The Success Alliance™



MASTERMIND GROUP FACILITATOR TRAINING

PARTICIPANT RESOURCE GUIDE

Karyn Greenstreet

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Course Agenda

- Getting Started – Facilitator Foundations
- Getting Ready for Meetings
- Facilitating Meetings
- During Hot Seats
- Group Discussion Methods
- Group Dynamics
- Handling Problems
- Mastermind Group Tools

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Mastermind Group Facilitator Self-Assessment

This chart helps you identify your strengths and areas that need improvement. Examine each of skill groupings listed in the chart. Ask yourself whether you possess some or all of the skills in that group, and to what degree. Rate yourself on your skills, using the scale of 1 to 5.

	Low		**Med.**		**High**	
In Mastermind Meetings, are you…						
Making everyone feel valued and heard	1	2	3	4	5	N/A
Creating and maintaining a safe space, physically and emotionally	1	2	3	4	5	N/A
Setting and enforcing Group Guidelines	1	2	3	4	5	N/A
Managing conflict among members	1	2	3	4	5	N/A
Listening and observing with purpose and attention	1	2	3	4	5	N/A
Watching for hidden agendas and "group think"	1	2	3	4	5	N/A
Keeping the Hot Seat to the time allotted	1	2	3	4	5	N/A
Allowing and encouraging the members to coach each other (and not stepping into the discussion too often yourself)	1	2	3	4	5	N/A
Acknowledging and applauding good masterminding	1	2	3	4	5	N/A

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	Low		Med.		High	
Are members…						
Using Prep Forms	1	2	3	4	5	N/A
Equally participating in the Hot Seats	1	2	3	4	5	N/A
Asking clarifying questions before offering ideas and advice	1	2	3	4	5	N/A
Energetic and responsive	1	2	3	4	5	N/A
Listening actively						
Sending appropriate non-verbal clues	1	2	3	4	5	N/A

	Low		Med.		High	
Do you use these facilitation techniques…						
Using body language and voice	1	2	3	4	5	N/A
Thanking participants	1	2	3	4	5	N/A
Encouraging silent members	1	2	3	4	5	N/A
Managing over-participators	1	2	3	4	5	N/A
Using Mastermind Group Process Tools	1	2	3	4	5	N/A
Agreeing to disagree	1	2	3	4	5	N/A
Asking members to write action items in their Action Planning Worksheet	1	2	3	4	5	N/A

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	Low		Med.		High	
As a Mastermind Facilitator, are you…						
Being real, authentic and vulnerable	1	2	3	4	5	N/A
Modeling good mastermind group behavior						
Aware of your own hot buttons and biases	1	2	3	4	5	N/A
Practicing being fully present for each member	1	2	3	4	5	N/A
Open to feedback	1	2	3	4	5	N/A
Caring for yourself, before, during and after meetings	1	2	3	4	5	N/A
Keeping to the role of facilitator, and not straying into becoming "teacher," "expert," or "rescuer"	1	2	3	4	5	N/A
Trusting your intuition	1	2	3	4	5	N/A

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Sample Mastermind Group Guidelines

{ Synergy }
Masterminding and Mentoring Program
for Mastermind Group Facilitators

Meeting Details

We meet on the third Thursday of each month via video conference. The videoconferences begin at 1:00 pm (EST) and last approximately two hours.

In addition to the monthly videoconferences, you can participate in the Synergy program by email, or read and reply to the messages directly on the web-based message board. *Note: This is a very active message board, be prepared to visit it every few days.*

Our meetings generally follow this format:

- Greetings
- Success stories
- Accountability/Goals for the upcoming month
- Masterminding/Brainstorming
- Resources you'd like to share with the group
- Closing

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Occasionally we will have guest speakers and teachers visit our group. Once a year we have a Retreat Weekend, usually in April or May.

Purpose of Our Group

The purpose of our group is to be a sounding board for mastermind group facilitators so that they can start, fill and run successful mastermind groups. "Success" is defined individually by each person; no two people will have the same definition of success.

