

Mastermind Mentors Manual



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**REVISED
AND
EXPANDED**
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TABLE OF CONTENTS

WELCOME TO THE WONDERFUL WORLD OF MASTERMINDS!	3
INTRODUCTION	5
The 3 Keys to Mastermind Success	5
STRUCTURE THAT SUPPORTS SUCCESS	7
How Does a Mastermind Group Work?	7
MEETING FORMAT AND STRUCTURE	9
Meeting One – The Commitment Day	9
Regular Meeting Format	14
Meeting Variations	16
Final Meeting	17
Ground Rules	20
Voting Members Out	21
Incorporating New Members	22
Roles and Responsibilities	24
HITTING THE TARGET – EFFECTIVE GOAL SETTING	26
Individual Goal Planner	31
Group Goal Setting and Achievement	33
Creating Consensus and Clarifying the Vision	35
Group Goal / Project Planner	38
VIRTUAL MEETINGS--KEEPING YOU CONNECTED	39
Video Conference	39
ADDITIONAL RESOURCES	41
Communications Templates & Forms	41
Script for a Challenging Conversation	43
Planning Calendar	45
Generic Mastermind Meeting Agenda	46
My Mastermind Meeting Preparation Form	47
Roles and Responsibilities Assignment Form	48
Goal Planner	50
Group Goal / Project Planner	51
Group Contact Form	52
MORE SUPPORT FOR YOUR MM LEADERSHIP JOURNEY	53

Welcome to the Wonderful World of Masterminds!

Congratulations on choosing to be the kind of leader who is committed to creating and running conscious communities where connection, support, and results thrive!

A well run Mastermind group will ensure that your clients achieve stronger results for many reasons. Accountability and continuity supports them in integrating and applying what they are learning into their lives. A structure that reinforces consistent action can overcome overwhelm and inertia. By giving and receiving encouragement, resources, expertise, experience and wisdom; everyone expands! And never underestimate the profound power of simply being seen, heard, and accepted. The vast majority of people are hungry for community and connection!

I believe that this kind of ongoing commitment is the most significant level of support we can provide to one another.

It's great to deliver content in your courses or group coaching, or to coach people one-to-one. They grow, learn and benefit immensely from those forms of support, but if those concepts are not applied and lived, then it is simply more information that gathers dust on the shelves of their minds and hearts and widens the gap between what they know and what they are doing.

As you may know I am a big advocate of Mastermind groups as an integral alternative to the increasing isolation and separation that is happening in our society. I know how powerful they can be from being a member of several over the years and running dozens personally over the past 3 decades. I've also trained thousands of people from around the world on how to fill, launch, and lead successful Mastermind groups.

The Mastermind process outlined in this manual has been created to provide a clear structure and sufficient flexibility for you to adapt the process and make it your own.

Your primary role is to help your group stay on track—given that most groups will want to rebel against, or abandon the discipline of the structure provided. Typically, and frequently, Mastermind groups fail because of a lack of supportive focus and consistency. Together, we can ensure that that is not the case for your group.

Mastermind Mentors Manual

The first session, the COMMITMENT DAY is all about getting the group connected. The key to a successful Mastermind group is to make sure right from the beginning that the participants 'get' and care about one another. It is about creating commitment to the process, one another, themselves and their goals.

Subsequent sessions all have a consistent structure, although you can vary the format to keep the process interesting such as having rapid-fire hot seats for everyone in the group versus one longer one per meeting, having guest speakers, or varying who in your group presents content.

Your final session will be centered on celebration and plans for going forward, including an invitation to work with you further or to continue in their Mastermind journey with you.

As leaders, the level of commitment and positive intention we bring to our work will reflect in, and on, your group. Model the behavior you want from your members because you set the consciousness. Your level of enthusiasm for the process and the benefits of this type of work will inspire your members. Your ongoing leadership example makes a significant difference to the cohesion and ultimate success of your group!

And remember it's always a learning process... you certainly don't have to wait to be an experienced facilitator to launch. You and your group can grow together. Willingness to serve is really all you need to start this journey. Use this structure to support you. Gain skills as you go. But do not procrastinate in the name of perfection because there are people who need one another's support and encouragement and you are the key to bringing them together!

Thank you for being willing to touch the lives of so many people through the work that you do. I and the entire Mastermind to Millions team and community look forward to supporting your journey!

Regards,



Jay Fiset
Founder Mastermind to Millions

Introduction

Imagine being part of a group of people who are all committed to consciously improving their lives and manifesting their dreams. These individuals each bring unique perspectives, resources, skills, and contacts to the group. Most importantly, each one is committed to actively working towards their own goals—and supporting the other members in achieving theirs. A true win/win opportunity.

Napoleon Hill coined the concept of the mastermind alliance in his classic book ***Think and Grow Rich***. He believed that a group of like-minded, achievement-oriented individuals could dramatically leverage each other's success.

“No two minds ever come together without thereby creating a third, invisible, intangible force, which may be likened to a third mind.”
- Napoleon Hill

Of course people have collaborated for mutual benefit since the beginning of time. The process of creating a Peer Mastermind Group simply provides a focus and structure for applying that support on an ongoing basis.

The 3 Keys to Mastermind Success

A mastermind group is only as effective as the strength of these 3 elements:

- 1) The Structure: Without a strong structure MM groups tend to devolve into social gatherings or simply fade away. The structure ensures equal contribution and participation as well as maximum efficiency and effectiveness.
- 2) The Commitment: The group must take priority in your life or you may as well not bother. Make this a priority and your life can literally transform. It is easy to let this, like other commitments in our life slide—with the same undesirable consequences. Reduced trust in self and others. Less results and progress on goals that are important to you. Far less pro-active support for your dreams.
- 3) The People: The synergy created between like-minded people who are committed to growing, evolving and manifesting for themselves and others can catalyst everyone involved to new heights of achievement. Different

perspectives can serve to ensure that people are seeing all sides of the equation. However, people who are too dissimilar can struggle to find common ground and bring discord to the group.

Please ask yourself: “What if there were 7-10 other people that as they moved forward in their life, were also thinking about me, about how they could support me, how they could include me, how they could create for me, and I was doing the same for the other 7-9 people in my group... what might that mean to my life?” It is a level of support that most people do not ever get to experience in their entire lives!!



This manual has been structured to provide a solid foundation for your mastermind meetings, your goal achievement process, and the provision of value to your members in a way that benefits them, and your business!

Your feedback on how we can improve our support for filling, launching, and leading your Masterminds is welcome. Please contact Jay Fiset at support@mastermindtomillions.com

We'd also love to hear your stories of accomplishment and how Masterminds have helped you increase your impact, influence and income!!

Structure That Supports Success

How Does a Mastermind Group Work?

The group meets, in person or virtually, to discuss progress, obstacles, requests for input or support, and commitments. The process follows a set agenda, is recorded for future reference, and is facilitated. The meeting duties are shared equally by all participants.

Mastermind Groups can meet in person, on the telephone, or via online meeting technology. For those groups that meet in person or on the phone, typically a once-a-month meeting is scheduled. Groups that are highly motivated to achieve a great deal can elect to meet more frequently. Anything less than monthly (for at least the first six months) will not serve the group as little momentum and accountability will be established.



The exception to this rule are one-off, event based Mastermind such as retreats, or 1, 2 or 3 day events where there is a set objective (such as strategic planning for the year, or launching a new business). But this is not the kind of format this manual covers in detail although much of the structure may be transferable.

It is highly recommended that the group follow the suggested meeting outlines in order to achieve strong results. Once the group has gelled and is confident with their commitment and ability to stay focused, then they can adjust the process to meet their collective needs.

Consistency will support your Mastermind group. For example, picking a constant date/day and time for your meeting makes it easier to remember (I.e. The first Tuesday of the month from 6:30 – 9:30 pm – location to rotate between member homes, or the second and fourth Thursday of each month from 12:00 – 2:00 pm at some centrally located restaurant or online.)

