



Mastermind Groups for Editors

The Templates

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New Member Invitation Template

Hi [insert name],

I hope my note finds you well. I am starting to organize a mastermind/accountability group with a few other editors and wanted to know if you'd be interested in being part of our group.

Here is some basic information that might be helpful:

- The purpose of the group is to [insert purpose].
- We anticipate keeping the group to [insert number] members. All of the members will be editors.
- If possible, we would like to start meeting in [insert month].
- Ideally, we would like to meet once/twice a month, based on everyone's availability.

Would you let me know if you're interested? If you are, each of us is completing this Member Profile Form (see attached) so we can stay organized while also getting to know each other to see if we'd be a good fit.

I look forward to hearing back from you by [insert date] if possible.

Kind regards,

[your name]

[your contact information]

[your website]

Letter of Agreement Template

Hi [insert name],

Thank you for joining/coming together to create this mastermind group! It's always helpful to set expectations, so here are some guidelines we're agreeing to by virtue of joining/creating this mastermind group:

- treat one another with respect
- cultivate trust so that everyone feels safe enough to be vulnerable when needed
- make sure all members receive equal time and attention
- be solution oriented
- be responsible for educating yourself
- ask for permission before giving advice
- let others know whether you need to simply talk something out or whether you are seeking advice
- be on time and let others know in advance if you cannot make a meeting
- if requested, hold others accountable with kindness and respect
- share your wins but be humble; this is not about being boastful about how awesome you are—save that for your marketing materials
- speak up with tactfulness if the group or something in the meetings isn't working for you. Group members won't know unless you tell them

Anyone is free to depart from the group at any time, but we agree to make a good faith effort to attend for the full period if our group has a self-limiting format (three-, six-, or twelve-month, etc.).

We are coming together for support, accountability, and to share resources and educational opportunities. We are ready to trust this process and believe we can become better, stronger, and more successful freelance editors if we work together. Great things are coming our way!

I _____ [name] agree to the group's guidelines.

_____ [signature & date]

Member Profile Template

This information is confidential, not to be shared outside the group unless explicitly stated. If you don't have answers for any sections, please explain—for example, if you don't have a website yet, that's OK—just write "none yet."

1. Member Name:
2. Pronouns:
3. Business name:
4. Years in business:
5. Contact information:
6. Website:
7. Social media handles:
8. Member organizations:
9. Volunteer roles/interests:
10. Time zone:
11. Meeting availability:
12. Editing services (in order of focus):
13. Editing niches (in order of focus):

14. Ideal clients (be as specific as possible):
15. Dream client/project:
16. Things you do not/will not edit (content):
17. What do you hope to get out of this mastermind group?
18. What are you excited about contributing to fellow members?
19. How do you like to receive feedback? (Example: straightforward, but respectful; gently; with humor; with personal anecdotes; in a cut-and-dry analytical fashion: _____)
20. What are the top three pain points in your business right now?
21. Do you have goals for your business this year? If so, what are the top three to five?
22. What do you need help with?
23. Which of these are most important for you in terms of this group? Support: ____%;
Accountability: ____%; Education: ____%
24. Are you open to receiving referrals? If so, what information can other members provide?
25. Is there anything you would like your fellow mastermind members to know about you before getting started?

Abbreviated Goals Worksheet

To learn how to align your networking efforts with your business goals, refer to [Networking for Freelance Editors](#) (Chapter 3) and work through the networking tactics and then the goals worksheet in the Appendix. In the meantime, use this format to begin devising your goals:

My vision for my business: (Use this space to describe your current vision of your ideal business/work life, including things like income target, preferred customers, range of services, business foundations [website, proposal, contract], the composition of your network, social media activity, etc.)

Top three goals needed to build that vision:

Goal 1:

Goal 2:

Goal 3:

Gathering support for Goal 1 (What resources will you need to achieve these goals?)

Education and knowledge:

People:

Skills:

Experience:

Gathering support for Goal 2 (What resources will you need to achieve these goals?)

Education and knowledge:

People:

Skills:

Experience:

Gathering support for Goal 3 (What resources will you need to achieve these goals?)

Education and knowledge:

People:

Skills:

Experience:

Suggested Meeting Template

Mastermind Meeting Number [#]

Date:

Participants:

Meeting Agenda:

1. News or successes since last call
2. Progress report on goals from last call
3. Requests for backup if or as needed (e.g., asking for support or reality checks)
4. Discussion topic of the week (selected in advance)
5. Action items for next meetings
6. Set date and time for next call, send calendar invitation

Other Useful Templates

“Checking In—Are You OK?” Template

Hi [insert name],

How are you? I hope my email finds you well. I’m just reaching out to check in and see how you are doing. Is everything OK? We haven’t heard from you/we noticed you missed our last meeting. Is there anything I/we can help with?

I look forward to hearing back from you when you can.

Best,

[your name]

[your contact information]

[your website]



“Hey, can we discuss this topic?” Template

Hi, friends.

I hope everyone is doing OK. I wanted to send everyone a note because there is a topic I’d like to discuss that is not on our meeting topic list, but that’s important for me right now. I’d like to see if we can talk about [insert topic] at our next meeting. Specifically, the feedback or information that I’m looking for is [insert what type of information you need]. Is this something we can allocate some time at the next meeting to address?

I appreciate everyone’s support in helping me navigate this and look forward to hearing back from you when you can.

Thank you,

[your name]

[your contact information]

[your website]

“I’m Leaving” Template

Hi, everyone.

I wanted to tell you that I'm going to be leaving our mastermind group, effective [insert date]. It's something I've given a lot of thought to, and for me, I feel this is the time. We've accomplished a lot together, and I will still be here to support you, cheer you on, and refer your excellent work to potential clients. I appreciate the time you've shared with me, your encouragement, and the way we've grown together. I also realize that I'm in a different place in my career than when we started, and that in order to have the mental space to pursue things that are important to me, I need to make that space.

I appreciate each of you for what you've brought to my life and the many ways we've supported one another and grown together professionally.

Thank you so much,

[your name]

[your contact information]

[your website]