Objectives of the group include:

- Sharing ideas and solutions in a creative and confidential environment
- Sharing best practices; shortening the learning curve
- Holding each other accountable for achieving the goals they set
- Sharing goals, success stories, and obstacles to moving forward
- Offering support and encouragement
- Helping each other with a common and specific goal
- Mutual growth of mind and spirit in an atmosphere of total trust and harmony
- Creating an environment to test new business strategies
- Offering knowledge and advice, as well as perspective
- Sharing resources, books, videos, websites, vendors, articles, etc.
- Brainstorm the pros and cons of possible business solutions

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Group Etiquette

Mastermind groups create very positive energy that allows each of us to achieve more than we could alone. You must remember that you are still responsible for your own success. Decide for yourself what's the best course of action, and remember that in the final analysis, you are the CEO of your business so you must make the final decisions and live with your choices.

Commitment

- You must participate in all meeting videoconferences. They are the cornerstone of the group.
- We understand that people have vacations and emergencies. If you will be away from the group message board or video conference, send a message to the group to let them know.
- Give as much as you receive.
- When stating your goals, state them clearly (as clearly as you can) with a definite deadline attached to each goal. If your goal is large and far-ranging, also state intermediate "milestone" goals and the deadline for those smaller goals. This will help the group to understand what you're hoping to achieve, as well as help the group to hold you accountable to your goals and deadlines. As the saying goes, "A goal without a deadline is called a dream."

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Authenticity

- Inquire from a genuine desire to know and understand the other person. Inquire from a place where the other person's answers can help him to gain clarity and insight into his own situation.
- Listen fully, with the intent to truly hear.
- Speak your truth, from the heart, without attempting to make someone wrong.

Respect

- Avoid discussing controversial topics such as politics, religion, or any other subject that is touchy. Never introduce any subject that will weaken the cordial and cooperative spirit of the group.
- To maintain trust and confidence between members of the group, all discussions must be treated as confidential.
- Avoid arguing over points of view; respect that different people see things in different ways.
- Avoid attempting to change someone else's point of view.
- Do not put down other members. If you disagree with their ideas, state the reason you disagree without personal bias towards another member.
- No checking of email, phone calls or texting during meetings. No internet surfing during meetings. Laptops and tablets are for note-taking only.

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Thoughtfulness

- Speak only when moved to speak.
- Take time to reflect before speaking.
- Avoid knee-jerk reactions.

Openness

- Suspend assumptions. Sometimes the person who knows the least about your industry or situation is the one who gives you the best insights – because they come to the situation fresh with no pre-conceived ideas about how things "should" be.

Collective Thinking

- Members of a mastermind group quickly learn that they must leave their ego at the door. Those who are unwilling to relinquish power won't last long. Problems can occur when some members have unrealistic expectations of the group, or they don't grasp the concept of collective thinking.
- Some members may expect the group to solve all of their business or personal problems, or they may want to use the group as a therapy session. Groups that have self-centered, dominant members may self-destruct if the group allows that behavior to continue. Individual members like this can undermine the true purpose of the group's formation.

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- An individual member who tries to overpower the group or use it inappropriately will be warned and will eventually be voted out of the group because that member throws off the balance of the group.

Online Message Forum

- Keep the subject line the same so that people can follow the "thread" of a conversation. DO NOT include the original message in your reply.
- If a message thread starts to go off-topic, create a new message thread and let others know that the topic has its own message thread.
- For the safety of others, virus scan all files before posting them to the file area of the message forum. If possible, convert your files to PDF format before posting them. Not everyone has the same software as you do, and may not be able to read a file you created. PDF solves that problem.

Adding New Members

- Mastermind Groups must be cultivated, nurtured and designed. They don't just happen. So when we're looking for a new member to an existing group, we may ask for your referrals and suggestions.
- Above all, we are looking for enthusiastic, smart, dedicated members who are trying to create growth in their own lives and the lives of the customers they serve.
- When looking for potential new members to add to our group, watch out for users and abusers. These are people who tout their contacts and sources, promise you introductions, and, usually, after you have delivered the

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goods a few times, they are too busy or forget to "make good" on their promises. An easy way to spot these people is to pay particular attention to their behavior as opposed to listening to their words. Remember, actions speak louder than words.

Some Final Thoughts

- Once you join the group, please post an initial message introducing yourself. Tell us a little about your background, your business, and a few of your goals for the next 12 months. Include some personal information, including where you live, so that we can all get to know one another better. Take time to read the introductory messages of others.

We can all help each other grow our businesses, and have a healthy and happy life, through the use of the Synergy group.