Each group has its own ‘flavor’. The style and focus of the group may vary. For example, some Mastermind groups may be focused on supporting the members in a specific area, such as incorporating more creativity into their lives, growing a coaching practice, or finding a relationship partner.

Mastermind Mentors Manual

Some groups are purely focused on individual goal achievement. Some are dedicated to learning specific skills such as investment mastermind groups, or making a contribution, for example, philanthropic mastermind groups.

The tone of the group may be serious or playful. More focused on results, or on the journey. Highly formal, or more casual. The appropriate tone and approach is the one that works for you and your group. The one that helps you achieve the results you are all committed to and that supports your “Promise” (more about that later).

What is important is to be clear on what the tone, focus, and approach of your group will be—and to stick to it long enough to see if that is working for you. If not, adjust as necessary.

Mastermind groups do work best when structured, but they must also be flexible and responsive to the needs of the group. What matters is what is effective in creating consistent and powerful results for all of the members.



Meeting Format and Structure

Specific agendas have been provided for each group meeting in the Resource section of your manual. Some groups will run for 6 months, some for 12, and some for 24. Obviously the groups that run longer will have additional opportunities to incorporate more activities.

Groups that are formed for six months should ideally focus on specific targets that can be accomplished within that period in order to have the greatest sense of achievement from your process.



Meeting One – The Commitment Day

The Commitment Day (or evening – this can be done in 3-4 hours but that is a tight time frame), is the most important meeting in setting up your Circles. Why?

Because it lays the foundation for all of the work that follows for the entire year and beyond. That's why it has been separated out into its own manual and why we typically invest a day in launching Masterminds in ways that will support you and your members.

You can find full details on each section of this agenda and exercises for the experiential part of your process in the ***Mastermind Commitment Day Manual***. This overview provides an introduction to the process.

Provide Structure

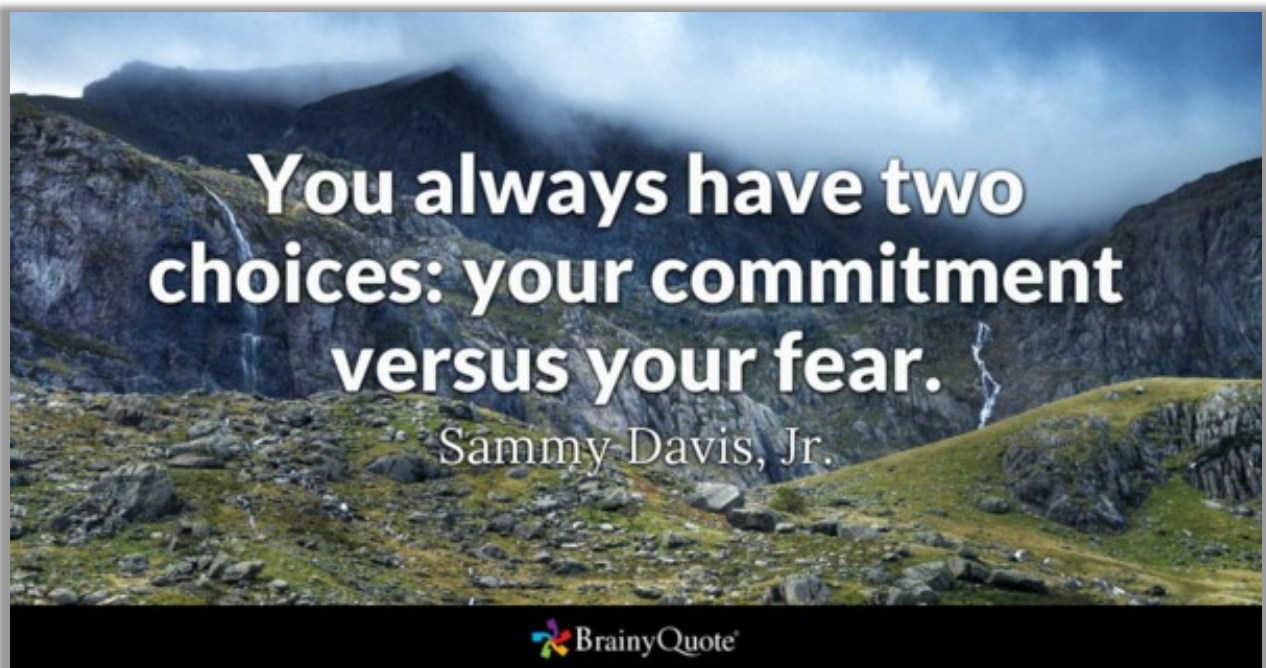
You can hold your Commitment Day event in a variety of locations, including your home if it is spacious enough for everyone to comfortably meet for the day in privacy (without distractions). If that is not the case, you will need to arrange for a facility, or room, that provides the following:

1. Privacy (no distractions and confidentiality for the work being done)
2. Washrooms and ideally a kitchen for coffee break in the morning and afternoon
3. Access to food for lunch

4. Comfortable chairs and ideally tables for everyone to write on
5. Ideally parking that will not require people to move vehicles every hour or two
6. You will need a flip chart and pens – as well as paper and pens for participants (or member manuals if you are providing them)
7. Music – it is advisable to have music playing during arrival, breaks, and for some exercises.

This day is an opportunity for participants to not only see what will be involved in meetings going forward, but also to start to bond as a group, and clarify their intentions and goals.

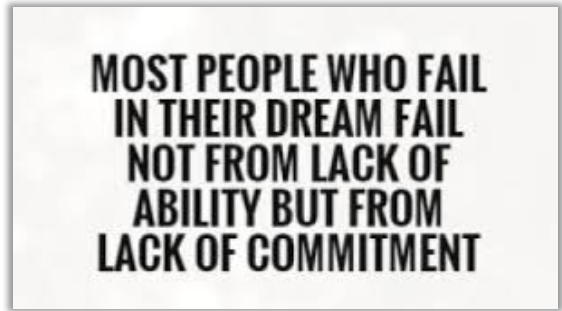
Yes, this can be done online using Zoom, Google Hangout, or the like but you will need to make adaptations for it to be effective.



Approx. Times	Activity
15 – 30 Min.	1) Welcome and set the context. • Congratulate them on their decision • Reiterate the Benefits of MM's • Remind them of the "Promise" (purpose and destination) of the group • Talk about keys to success individually and as a group (i.e. Commitment, Accountability, Participation) • Discuss purpose of the day – Creating a foundation of commitment for the process and their goals • Introduce yourself and state your "why" (why you do what you do)
5 Min.	2) Ground rules • Discuss each one and why it is important. Get clear agreement. Do not move forward if everyone is not 100% in agreement.
30 – 45 Min. Approx. 3-4 min. per participant NB: Have questions written on a chart for them to see while answering	3) Introductions: • Name • Purpose for joining this Mastermind Group • What you bring to contribute to others (be specific) • Rate your commitment on a scale from 1 – 10 • Where they see themselves in 12 months that is different than today MM Leader - Ask clarifying questions to ensure that each person is being authentic, and is "showing up". This part of the day sets the 'context' for how they will participate going forward. Do not accept vague answers. What specific VALUE will they provide? (Note: this sets the context of CONTRIBUTION. Each person needs to be a 'generator' to make the process valuable.) If the commitment level is lower than a 10 – why? What are they willing to do about that? What do they want their RESULTS to be? (Note: Part of the Commitment day process is to clarify their goals –

	so they may not be 100% clear yet... but they need to know that this is about creating results not just hanging out.) NB: Ideally you and the group will make notes of each person's desire for support (what they are looking for from the group) their contribution and their goals.
15 Min.	4) Review of what they receive with their membership ✓ What are your program components/inclusions?
15 Min.	5) Handle Mechanics ✓ Review Dates, times, and registrations (for events if applicable part of your program) Provide details on where to find recordings if virtual and how to connect (i.e. with a buddy) if they are not at the meeting.
20 Min.	6) Break
60 – 75 Min.	7) Visioning & goal setting ✓ There are numerous systems and tools for supporting this from creating 'vision boards' to analytical goal setting processes. Find one that fits the promise / style of the group and that will help them get specific about what they are committed to creating.
15 Min.	8) Formal commitment with ring and pledge ✓ This is outlined in the Commitment Day manual – but create some kind of 'ceremony' to signify their commitment ideally with some physical reminder
60 – 75 Min.	9) Lunch Break
60 – 75 Min.	10) Review the manual and conduct a sample meeting – may include providing content.
15 - 20 Min.	11) Break
45 - 60 Min.	12) Sample Hot Seat
20 Min.	13) Buddies, Application assignments (homework), & Wrap

This is a modified (shorter) version of a full Commitment Day (2-3 hrs.):



1. Gather – 2 Word Check-In (This is a tool for checking where people are at and that also helps them show up and be present.

