you're truly lost, re-check your deadlines and think about your goals. What exactly are you working towards?

If this is a horrific nightmare of organisation for you, it may not work. Lots of creative people are also laidback souls, and if your work benefits from that, don't mess with it. Just remember to find your own way of managing your time. The last thing you need is burnout. A little bit of organisation could be the thing that keeps you freelance forever.

© Monica Davidson 2007

AdHoc

The Freelance Success Newsletter

What's Up Freelance Success?

◆ The Sydney Workshops are back, better than ever!

Starting this month we have new and improved workshops, happening across town!

Thursday Evenings in Feb...

Where? Level 1, Waverly library, Bondi Junction.

When? Thursday 8th February for 6 Thursdays, to 15th March.

Times? 6pm—9pm

Saturdays in March...

Where? Booler centre, Camperdown

When? Saturday 10th March for 3 Saturdays, to 24th March.

Times? 9:30am—5pm

Saturdays in April...

Where? North Sydney Community Centre.

When? Saturday 14th April for 3 Saturdays, to 28th April.

Times? 9:30am—5pm

Enrolments are already open and places are filling fast. If you think a workshop might be for you, visit www.freelancesuccess.com.au for more information.



◆ A big shout out and smoochies to Dionne, Ben and Helen at Polkadot PR!

Polkadot have taken on the PR duties for Freelance Success, and they've been awesome. If you think publicity and the media might work for your business, I can't recommend them highly enough. They're lovely. Give them a call on 02 9360 2826.

Next mailout... Friday 2nd March

freelance success

Business Skills for Creative People.

www.freelancesuccess.com.au

info@freelancesuccess.com.au

Telephone: 02 9516 5312

Mobile: 0437 632 088