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Pre-Meeting Checklist

Before each meeting:

- ☐ Send your members the meeting information:
    - Local meetings:
        - Location, driving directions and parking instructions (if it is a physical meeting).
        - Date, start time, and duration of the meeting.
        - If food, coffee or tea will be available
    - Virtual meetings:
        - Link to video conference or teleconference phone number
        - Date, start time, time zone information, and duration of the meeting.
- ☐ Ask members to complete the Meeting Preparation Form.
- ☐ Ask members to confirm that they will be attending.
- ☐ Two days before mastermind group meeting, remind them that they need to bring/submit completed Meeting Preparation Forms.
- ☐ The evening before or morning of the meeting, re-send an email reminder about the meeting. This way, it will be at the top of their Inbox.

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Meeting Preparation Form

What is the one question you would like to find the answer to in the meeting (issues, challenges, opportunities, decisions)?

_____

_____

_____

_____

What background information and details do we need to know, in order to fully understand the situation?

_____

_____

_____

_____

_____

_____

_____

_____

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Specifically, I want help with...

- ☐ Finding a solution
- ☐ Generating ideas/brainstorming
- ☐ Asking for support
- ☐ Asking to be held accountable
- ☐ Sharing a success or failure
- ☐ Making a decision
- ☐ Getting to the root of a problem or concern
- ☐ Determining my options
- ☐ Discussing an opportunity
- ☐ Planning a project

What successes and wins have you had since our last meeting?

_____

_____

_____

_____

_____

Which of the promised goals have you completed since our last meeting?

_____

_____

_____

_____

_____

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What are the goals you're committing to, between today and our next meeting?

Do you have any new resources to share with the group?

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Sample Agenda

- Sharing success stories from the past month
- Review goals set for last month and if those goals have been accomplished
- Hot Seats (these take the majority of time in any mastermind group meeting) to brainstorm/mastermind around current challenges, decisions or problems

  (Either do each of these above three items individually per member, or combine all three together and have each member give the answers to all three at once.)
- Action planning and review goals for upcoming month
- Set homework assignments; each person picks a goal they're going to work on
- Share resources (books, audio, websites, classes, conferences, etc.)
- What did you get from this meeting?
- Share a reading from a book or a quotation
- Close with a reminder of next meeting date/time and reminder to do prep form

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Meeting Feedback Form

Member Name: _____

Meeting Date: _____

	Disagree.....Agree
The Prep Form helped me to prepare for this meeting	1.....2.....3.....4.....5
The assistance and ideas I got from other group members was excellent	1.....2.....3.....4.....5
I was able to give contributions to all the Hot Seats	1.....2.....3.....4.....5
The facilitator provided great ideas, resources, questions	1.....2.....3.....4.....5
The facilitator kept the meeting going strong	1.....2.....3.....4.....5
This was a successful meeting for me personally	1.....2.....3.....4.....5
I got at least one GREAT idea from this meeting	1.....2.....3.....4.....5
I have at least one Action Item that I plan to accomplish before the next meeting	1.....2.....3.....4.....5

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Do you have any comments about our meetings?

How can our meetings be improved? What would you like more of or less of?

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First Meeting Checklist

Before the first meeting:

- ☐ Send your members the meeting information: location, driving directions and parking instructions (if it is a physical meeting), video conference link or teleconference phone number (if it's virtual meeting). Include date, start time, and duration of the meeting.
- ☐ Ask each person to prepare a one-page bio and share these with the group via email or via your online message forum. Photos help. In their bio, ask members to indicate why they're part of this group and what they hope to accomplish through this group.
- ☐ Bring/send Mastermind Success Journals for your members.
- ☐ Send a brief introduction of yourself: Your background and experience, why you put this mastermind group together, your goals and hopes for the group.

Additions to your first meeting agenda:

- ☐ Have each member make a short introduction.
- ☐ Explain how you will use the Mastermind Success Journal with them.
- ☐ Share contact information (phone, email). Have everyone write it down in their Mastermind Success Journal or provide it pre-printed.
- ☐ Share meeting dates and times and have everyone write them down in their Mastermind Success Journal.
- ☐ Describe the Mastermind Group Meeting Agenda, get feedback on it, and have them write down the final, approved agenda in their Mastermind Success Journal.