2 Words that describe their right now experience physically, emotionally, or spiritually. Stay away from judgment words like 'Fine', 'Good', or 'OK' – they convey nothing. You can use this to start each meeting.)
2. Welcome and set the context.
3. Member introductions – 2 min. each (must watch time!)
 - a) What do you want to accomplish through your participation in this MM group?
 - b) What are the skills, experience, and resources you bring to the group?
4. Review your manual
 - a) Note meeting format for upcoming meetings (Read “Hot Seat” preparation)
 - b) Decide on your meeting dates, times, and locations
 - c) Review and assign Roles and “Hot Seats” for upcoming meetings
 - d) Read suggested ground rules
 - e) Make a note of the role your Mastermind Mentor or Leader plays
5. Create a group name if there isn't one
6. Establish Ground Rules – gain unanimous agreement. If you choose to add to, or change them, make a note in the area provided
7. Member discussion – 3 - 5 min. each
 - a) What are the top 3 goals, visions, & desires that you are working on in your life right now?
 - b) What most commonly blocks your success?
 - c) What does support look/sound/feel like for you? What kind of support does not work for you?
7. Meeting wrap
 - a) ensure everyone has copies of the details from #4 (assignments/dates)

- b) “Good of the Group” – have each member briefly share one thing that they learned, or are excited about as a results of this meeting.

Regular Meeting Format

1. Gather – 2 word check in (2 minutes total)
2. Optional but recommended: “Grounding Exercise” – do something that allows everyone to ‘arrive’ and be fully present (closed eye process, brief guided meditation, dance, or simply take a few deep breathes together)
3. Report on member “Wins” – (max. 1 min. each member – all to go)
4. “Hot Seat” #1 (total 45 min.)



- a) The person who is “It” describes the goal or objective and what kind of support they would like. They also describe why it is important to them to achieve this goal at this time (consequences for not achieving and payoffs for achieving the goal) (3 minutes)
- b) The group clarifies understanding (5-7 minutes)
 - i. Is the goal clear—Measurable? Achievable? Have deadlines?
 - If not, help them in clarifying the goal or the measures that will allow them (and the group) to know when they have achieved the outcome they desire.
 - ii. Do you understand, specifically, how they want to be supported?
 - iii. Do you believe that this goal is important to them at this time?
 - If not, provide that feedback and check your perceptions with them. Perhaps part of the support they need is additional clarity about the costs/payoffs for this goal.
- c) Brainstorming – the group applies their positive creativity, resources, and good will towards meeting the request for support. NB: It is important for the Facilitator to ensure that ALL ideas are validated (or are not dismissed or minimized in any way). Brainstorming works best in an open, accepting, and enthusiastic environment. Censoring is counter-productive. People can evaluate and eliminate ideas later when it comes

- to creating a practical action plan. The Secretary should capture as many of the ideas as possible. (20 min.)
- d) Action planning – the group works with the “Hot Seat” member to distill the ideas into a workable plan of action. Commitments for support are noted by the Secretary along with the plan (Including timelines, measurement, etc.) (3 min.)
 - e) The person who is “it” can (where applicable) restate their goal as an affirmation and thank the group for their support. For example: “I (Name) have easily achieved (Goal) by Date). I graciously accept all of the support the universe provides so that this can be accomplished joyfully for the highest good of all involved. (2 min.)
 - f) Value Wrap – Everyone says what they learned from the hotseat process for them – and what they will do to apply that learning. (not about the hotseat person any longer so no further advice etc.) End with the person in the hotseat – value and specific application. (1 min. each max – 10 min.).
5. Brief Break (5 – 10 min.)
 6. “Hot Seat” #2 (total 45 min.) – OR – Content provision (training or experiential exercises that support the members in achieving the promise of the group)
 7. Requests for support (10 min.)
 8. Open sharing period (15 min. for any of the following that are desired)
 - a) Opportunity to discuss challenges or blocks and how to possibly address or eliminate them
 - b) Let others know about opportunities or resources that you have found
 - c) Discussions about group goals if applicable
 - d) The group process – does anything need to be honed/clarified/celebrated?
 9. Meeting wrap (15 min.)
 - a) ensure everyone has made note of
 - i. Their commitments to others (“Hot Seats/support requests)
 - ii. Their roles/deliverables for the next meeting
 - b) “Good of the Group” – have each member briefly share one thing that they learned, or are excited or grateful about as a results of this meeting and how they are going to apply it immediately.

Note: For groups that elect to meet for an hour – the meeting can be modified by a short check-in & wins (10 min), doing one shorter “Hot Seat” (approx. 25-30 min. total) and combining the ‘requests for support’ and ‘sharing period’ into one 15-minute block and keep the Good of the Group to 5-10 min. (NB: NEVER eliminate this part of the meeting – value and application of that value needs to be reinforced constantly!) Eliminate the break and you should be able to finish in 60 minutes.

Meeting Variations

It is important that everyone has a chance to have a full “Hot Seat” at some point in the process. Once that has happened, or in conjunction with that, the groups can elect to do one or more of the following options as part of their regular ongoing meetings:

1. Repeat “Hot Seats” – immediately rotate through again starting with whoever went first in the first round. Each person can elect to get further support on the same goals, or present a new objective.
2. Content Presentations – This can be your content as the leader, third party information, and/or you can bring in a guest SME (Subject Matter Expert)
3. Develop a ‘group goal’ – This is a commitment that all of you will work on together. It may be something to support a charity or community group. It may be a learning objective, or business that you undertake together. Whatever it is you can use the process provided in the resources section to integrate this into your regular meetings. It is a powerful way to ‘amp up’ the interpersonal relations and collaboration as well as the results that people get from their participation. Don’t underestimate the power of this process to deepen your groups connection and sense of making a difference.
4. Rotate Leadership Exercises - Each meeting the facilitator (rotates within the group members) can be responsible for bringing a “Process” or “Exercise” for the group to participate in. It could be anything from a guided meditation, to a process related to their area of expertise, to a creative art project. The entire process should take between 20-30 minutes and is intended to support the group with any area that the facilitator for that meeting deems appropriate and helpful.
5. Teach Each Other - Each member can make a presentation on an area of their expertise that would be helpful for the group. For example, a Financial Planner

could make a 20-minute presentation on tax deductions for entrepreneurs if most of the group is self-employed or owns a business. A Graphic Artist could give the group tips on the top 5 do's and don'ts to maximize the effectiveness of their marketing materials, etc.

6. Focus Sessions – Similar to a “Hot Seat” this is time set aside to focus on each member in turn. It can be used in any way the member chooses. They may simply want/need to be heard about something going on in their life. They may choose to solicit feedback from the group on something about themselves. They may seek relationship or career advice, or simply want to share more about who they are. It is simply an opportunity to be seen, heard, held in positive regard, and supported.
7. Field Trips – Go as a group to something that supports bonding and growing. I.e. A group of business owners might visit an innovative local company to study best practices and meet with Senior Management.

