

## Mastermind Guidelines

- Each meeting will be held on a specific time and day each week.
- All members take turns being host and in the “hot seat”.
- Each member is expected to be present and on time for the meeting. If you cannot attend please e-mail the host ahead of time.
- Everyone will have an opportunity to speak within the framework of the group. It works best if each member participates equally.
- Everyone is here to support each other. Please keep in mind there will be constructive criticism, but there should be no putting down, or criticism of other group members. It should be an open and positive experience for all.
- The mastermind is not just for advice, but also a positive place where you can manifest your goals with a group. Every person is expected to make it their intention to support the individual goals and help manifest them.

### Outline

#### **12:00 – Welcome**

The host takes the rest of the group through the agenda and makes sure the mastermind sticks to the time schedule.

#### **12:05 - Share a “Win”**

Each member shares a personal win from the previous week. How big or small doesn't matter.

#### **12:20 - Hot Seat**

One member takes place in the hot seat. This is the perfect time to get the attention and input from all the other minds in the group on what you're doing. Walk everyone through:

1. What you are working on
2. What's working for you
3. With what do you need help

#### **12:40 - Last Questions**

Who can help (hot seat member) with their problem?

#### **12:50 – Resource**

The hot seat member shares a useful resource he or she has been using lately that could benefit the other members of the group.

#### **12:55 – Goals**

Everyone briefly states their goals for the upcoming week.

#### **1:00 – End**

### Private Facebook Group

In between mastermind meetings the group communicates through a private Facebook group. This is an ongoing discussion in which we do our best to give supportive accountability and help each other in every way we can.