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- ☐ Talk about Hot Seats and the importance of staying within the timing so that everyone gets an equal experience of being in the Hot Seat. Tell them how much time each Hot Seat will take.

- ☐ Talk about trust and mutual respect, the keystones to a great group.

- ☐ Remind the group that their commitment is what will make or break this group. Attendance is mandatory except in cases of true personal emergencies.

- ☐ Review prepared Group Guidelines. Ask for feedback and brainstorming on them. Have the members sign the Guidelines if they are all in agreement about the pre-printed Guidelines or edit the Guidelines and bring them to the next meeting for signatures.

- ☐ Mastermind groups are a democracy. Members will be expected to participate in the structure of the group and group decisions, as well as the mastermind meetings.

- ☐ Have them sign non-disclosure (confidentiality) agreements.

- ☐ Talk about when members should exit by themselves (they can no longer commit to the group, the group isn't giving them what they need, they don't fit with the group).

- ☐ Talk about when and how you will add new members.

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Participation Matrix Examples

Example 1 - Date: June 10, 2004

Who starts?		Mary	Scott	Joe	Susan	Angela	George
	Mary	HS	✓	✓	✓		✓
	Scott	✓	HS	✓		✓	✓
⇨	Joe	✓		HS			
	Susan		✓	✓	HS	✓	
	Angela	✓				HS	✓
	George	✓	✓			✓	HS

Example 2 - Date: June 17, 2004

Who starts?		Mary	Scott	Joe	Susan	Angela	George
	Mary	HS		✓	✓	✓	✓
	Scott	✓	HS	✓			✓
	Joe	✓	✓	HS	✓		✓
⇨	Susan	✓	✓	✓	HS	✓	✓
	Angela	✓	✓			HS	✓
	George	✓		✓	✓		HS

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Participation Matrix Blank

Date: _____

Who goes first?							
		HS					
			HS				
				HS			
					HS		
						HS	
							HS

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Hot Seat Outline

Outline of a Hot Seat session with "John" (from a facilitator's standpoint):

1. **Instructions:**
    a. Remind everyone how long the Hot Seat will be.
    b. Give direction to John as to how much time he has during the Preamble, and that he should be clear about what he needs from the group.
    c. Remind everyone to be concise and to share the conversation equally.
    d. Instruct the other members that it's okay to share *all* advice, questions, experiences, and insights. Don't edit yourself; we're looking for quantity at this point.
2. **Preamble:** Give John time to explain his situation. Ask him to start with the question he would like answered, then fill in the backstory so people have the details.
3. **Summarize:** Review what you heard and ask John if you got it right. Allow him to clarify any unclear points.
4. **Clarifying Questions:** Members ask clarifying questions. Don't let this go on too long, or allow members to ask questions that have no relevance to the Hot Seat topic.
5. **Masterminding:** Members give advice, ask questions,share their knowledge and experience, offer insights and resources, as well as support and encouragement. Watch your time and cut off the Hot Seat appropriately.

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6. **Facilitator Comments:** If there are any insights or comments that were NOT brought up by the other members, bring them up to the person in the Hot Seat.

7. **Epilogue:** Ask John which ideas resonated with him.

8. Tell everyone how they can continue the conversation with John if they had more to share after we ran out of time.

9. Thank everyone for participating.

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Action Plan Worksheet

I need to take these steps:

_____

_____

_____

_____

I need to contact these people/resources:

_____

_____

_____

_____

_____

_____

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I will delegate these tasks/projects:

Task/Project	To Whom	Due When

I need to learn more about these topics:

_____

_____

_____

_____

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Asking Powerful Questions

Meeting Coverage:

- What important topics do we need to cover today?
- What pieces of yourself do you want to express today?
- What do you think is a good homework assignment for you this week?

General:

- What is the issue?
- Why is that an issue in your life right now?
- How does this fit into your broader goals?
- What makes this an "opportunity" rather than just a "good idea?"
- What would you attempt if you knew you could not fail?
- Why are you tolerating this in your life?
- What else are you confused/anxious/concerned about? (find the larger issue)
- What else isn't working in your life/business?
- Can you accept things (the world) as they are?
- What is "greatness" to you?
- Do you need help with ____, or _____, or something else?
- What is the real essence of the situation or problem?
- Something has just occurred to me. Do you mind if I share it?