Final Meeting

1. Gather – 2 Word Check-In / Grounding Exercise
2. Each person to report on all “Wins”, big and small, achieved during the Mastermind process. (5 min. per person – all to go. 40 - 50 min. total – NB: They will need to be told in advance to come with this summary prepared for the meeting.)
 - a) A summary of all progress achieved throughout the process (Even wins that may not be directly related to the group – but if the progress was made during the Mastermind period, include it on your list).
 - b) You can also ask them to comment on why that was meaningful to them.
 - c) What did you notice that you have started to be/do/have differently than when you started this process? How have you changed over the past 6 – 12 months? What did you learn about yourself?
3. Progress update on goals / Objectives – what were their 3 key goals to be accomplished in the MM process? How did they do on those? What was achieved and what supported that accomplishment? What didn't happen and what got in the way? What needs to be adjusted going forward to create different results? NB: It is important for you as the facilitator to hold the grounding that whatever progress has been made is a laudable achievement. Goals change. And often take longer than anticipated. This is not a time for self beat-up on the part of the participant if they missed a mark. It is a time for

saying the truth about why that happened and making a plan for that not to be the case in the future – without blame. It simply is what is... now what? With emphasis on acknowledgment and celebration of what did get accomplished.

4. Offer – While you will have ‘seeded’ this in previous meetings, and ideally made a formal offer in the second to last meeting for continuing on with you (so they would have time to think about it and handle the purchase during this meeting), you should repeat your offer here. The ability to present authentic and effective offers that convert is an art form that requires practice and a proven process! We won’t cover the format and skills here, but do encourage you to get training on this so that you can ensure your people have a path for progressing on. (NB: do this right before the break so you can handle registration and sign-up details during the break. Adjust the break timing as needed so that you can do this and also take a quick ‘bio-break’ yourself.)
 - a) The focus of this conversation is that a great foundation has been laid, momentum created, and it is now time to not lose that ground or forward motion by taking away the very support structure that helped create the new results.
 - b) Anything major goal takes time and requires ongoing support.
5. Break (15-20min.)
6. Deciding on the future. (2 Min. ea. 20 – 25 min. or if time is tight – Do as Dyads-5 min. each)
 - a) What are your 3 key goals for the next 6-12 months?
 - b) What will you do to keep your momentum going? What specific support will you put in place to achieve your new goals?
7. Appreciations. (15 - 20 min.)

Each member will share briefly on the gifts they have received from the other members. This is best done as a stand-up mingle. Stand in front of each other in “open-body” position and take turns expressing what you have received from the other person.

Facilitator – use one of these questions as a structure to the process - for them to discuss with each other. Partner A goes and provides feedback – B receives. (1 min.) Then they switch and B goes – A receives. Say Thanks, hug, and move on – get to everyone in the group including you, the leader.

How have they supported you? What are the gifts you see in them? What difference have they made to the group? How do they make a difference in the world?

NB: Nice (and highly appreciated) variation on this is to have them write out a note for each person to be given to them at the meeting in addition to doing the mingle exercise above. That way they have tangible reminders of the love and support they received.

8. Open sharing period (10 min. for any of the following that are desired)
 - a) Final deliverables on projects or any last minute details that need to be completed
 - b) Any feelings of sadness or grieving re: the “Ending of the group” (Remind them they are invited to carry on with you – either in another MM or in one-to-one coaching). No matter what kind of group, there will likely be a sense of loss if the group has bonded. Validate and normalize it while providing some constructive options for dealing with the concerns.
9. Meeting wrap (10 min.)
 - a) “Good of the Group” – have each member briefly share one or two things that they learned, or are excited or grateful about as a results of this meeting and this process in general.

Hopefully this final meeting is accompanied by some form of well-deserved celebration of all that you have accomplished individually and collectively!

It is critical to the ongoing success of the group to ensure that all meetings maintain focus and a degree of structure. Most Mastermind groups that disband do so because of one of three things:

1. Lack of commitment on the part of the members
2. Lack of focus and supportive structure
3. No accountability—people are not supporting themselves and others by keeping agreements

Congratulations on your commitment to conscious co-creation and to creating conscious communities of choice!!

Ground Rules

At the first meeting, your group needs to commit to the ground rules that will best support you in creating trust and a safe environment for everyone in which to participate.

The following are some suggested ground rules that have proven valuable to numerous groups in the past:



1. Attendance – Any member missing two or more meetings within a quarter will be asked to leave the group. Should the group elect to let the person stay due to extenuating circumstances that individual may not miss any more meetings without pre-negotiating their absence with the group or they will be asked to leave.

2. Contribution – Any member deemed to not be contributing will be talked to by the group up to a maximum of two times. *(We have provided a communications template to support challenging conversations).* After that, they will be asked to leave the group. Contribution includes any and all of the following:

- a. Participation in the meeting duties (being the secretary, facilitator, timer)
- b. Coming prepared with their update
- c. Keeping support agreements
- d. Providing resources, tools, contacts, expertise, or other forms of input that supports the other members of the group and/or the group process

(Please note, everyone's contribution will look different, but if someone is not carrying their weight, they will adversely affect the morale and momentum of the entire group. There are times when, as Mr. Spock used to say, "The needs of the many outweigh the needs of the one.")

3. Confidentiality – All member goals and sharing is to be kept confidential without express permission from the member to share with someone outside of the group. You are free to share your goals, insights, and about the Mastermind process—but do not share other people's experiences or information.

4. Changing Members – The membership of the group may change over time through people leaving, or being asked to leave, and those spaces being filled with a new member.
5. Structure and Format – A format and structure has been provided. The group agrees to follow the format for a minimum of six meetings prior to making any changes to the structure.
6. Content – Any content provided in the group is to be considered proprietary material. The group may share their experiences, insights, and the concepts, but please keep the forms and course materials confidential unless given express permission to share by the content provider.
7. Keep Agreements – Start and end on time (unless otherwise negotiated in advance). If you agree to do something for someone—do it. The trust, wellbeing, and cohesiveness of the group depend on the impeccability of people's commitment to the process, to themselves, and to one another.

Note: If you choose to change, or add to the ground rules, make sure to have unanimous group agreement to them and record them in your manual prior to proceeding.

If you choose to accept these ground rules as they are – then simply take vote and if everyone is in agreement, these will become your ground rules.

Our Ground Rule changes or additions: _____

Voting Members Out

Sometimes, despite your best efforts at filtering, someone ends up no longer being a fit for the group—or becomes a detriment to the effective functioning of the group. A member should only be voted out of the group under the following conditions:

- a. The group must talk directly to the member about the concern or problem.
- b. The member has to be given specific feedback on what behaviors or actions need to change to make the situation more workable for everyone involved. That feedback should include a reasonable timeframe for the changes to occur

and a clear understanding of how everyone will know if the requirements have been met.

- c. The member is to be given an opportunity to present their perspective, and to negotiate a win/win solution or approach with the group. If necessary this can be done at the following meeting to give the person time to process and choose a solution they will commit to.
- d. The group has discussed what they could do to support the relationship further. (Every dynamic has more than one partner involved)
- e. If there has been an agreed upon 'remedy' (something the member can do to change the situation) then the member must receive feedback on progress along the way, so that they have every opportunity to course correct and become a contributing and valuable member of the group before the deadline.

In the event that those interventions or measures do not succeed in creating the changes the group requires, the group may take a vote on expelling that member. It must be carried by a majority—that is a minimum of five members out of eight must agree for the vote to be valid. (So a vote cannot be taken at a meeting that does not have a majority in attendance)

Once the vote is taken, the results are to be communicated to the member as soon as possible, ideally in person or at a minimum face-to-face online or by telephone. (Please allow room for the person to provide a response—this should not be a one-way edict handed down but rather a conversation about implementing a mutually-beneficial change in the relationship). This final communication is conducted by the Leader only who then reports back to the group.

Incorporating New Members

As a Mastermind leader and business owner, you must set the expectation that you may add new members at any time. Otherwise your group may dwindle and become both ineffective for the members and non-financially viable for you. So always be on the lookout for good, prospective members.