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Introductory Questions:

- What would you like to accomplish in the next three to six months?
- How will you feel if you achieve those things?
- What has kept you from taking on these projects/goals?
- What is your definition of success and fulfillment at this stage of your life – and are you actively pursuing it?
- What vision do you have for your business (or your life) when it reaches its pinnacle?
- What do you need to do to get there?

Making Decisions:

- What do you need to know in order to decide?
- What are the criteria around this decision?
- What are the five reasons for doing this and the five reasons for not doing this?
- Is your decision in line with your values?
- What is the payoff if you do it?
- Are you "reactive" or "at choice" in your life?

Dealing With Commitment:

- What could come up that would stop you from focusing on this or doing this?
- Will you commit to doing _____ this week?
- What's it going to take to do this?

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Dealing With Fear:

- What do you risk if you do/don't do this?
- How would your life be different if you did/did not do this?
- How else does this stop you from going after what you want?
- Are you ready to change that?
- Are you willing to brainstorm ways to make this work?
- Where do you want to be in three years? How will you get there?
- When do you want to start?

Dealing With Blocks and "Stuck" Places:

- If you could have BOTH options, how would that look?
- What is the block?
- What opportunity will you have to give up in order to do this?
- What will take this off the table for you?
- Do you want to solve this problem/dilemma?
- Do you want to change the way you do things or how you're feeling as a result of the way you do things?
- What are three other interpretations you could have (about that thought or belief) that would be more empowering for you?
- How, specifically, will you apply what you've learned today?
- What challenges are you facing right now that need to be handled in order for you to move to the next level?

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Sample Non-Disclosure Agreement

{ Synergy }
Masterminding and Mentoring Program
for Mastermind Group Facilitators

Non-Disclosure, Non-Compete
and Copyright Ownership Agreement

I understand that the information discussed during the Synergy mastermind group meetings and in the message forum may be of a confidential nature. During the period of my participation in Synergy, and at any time thereafter:

- I will neither copy nor distribute any material, or other information, which comes into my possession through my participation in the Synergy program.
- I understand that material and information provided by others may be copyrighted, and I will adhere to all copyright laws.

Directly or indirectly, I will not disclose to others outside of the mastermind group and/or use for my own benefit or for the benefit of others, confidential information from this mastermind group. This includes, but is not limited to, trade secrets, current or future product descriptions or processes, customer lists, employee and prospective employee information, financial statements, and information pertaining to the business of the members or to any of their clients, consultants, licensees, or affiliates.

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Member's Name: (PRINT HERE)

_____

Company:

_____

Address:

_____

Phone:

_____

E-mail:

_____

Signature:

_____

Date:

_____

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Mastermind Group Process Tools

A process tool is a structured activity used in mastermind group meetings, helping communication, thinking, and creativity.

Most masterminding is done in a form of discussion and asking questions. But there are some specific masterminding processes or techniques you can use to help spark creativity, structure responses, and open people's minds.

Following are nine Mastermind Process Tools you can use in your mastermind group to increase the group's energy and creativity.

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Handling Baggage

This process is used at the beginning of mastermind group meetings, to get the members and the facilitator focused. I have used this technique with all types of people, from executives in corporations to personal growth students. Everyone seems to appreciate having a place to "get it all out of my head."

Think about anything that might get in the way of you not being fully present in the mastermind group today. Share, for two minutes each, anything which might get in the way, including anything which happened immediately before coming to the mastermind group meeting. This is not the time to be shy; openness and honesty will help.

If you think that verbal sharing would be unproductive, try this:

Write down key words that symbolize your concerns and upsets. Put them into the paper bag which is being passed around (or fold them up on put them on the table in front of you). These papers represent our baggage, and the paper is a place to store our worries, concerns, thoughts and To Do lists for the duration of our mastermind group meeting.

Asking Why

When a mastermind group member is trying to discover the root of a problem, the Why process can help peel back the layers to uncover the root cause.

In this process, the Hot Seat member identifies the problem. Other members formulate "Why" questions to help go deeper.

This may require many layers of "Why" questions to get to the root of a problem or challenge.

Always start the first round with this question: "Why did this problem occur?" or "Why is this problem occurring *now*?"

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The Idea Harvest

Use this tool to elicit very specific solutions to a specified problem.

This is a two-step process: first members write their own ideas down, then all ideas are shared verbally and recorded.