Remember, it can be challenging joining an already formed and cohesive group. Being sensitive to what it is like to be an 'outsider' will help you weave the new member into the group faster. Make a point of doing the following to get him/her up to speed as soon as possible:



Prior to their first meeting with you:

1. Someone from your group should sit down with the new person prior to the next meeting to review the process, the manual, your ground rules, and any relevant history that may not be captured in your minutes
2. Provide a copy of your group manual that has all of the meeting minutes, or access to the video recordings, to the newcomer to review. This will provide a historical snapshot of what the group has accomplished and decided to date
3. Explain the roles and see if they are willing to take on the time slots of the member who left. Don't throw them in at the deep end, but do get them involved with an easy task by the second meeting. Provide a copy of the completed Roles and Assignments Form.
4. Send a welcoming email that confirms the details (Date / Time / Location / What to bring) for the next meeting.
5. Give them a group roster and ask them to connect with as many members as possible to introduce themselves prior to the first meeting. This sets up the context of giving and accountability for participation right from the start and makes it easier for them because they know some, or all, of the members already.

At their first meeting:

1. Have everyone (including the new person) introduce themselves briefly – include:
 - a. Their reason for participating in a MM group
 - b. What skills, support, and resources they bring to the group
 - c. What their primary focus or goal is that they are (or want to) work on
 - d. What support looks like for them
2. Offer to fill the new member in as needed and encourage questions if they do not understand what is going on or why
3. It would be helpful to have someone in the group offer to 'buddy' with the new person to get them up to speed as soon as possible. They could work with them to prepare their "Hot Seat" or goals, answer questions, and make them comfortable with the process
4. If you have not completed the "Hot Seats" slot them in as soon as possible. If you have, schedule a "Hot Seat" in your next meeting for the new person.
5. You may elect to have your MM Mentor work with you to support the exiting of one member and the incorporation of the new member.

Roles and Responsibilities

There can be several roles within a Mastermind group. The roles rotate every meeting so that every person in the group will fill every role at least once in the process of the time the group is together – and no one person monopolizes any role more than twice in a row.

This ensures a fair distribution of the workload, supports the smooth operations of the group, and provides an opportunity for each member to practice the various skills involved in each role.

Facilitator: This person is responsible for ensuring that the meeting stays on track and on time. They make sure that everyone is heard, that no-one dominates the meeting, and that the structure is followed. Additionally, they act as the host or hostess for the meeting (whatever the location may be) ensuring that everyone is welcomed and comfortable. As the leader for this meeting, they are responsible for helping everyone create value by following the process and participating. If appropriate, the facilitation for one meeting can be split in two with one handling before the break, and one after.

Timer (Note – may be the facilitator although it is much easier if it is a separate person): This person is responsible for keeping track of time so that the meeting stays on track. They will advise people when they have 30 – 60 seconds left and need to wrap up. They will also ensure that the meeting begins and ends on time. The timer needs a watch or clock with seconds on it although the easiest thing to use is the alarm on a phone.

Grounding Leader: This person conducts the “grounding process” done at the beginning of each meeting. The purpose is to have a brief (3-5 min) activity that will allow everyone to ‘arrive’, be fully present, relaxed, energized, and ready to create value. It may be a guided meditation or closed eye process, a physical activity such as dancing, shaking and stretching, or simply deep breathing, or even some form of check-in with each person (i.e. what is one thing you are grateful for today?)

Hot Seat Coach: Please see the Hot Seat manual for more details on Hot Seat preparation and what is required of the hot seat participant and their coach. The purpose of the coach is to support structured preparation and clarity for the participant so that when they do their hot seat they can get maximum value from the process, and they don’t waste the group’s time. In addition, at the meeting they may provide additional input if needed to help clarify the “ask” and they take notes for the hot seat participant so that they are free to simply receive information without worrying about writing it all down.

Mastermind Mentors Manual

Optionally, the Hot Seat Coach (HSC) can be the next in line for doing their hot seat.

Recording Secretary: This person will keep notes of the meeting using the agenda form as a guide. They do not need to capture everything that everyone says – they do need to capture the following:

Times – Start and end time for each segment of the meeting

Attendance – Note everyone in attendance at the meeting and who is filling which roles

Commitments – Any commitments made including by whom, to whom, with any relevant details about the commitment and deadlines

Important issues – Any discussion that may need to be referred to later should be recorded in point form. In particular, anything that is being voted upon. The proposed ‘resolution’ that is being voted upon needs to be recorded as well as the number in favor, against, and abstaining. (NB: Only a majority vote can be carried)

Hot Seats – Capture the initial goal and request for support plus all brainstorming, action plans, and commitments made during the hot seat.

Finally, the Secretary ensures that the meeting notes are circulated to all of the members (including those that were not in attendance) within one week of the meeting. They should ideally be typed, but must be legible.



NOTE: If you are audio or video recording the meeting this role may be eliminated however, it is still good to have the hot seat coach capture commitments and comments for the hot seat participant in the event that the recording fails.

Everyone is responsible, at all times for group leadership, and for being a strong and collaborative team member. That means being willing to communicate honestly, accountably, and clearly. To listen with respect. To choose to “show-up” and be fully present to everyone there and to the process.

Hitting the Target – Effective Goal Setting



The following section is a brief synopsis of simple ways to approach setting, and managing, individual and group goals. There are, of course, numerous methods for setting and monitoring your goals, but these tools can give you a starting point for clarifying your vision and creating powerful results.

In its simplest form a Mastermind is really just a process for helping people accomplish goals they haven't been able to on their own.

Here are some questions to help clarify which objectives are truly important to you (vs. those which you think 'should' be important).

1. If you knew you only had 3-5 years to live, what would some of your top priorities be?
2. If you knew that you were going to live another 45 years minimum, what would your top priorities be?
3. If no-one was dependent on you, or was watching your results, what would you like to do with your time?

4. What is something that you consistently long for?

5. Which of your goals have you set repeatedly and NOT done? (This may indicate that these goals are not something you really want, but rather think you 'should' want)

"In life, the first thing you must do is decide what you really want. Weigh the costs and the results. Are the results worthy of the costs? Then make up your mind completely and go after your goal with all your might."

- Alfred A. Montapert

6. What is one thing that when you do accomplish it, will give you a boost in many other areas?

7. Jim Collins in his book *Good to Great*, talks about BHAG's, Big, Hairy, Audacious, Goals! What is a BHAG that you have but have not yet dared to go after? It may be something that you have always wanted to try but did not think you could do on your own?

“A man can know nothing of mankind without knowing something of himself. Self-knowledge is the property of that man whose passions have their full play, but who ponders over their results.”

- Benjamin Disraeli

8. What are 2 or 3 small things that have been niggling at you? Some small goal that would feel great to knock off so that it would stop bugging you?

9. Knowing that you will have support and an enthusiastic team behind you what 3 major goals would you like to set to achieve with, and through, your Mastermind group?

1)

2)

3)

Why only 3? Many goal setting systems encourage you to set goals in various life areas such as family, career, financial, health, etc. and for some people, that works. But many people set multiple goals like this and then do not focus on all (or any) of them. Further, your Mastermind group is not going to support 5-10 other people on 5-20 goals each. Pick 3 key strategic ones and once those are accomplished, create new ones.

Besides, if they are significant, challenging, meaningful, and tangible enough—chances are wholeheartedly committing to the accomplishment of those 3 goals will make you gulp. If it doesn't it is likely not audacious enough. Be bold!

10. What will accomplishing this goal do for you? What will some of the payoffs and rewards be for reaching this goal? (be specific and detailed... it is important to get leverage on yourself in order to support a clear vision and a strong motivation)

11. What will the results be if you never accomplish this goal? How will you feel? What will the consequences be in your life?

Achieve Your Dreams: Six Steps to Accomplish Your Goals and Resolutions

By [Susan M. Heathfield](#), About.com

Don't let your goals and resolutions fall by the wayside. Chances are that to achieve your dreams and live a life you love, those goals and resolutions are crucial. Goal setting and goal achievement are easier if you follow these six steps for effective and successful goal setting and resolution accomplishment.