Idea Harvest Guidelines:

1. Start by announcing the goal of the Idea Harvest. For instance, "This idea harvest is for Marilyn, to help her come up with creative ways to modify her email campaigns for better results," or "This idea harvest is for Tom, to help him come up with ideas for relaxation and rest for himself and his family."

2. Give a time allotment for the Idea Harvest. Five or ten minutes should be sufficient.

3. Introduce the issue as a question: "What *specific things* can Tom do to help him and his family relax and rejuvenate?" Keep this question specific, to encourage members to limit their brainstorming to this one line of thought.

4. Give the mastermind group members one or two minutes to *write a list* of their own answers to the above question.

5. Start gathering the ideas from the members verbally. Have someone take notes or write down all the ideas on a flip chart or whiteboard. Don't write down duplicates.

6. Applaud the process: "Great ideas, everyone!" and "Keep going! What's another idea?"

7. After the allotted time, close the Idea Harvest by saying something like, "That was a super Idea Harvest, everyone. Thanks for your ideas and enthusiasm!"

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Brainstorming

This is the root of all good masterminding.

Brainstorming is a technique by which everyone shouts out ideas, a note-taker writes them all down, and no idea is discussed or dismissed. The purpose of brainstorming is to generate as many ideas as possible, as quickly as possible, with as high an energy level as possible, without regard to their merit or their practicality. This technique is great for mastermind group members who are looking for lots of good ideas. Brainstorming is also good for generating a list of questions that need to be asked.

There is no such thing as a "stupid" idea, a "crazy" idea, or a "worthless" idea in brainstorming. The more crazy and absurd the idea, the better. All ideas, taken together, form a synergy for the most brilliant collage of solutions and thoughts to emerge.

Brainstorming is like Idea Harvesting, but instead of writing down the answers to the question in advance, members shout out answers quickly while someone takes notes. This keeps the energy high and the creativity flowing. Also, brainstorming does not limit people to one specific line of thought like the Idea Harvest; anything goes in brainstorming

Keep the members answering the question as quickly as possible. This is not the time for analytical thinking, logic or judgment. It's all about fun and unlimited possibility.

Brainstorming Guidelines:

1. Circling the group, ask each member for an idea and record all ideas on a flip chart or whiteboard. The rule is that no idea is thrown out and no idea is debated until all ideas are written down.

2. Encourage members to verbally "popcorn" ideas, throwing out ideas as they come, either piggybacking off someone else's idea or using their own creativity and intuition.

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Talking Walls

Use this tool to help the group generate ideas, evaluate a Hot Seat session, or evaluate the entire meeting.

Talking Wall Guidelines:

1. Give each person 4x6 index cards. Sticky Post-It Notes work great (you'll see in step 5 why the sticky notes are a good idea).
2. Announce the purpose of the Talking Wall. Either pose it as a question, or as a fill-in-the-blank incomplete sentence.
3. Each person writes down *one idea* on each index card. They may use as many cards as they need until they're out of ideas. Give them 5 minutes to do this writing task.
4. Put several sheets of flip chart or butcher's paper up on the walls of the room, so there's plenty of space for everyone.
5. Have people tape their ideas to the paper anywhere. Post-It Notes work great because you can move and re-stick them as needed.
6. Next, have people gather around the Talking Wall and read all the ideas.
7. People may move the index cards around, based on themes or logical groupings (like a mind mapping exercise), or add new index cards if an idea ignites a new idea.
8. Discussion is encouraged when two or more people hit a impass.
9. When the Talking Walls are completed, have someone record the results. (If the wall is for a particular member, it may be easiest to simply roll up the paper and give it to them so that they can do the transcribing later.)

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Force Field Analysis

The Force Field Analysis process is perfect for those times when you want to look at the problem, challenge or decision from two perspectives simultaneously.

A member in the Hot Seat brings forward a challenge. The other members help to see both sides of the situation: cost/benefit, advantages/disadvantages, strengths/weaknesses, and positive forces supporting the goal versus negative forces undermining the goal.

Here are some force field "sides" you might want to explore:

1. What are the benefits/costs?
2. What are our strengths/weaknesses around this issue?
3. What are the positive forces supporting our goals/changes? What are the negative forces undermining our goals/changes?
4. What are the advantages/disadvantages?