- You need to deeply desire the goal or resolution. Napoleon Hill, in his landmark book, *Think and Grow Rich*, had it right. *"The starting point of all achievement is desire. Keep this constantly in mind. Weak desires bring weak results, just as a small amount of fire makes a small amount of heat."* So, your first step in goal setting and achieving your dreams is that you've got to really, really want to achieve the goal.
- Visualize yourself achieving the goal. Lee Iacocca said, *"The greatest discovery of my generation is that human beings can alter their lives by altering their attitudes of mind."* What will your achievement feel like? How will your life unfold differently as a result? If the goal is a thing, some gurus of goal setting recommend that you keep a picture of the item where you see and are reminded of it every day. If you can't picture yourself achieving the goal, chances are – you won't.
- Make a plan for the path you need to follow to accomplish the goal. Create action steps to follow. Identify a critical path. The critical path defines the key accomplishments along the way, the most important steps that must happen for the goal to become a reality. Stephen Covey said, *"All things are created twice. There's a mental or first creation, and a physical or second creation of all things. You have to make sure that the blueprint, the first creation, is really what you want, that you've thought everything through. Then you put it into bricks and mortar. Each day you go to the construction shed and pull out the blueprint to get marching orders for the day. You begin with the end in mind."* He's right.
- Commit to achieving the goal by writing down the goal. Lee Iacocca said, *"The discipline of writing something down is the first step toward making it happen."* I agree completely. Write down the plan, the action steps and the critical path. Somehow, writing down the goal, the plan and a timeline sets events in motion that may not have happened otherwise. In my own life, it is as if I am making a deeper commitment to goal accomplishment. I can't fool myself later. The written objective really was the goal.
- Establish times for checking your progress in your calendar system, whatever it is: a day planner, a PDA, a PDA phone or a hand written list. If you're not making progress or feel stymied, don't let your optimism keep you from accomplishing your goals. No matter how positively you are thinking, you need to assess your lack of progress. Adopt a pessimist's viewpoint; something will and probably is, going to go wrong. Take a look at all of the factors that are keeping you from accomplishing your goal and develop a plan to overcome them. Add these plan steps to your calendar system as part of your goal achievement plan.
- Review your overall progress regularly. Make sure you are making progress. If you are not making progress, hire a coach, tap into the support of loved ones, analyze why the goal is not being met. Don't allow the goal to just fade away. Figure out what you need to do to accomplish it. Check the prior five steps starting with an assessment of how deeply you actually want to achieve the goal.

This six step goal setting and achieving system seems simple, but it is the most powerful system you will ever find for achieving your goals and living your resolutions. You just need to do it. Best wishes and good luck.

Above from: http://humanresources.about.com/od/strategicplanning1/a/goal_setting.htm

Individual Goal Planner

My Goal:			
Major Steps	Sub-Tasks	Support Req'd	Deadline

Notes:

My Goal:			
Major Steps	Sub-Tasks	Support Req'd	Deadline

Notes:

Group Goal Setting and Achievement

Some groups choose to focus on supporting the achievement of one another's goals.

Some also elect to set group goals that everyone participates in. Those group goals can be philanthropic in nature such as fundraising, or can focus on contribution to the community through volunteerism, or can be joint-ventures such as creating a business or investment that everyone is involved with.



Many groups elect to focus on establishing themselves first and getting everyone moving towards their objectives—then look at setting group goals 4-6 months after they start.

Make sure you do not bite off too much... and do ensure that you also take advantage of the incredible power of synergy.

It has been said that “... the whole is greater than the sum of its parts.”

What does that mean? Is it really true that $1 + 1 + 1$ can = 10 or 1000 for that matter? The answer is: ABSOLUTELY!

If you are fortunate you have been part of a dynamic group that has created amazing results, often in a short period of time or with limited resources. If not, prepare to be.

There is no shortage of “Miracle” stories of what a focused, intention can achieve. If one man can change the course of India's future and the history of the world simply by being committed to the principle of non-violent self-determination then imagine what you could do!? While we do not all have to be Gandhi to make a difference, we do need the same four components of success that he used.

1. A clarified vision of what could and will be
2. Commitment and clear intention
3. Consistent action in the direction you have committed to
4. The involvement of others with the vision and the process

With that, creativity, an open mind, and a willingness to allow “miracles” to happen—anything is possible.

So dream big! Challenge your notions of what is possible! Stretch beyond your individual and collective comfort zones knowing that truly the “Whole” attracts support in ways that the “parts” could never imagine. Count on synchronicity. Depend on the unexplained and the unexpected. Have faith in people. Know that when positive intention is put into the Universe the unseen and the unknown conspired to magnify that intention. Whatever your history of faith or beliefs—trust in the generosity and benevolence of life. At worst you will be disappointed if that trust is not vindicated. At best, you are pleasantly surprised by the ease, flow, and grace that is available when we relax into the arms of life.

***“You see things; and you say, “Why?”
But I dream things that never were; and I say, “Why not?”
- George Bernard Shaw***

Creating Consensus and Clarifying the Vision

The following is a process (use any or all of it that will support you) to help your group get clear on a group goal or initiative that you all can participate in. Simply go through the questions as a group.

1. What is the purpose of your goal or group initiative? Check all that apply and fill in your own reasons individually then compare notes as a group:

- | | |
|--|---|
| ☐ To give back to the community | ☐ To have fun |
| ☐ To learn something new | ☐ To develop new skills |
| ☐ To develop new skills | ☐ To make money |
| ☐ To stretch / expand our context | ☐ To give / share our gifts & skills |
| ☐ To practice 'playing a bigger game' | ☐ To enjoy co-creating a joint venture |
| ☐ Leverage – I can achieve more with others | ☐ To try something new or different |
| ☐ To make a difference to _____ | |
| ☐ To take advantage of _____ opportunity | |

2. Capture the top 3 or 4 reasons that the group agrees upon. Use these as your guiding and underlying objectives. Refer to them when making decisions. For example, if “To have fun” is one of your objectives in doing the project—and you have to decide whether to do something one way or another – it’s appropriate to ask “Which way is more fun?” to help you decide. Our top three objectives in this process are:

- A. _____
- B. _____

C. _____

3. Brainstorm. Come up with as many wild and whacky ways that you can achieve those 3 objectives in 5 minutes. The wilder the better. It's OK to offer 'normal' ideas too – but have fun being outrageous. By swinging the pendulum way over we often come up with something that might not have come up otherwise. Ideally have two people recording (1 person can't catch it all) on a flip chart. Remember – NO censoring or evaluation of ideas at all in this 5 minute period. Go for the entire 5 minutes!
4. Evaluate. Look at your lists and see if there are a few ideas that capture the interest, imagination, and heart and minds of the group. Make a new list with those ideas. Don't worry (yet) about "How" you can accomplish the goal—simply decide if it is a goal that inspires passion and a little bit of dread! (If it's not a bit scary—It's not big enough!)
5. Narrow down the options. Pick a few and have the most passionate advocate of each separate idea make a case for why "their goal" should be the one you MUST do.
6. Members vote on which one(s) to do. Generally, it's a good idea to limit yourselves to one to start with. They are often more work than anticipated and the group still has work to do on your individual goals and supporting each other—that is your #1 priority!
7. If there is a split decision on 2 or 3 goals you can decide in a number of ways.
 - Continue to advocate and persuade until the group is onside with one
 - Vote with an agreement to do the 'runner-up' once the first goal is accomplished
 - Set the discussion aside until the next meeting so that people have time to contemplate, do research, or go through whatever process they need to come to a conclusion. Consensus may be easier once people have a chance to think about it.
 - Do both goals but push the deadlines out much further to accommodate the increased workload (and consider other creative ways to reduce the workload—ie. Enrolling support – because it's a group goal does not mean only your group has to do it)
 - If the group cannot come to a mutual win/win agreement you can either call your Mastermind Mentor to try to facilitate consensus, or simply let the large group goal go for the time being. You can always revisit the idea at a later point.

Mastermind Mentors Manual

Do ensure that you have true agreement (vs. compliance) with the goal. If anyone not on board there will be underlying, often unconscious, resistance going forward that will undermine your group's efforts and momentum.

The potential purpose of this opportunity is to have a joyful and expansive experience of powerful co-creation. When 'grounded' in that orientation, this can be a 'get-to' opportunity vs. a 'have-to'. It is also a profound opportunity to focus collectively on ease. Many of us make EVERYTHING hard. The whole purpose of a MM group is to experience what life is like with consciously created support.

Group Goal / Project Planner

Our Goal:				
Major Steps	Sub-Tasks	Support Req'd	Due	Who

Notes:

Virtual Meetings--Keeping You Connected

We live in a world and era of no boundaries. You can work with clients around the world as easily as those around the corner. This makes it even more feasible and exciting to find MM members who fit your ideal sub-niche because you have the whole world to draw from. On the flip side, there is less intimacy in virtual connections than live so it is important to attend to creating connections even more if you are going to work with a geographically dispersed group.

Mastermind to Millions has an online educational program called **Launch Your Mastermind Online** that teaches you how to fill and run your virtual groups. For more information on LYMO, please contact sales@mastermindtomillions.com.

This section includes a brief overview on how to conduct your 'virtual' Mastermind meetings.

Video Conference

Should your group be geographically distanced, you can still have a powerful experience of co-creating community and a cohesive and supportive group. It is highly recommended that you have your first and final meetings in person at the very least if possible. For groups that are together for longer than six months, it is advisable to have in-person meetings quarterly to provide for stronger bonding, clearer communication, and more fun!!

As the facilitator, ensure that you check in with each person on the call to simply see how they are doing. Listen and watch intently for verbal and visual clues as to what may be going on for each member.

With programs such as Zoom, www.zoom.us, it is easy to set up convenient video conferences which are superior to just audio teleconferences. Zoom is free or affordable and very easy to use and set up.

You, as the group leader, can have a consistent 'room number' that you give to all members to log into. The sessions can be recorded and uploaded to a shared drive such as a private YouTube channel or a Google Drive folder.

There are other options such as Google Hangouts, Skype, and other webinar programs, but we prefer and use Zoom for its' ease of use and cost-effectiveness.

To have an effective meeting you and your members need to treat it as you would any other in-person meeting.

Participants:

- ✓ Avoid distractions – set the time aside and ensure you are not disturbed.
- ✓ Make sure you have a good mic. Ideally a headset that allows you to filter out any ambient noises and to be heard easily. Watch that the mic is not rubbing on buttons or jewelry when you are talking.
- ✓ Mute yourself whenever you are not talking.
- ✓ Make sure you are paying attention. Even though you are on your computer – do not be ON your computer (as in doing other work and multi-tasking). You wouldn't answer emails while in a board meeting (or shouldn't anyways!) so don't do it here. In a virtual meeting you need to pay more attention for people to feel you are with them.
- ✓ It's OK to put your video on hold (i.e. if you are eating during the meeting) but ensure people know you are still with them. It's a good idea to let the host know that you are simply going off camera but are still there so they don't wonder if you are still on the call.
- ✓ Do not eat while on the phone (unless your headset is muted) including gum.
- ✓ Make sure to login a bit early to give yourself time to work out any tech kinks... and it seems there are always some kind of tech kinks. 😊
- ✓ Participate! There is more of a tendency to feel like an observer in a virtual meeting – but is even more critical for people to ask questions, post in the chat log, and contribute.

Meeting Leader:

Treat the meeting like you would an in-person gathering:

- ✓ Arrive early to ensure you are there to greet members as they arrive.
- ✓ Use music as you would for a live event (to welcome, set the tone, on breaks etc.)
- ✓ Have a great internet connection – you MUST ensure you are somewhere that has reliable, robust internet. I have struggled with hosting many mediocre calls from third world, and even North American coffee shops or restaurants and the wireless is just not strong enough for a group call. If you travel, invest in a good plan that provides you with a hot-spot in case you are somewhere that does not have good wireless.
- ✓ Raise your energy level a bit. While you don't have to go overboard with the animation, being on any two-dimensional media tends to diminish your impact. So speak a bit slower, enunciating clearly; and increase your physical vibrancy to keep people engaged. If you are slow and laid back the other participants will follow suit. If you notice attention wandering or energy dropping – sit forward, lean-in and raise your voice slightly to command attention.

- ✓ Make the meetings 'experiential' (where the members participate in activities vs. just listen to a lecture). With Zoom, and other applications like it, you can put people into breakout rooms in Dyads (pairs), small groups or large groups. Have them connect with a buddy, or discuss a topic, or share an insight. Nothing is as boring as listening to one person drone on so encourage sharing, questions and participation in many forms. You can do almost anything in Zoom that you can do in a live experiential workshop, except physical contact. Be creative!

Additional Resources

Communications Templates & Forms

The following forms are simple guidelines intended to support members of the group in ensuring that they have ongoing honest communication.

The breakdown of all relationships begins with withholding. Withholding information, feedback, input, or concerns.

Working with others can lead to challenging situations. Differences of opinion, varying levels of contribution, unacceptable behavior, broken agreements, or simply a poor fit can mean that a member of the group may need to be supported in shifting to a more productive and workable approach. If that is not possible, the group may need to ask them to leave in order to support the positive focus of the group.

Here is a "checklist" to focus on with any conversation; but particularly with those that may be difficult or challenging for you:

- ☐ What is the win/win outcome I/we want to achieve with this interaction?
- ☐ Have I examined my part of the issue? Have I done everything I can to shift my perspective / energy / expectations?
- ☐ What do I appreciate about this other person? What positives can I also focus on in my feedback?
- ☐ Do I have agreement for this conversation? (Do not just launch into feedback or you will likely not encounter a very receptive audience)
- ☐ Am I using 'accountable' language in my communication? (I / Me / My vs. You)
- ☐ Am I being specific in my feedback vs. making vague, broad, or generic statements?

Mastermind Mentors Manual

- ☐ What is the positive upside or gift in this negative behavior?
- ☐ What specific changes do I / we want to see to resolve the situation? How will we all know that those changes are happening (Measures? Tangible outcomes?)
- ☐ Are we being 'solution' focused or is our energy all on the 'problem'?
- ☐ How long do we all have to co-create those changes? (Deadlines)
- ☐ What am I / are we willing to give to support this change?
- ☐ What is working in this relationship / situation? (Start and end with the positive)
- ☐ (Your own reminders) _____
- ☐ _____

Script for a Challenging Conversation

This is a guideline only for framing a conversation that you may need to have with a fellow MM group member (or someone else in your life). Ideally this conversation should take place in person. Always ensure that the other person is part of the conversation—this is a two way, solution-focused, dialogue, not an opportunity to vent your frustrations or ‘dump’ on the other person.

Hi (Name) _____. I'm wondering if I/we can talk with you for a few moments about a concern I have so that together we can come up with a solution? (If no – ask when it might be possible to have that conversation. If yes – proceed.)

(Name) I would like to provide you with some feedback about a situation that is not working for me. I'm hoping that together we can come up with a better way to _____ (Outcome you want - communicate/build trust/have your full participation in the group/get xyz situation unstuck). Are you open to hearing my feedback, and then I want to hear your perspective—is that fair? (If no – ask when it might be possible to have that conversation. If yes – proceed.)

(Name) I appreciate what you bring to our group. You provide the gift of _____. Or I admire your skill at _____. Or I have noticed you really looking out for our safety and security by ensuring we are all aware of the pitfalls or potential hazards of our decisions. (Find and acknowledge the positive gift in the negative behavior you want to address. There are payoffs and protections in every action or attitude – they are simply trying to meet some need)

What does not work as well with that behavior is that it is often seen as _____. (Describe the problem) That behavior / situation / approach makes me think/react _____. When I have that reaction it makes me feel _____. I realize that that is my issue and I have done the following to shift things on my end _____. I feel that this behavior (keep the focus on the behavior not the person) is also having the following effect on the group _____.

Some specific examples of this are _____ and _____. Does that make sense? (Check for understanding not necessarily agreement at this point. If so, continue. If not clarify until they understand the issue you are addressing.) What would work better for me/us is _____ (specific actions / changes in behavior). We believe that would create the following _____ (list benefits such as ‘we could trust you again’ or ‘meetings would be more productive’ etc.) which would support all of us.

(Name) we really want to support all of us in experiencing _____ (Positive outcome desired), and we would love to co-create that outcome with you. If that is not possible

Mastermind Mentors Manual

then we feel that the next logical step would be for _____ (consequence of not addressing the problem – i.e. they will be asked to leave the group, they will be asked off of a committee or project, etc.).

What do you think? (Allow room for reactions and try to stay out of reaction to their potential reactions. Just make a safe, constructive, space for them to step into with you.)

(Name), I/we would like to create a win/win solution to this with you. To me that would look like _____ (specific steps / changes) being done by _____ (date). Is that possible? (make room for negotiation if possible or acceptable to the group – a win/win may look different than originally imagined by everyone).

(If no agreement is forthcoming) (Name), can I/we ask why you don't think that solution is doable? (again, make room for it to possibly look some other way – but if the solution is not viable then...) *I'm sorry to hear that. We were hoping to be able to resolve this situation so that we could _____ (keep you in the group, salvage the project, etc.) however it doesn't look like we can come to an agreement so I'm afraid we will have to ask you to _____ (consequence) by _____ (date).*

Is there anything else you would like to say?

(Name), I/we really appreciate your contribution / gift / ability to _____. I have learned _____ from you and will miss your _____. I wish you all the best in the future. _____ (group member(s)) is still willing to complete on his/her agreement to _____ (support commitments) if that is OK with you? Will you please let the members know which of your agreements you will be following through on so that we are clear?

Thank you for being willing to have this conversation with me/us. I honor your willingness and courage.

(If agreement is forthcoming) Thank you for participating with us in creating a solution. Can we come to an agreement that you will do _____ (corrective behavior) by _____ (date). And we will do _____ (groups efforts). Let's touch base on this as we go along so that we both know what progress is being made... is that OK with you?

Is there anything else you would like to say?

(Name), I/we really appreciate your contribution / gift / ability to _____. I have learned _____ from you. I'm glad we were able to work this out.

Thank you for being willing to have this conversation with me/us. I honor your willingness and courage.

Planning Calendar

Record your groups meeting times, dates, and locations here:

Day / Date	Time	Location

Mastermind Mentors Manual

Generic Mastermind Meeting Agenda

Date:		Time/Ground:	
Time:		Facilitator:	
Location:		Secretary:	
Hot Seat:		H.S. Coach:	

Attendee List:	

TIME	TASK	WHO

My Mastermind Meeting Preparation Form

Meeting Date:		
For (Person)	My Promises (To Do's or commitments I made)	Deadline
Next Meeting Preparation		
Time:		Date:
To read:	My Job:	
To bring:		
To do:		
Notes:		

Mastermind Mentors Manual

Roles and Responsibilities Assignment Form

Instructions: At your first meeting please fill in the member names in the boxes across the top. Fill in the meeting dates in the column down the far left. Then fill in the roles of Facilitator (FAC), Timer (TIME), Secretary (SEC), Grounding (GRD), Hot Seat Coach (HSC) and “Hot Seats” (HS) for each meeting. If you are having members present content, add that role in as well (CON). Ideally, no member should fill the same role twice in a row. All members must fill all roles a minimum of one time every six months. (see the next page for an example)

Nb: If someone cannot attend a meeting, they are responsible for pre-arranging someone to fill in for them if they have an assigned role during the meeting.

Meeting Date	Member	Names						

Mastermind Mentors Manual

Example: This group meets the first Wednesday of every month. The assignments are arbitrary, but the key is to ensure that no-one is 'stuck' doing the same job every time. Everyone participates in keeping the meeting on track. NB: As the leader you will facilitate the first and last meetings at a minimum to demonstrate and to set the tone. You will likely also do the grounding as an example. Let other do some or all of the other meetings.

It can be very hard to ensure everyone does each role the same number of times – but the important thing to keep equal is hot seat time.

Meeting Date	Mary	Bill	Gina	Dallas	Adrian	Eve	Jenna	Michael
Feb. 4	SEC							TIME
Mar. 4	GRD		HSC	HS	TIME	HS	SEC	HSC
Apr. 1	FAC	GRD	HS	TIME	HSC	SEC	HSC	HS
May 6	HSC	SEC	TIME	FAC	HS	HSC	HS	
Jun. 3	HS	HSC	GRD	CON	SEC	TIME	FAC 1 st 1/2	FAC 2 nd 1/2
Jul. 1	SEC	HS	FAC 1 st 1/2	FAC 2 nd 1/2	CON	GRD	TIME	HSC
Aug. 5	TIME	CON		GRD	HS	HSC	SEC	HS
Sep. 2	MINI-HOT SEATS FOR ALL					SEC	GRD	FAC/TIME
Oct. 7	HSC	FAC		HS	FAC	HS	TIME	GRD
Nov. 4	HS	TIME	HSC	SEC	GRD	FAC	HS	
Dec. 2	FAC	HS	HS	HSC	HSC	GRD	SEC	TIMER
Jan. 6	CELEBRATION WRAP MEETING							

Goal Planner

My Goal:			
Major Steps	Sub-Tasks	Support Req'd	Deadline

Notes:

Group Goal / Project Planner

Our Goal:				
Major Steps	Sub-Tasks	Support Req'd	Due	Who

Notes:

Group Contact Form

My Mastermind Group	
Name: Address: Day Phone: Evening Phone: Email: Best way to reach me: Best time to reach me:	Name: Address: Day Phone: Evening Phone: Email: Best way to reach me: Best time to reach me:
Name: Address: Day Phone: Evening Phone: Email: Best way to reach me: Best time to reach me:	Name: Address: Day Phone: Evening Phone: Email: Best way to reach me: Best time to reach me:
Name: Address: Day Phone: Evening Phone: Email: Best way to reach me: Best time to reach me:	Name: Address: Day Phone: Evening Phone: Email: Best way to reach me: Best time to reach me:
Name: Address: Day Phone: Evening Phone: Email: Best way to reach me: Best time to reach me:	Name: Address: Day Phone: Evening Phone: Email: Best way to reach me: Best time to reach me:
Name: Address: Day Phone: Evening Phone: Email: Best way to reach me: Best time to reach me:	Name: Address: Day Phone: Evening Phone: Email: Best way to reach me: Best time to reach me:

More Support for Your MM Leadership Journey

This manual was designed to provide the structure and format to help you run a successful Mastermind meeting.

As you know there are many steps to becoming a competent and skilled leader and to growing your business. We want to support you in developing all of the abilities you need to successfully leverage your offerings and to make the kind of impact you want to have.

Here are some more free and paid resources that can help you become a professional Mastermind leader:

- ✓ **The Mastermind Essential Program - www.mastermindessentials.com**
When you take action today and get the Mastermind Essentials Training you'll get access to an online membership portal where you'll get hours of comprehensive training videos and several robust and powerful pdf's & manuals, where you'll discover the 6 fundamental pillars of successful masterminds and how to implement them in your business for maximum impact and income.
- ✓ The Breakthrough Mastermind Secrets Webinar:
<http://www.breakthroughmastermindsecrets.com/webinar/webinar-register.php>
- ✓ [Click here to join the complimentary Mastermind to Millions Community on Facebook](#)
- ✓ [Add Jay Fiset to your circles on google +](#)
- ✓ **Join us at Mastermind to Millions LIVE!** THE premiere event for those who are learning to fill, launch and lead Masterminds for your business, your corporation, or your community or non-profit.

It is a highly inspiring, educational and empowering event that will help you step up as an “Unlikely Leader” in every area of your life and business! Learn how to add six figures to your bottom line while making a profound difference to the people you most want to support!!

<http://www.mastermindtomillionslive.com/>