Force Field Analysis Guidelines:

1. Write the desired outcome at the top.
2. Divide a board, flip chart or piece of paper in half vertically.
3. On one side, members list all the forces that are *against* reaching the goals or choosing the idea.
4. On the other side, members list all the forces that are *supportive* of reaching the goals.
5. Members give weights to each for/against item. Which are strongest for/against items?
6. Create a list of action items to either overcome, restrain or reduce the negative forces.
7. Create a list of action items that encourage or support the positive forces.

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Mind Mapping

A creative tool for visual people who need to get everything out of their heads and on to paper, but don't have an order or structure for those ideas yet. You can have individuals in your mastermind group do this on their own, or create a giant mind map that the whole group participates in.

Mind mapping is a visual diagram of all ideas around a specific topic, decision, or challenge. Presenting these visually allows for brainstorming and pattern-matching. Some people even use mind mapping as a way to take notes at a class or conference. It's ideal for problem-solving, brain dumping, and condensing information into a simple, visual format which can be expanded upon later.

Some people use colors to show relationships between items on the mind map; some even create quite artistic mind maps! Start with a simple mind map and explore its possibilities, then you can expand on your mind mapping creativity to create mind maps that mean something to you personally. There are also software-based mind mapping tools available (see Student Resource page on the website for links to mind mapping software packages and mind mapping video tutorials).

Mind mapping process:

1. On a large blank piece of paper, draw a circle in the center. Label the circle with the topic, decision, or challenge.

2. Begin drawing lines away from the circle with ideas related to the topic in the center.

3. When adding an idea, decide if it's a "new" idea (and should be connected directly to the center circle) or a "related" idea (and should be connected to one of the other ideas on the mind map.

4. Continue adding ideas, thoughts, questions, and notes until you feel complete. You can always come back and add more later.

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Vision Boards

A perfect visual tool for helping people to design the personal and professional life of their dreams. Use this tool during longer mastermind group meetings or mastermind group retreat weekends, or have members complete this project on their own and share the results.

A Vision Board, also called a Treasure Map, is simply a poster board where you paste images you cut out of magazines, newspapers, or using your own photographs. These elements (words, photos, graphics) will have visual impact to you personally, and represent your ideal life. They work on both the conscious and subconscious level to connect your dreams and goals with your emotions, actions, and habits.

Vision Board Process:

1. Start by collecting old magazines, as they are a great source for visually stimulating photos and graphics. They also contain bold headlines that can be used on your Vision Board.

2. Go through the magazines, cutting out images and words that mean something to you. Don't try to decipher *why* you are attracted to the image, just cut it out of the magazine for now.

3. Get a large piece of paper. I recommend a 20" x 30" piece of poster board for three reasons: It gives you lots of room, it's rigid and strong, and you can easily purchase a 20x30 frame to enclose it in once you're done creating your Vision Board.

4. Lay all the images on the poster board (don't glue them yet), and begin to move them around, creating themes with two or three images. Work in all sectors of your life: relationships, health, money, relaxation, business, spirituality and creativity. Discard images that no longer speak to you.

5. Once you have a layout you like, glue the images to the board. Don't use Elmer's glue as it makes the paper ripple. Rubber cement seems to work best. (Glue sticks are not always permanent so I would avoid them.).

6. Consider framing your Vision Board and hanging it where you can see it every day. Your mind will absorb the images subconsciously and keep you focused on moving towards your goals and dreams. You can purchase

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20x30 light-weight frames at most budget department stores like Target or WalMart, or craft stores.

Here is a sample of a Vision Board I created this year:



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Sparklers & Keepers

This is a wonderful way to end a Hot Seat or a mastermind group meeting.

1. Go around the room and ask each person to offer an insight, solution, idea or "ah ha" moment they got from the last Hot Seat.
2. Go around the room a second time and ask people what insights they got from the insights that others shared in Step 1.

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Setting SMART Goals

Creating specific and reasonable goals has been proven to save time and simplify the project planning process. As a way of evaluating your goals, I recommend the "S.M.A.R.T Goal" formula:

S Specific

M Measurable

A Achievable

R Realistic

T Time-framed

Is Your Goal SMART?

Specific – You will accomplish more if you are very specific and clear about your goals. Answer the questions: Who, What, Where, How, Why? Write your goals so others can easily understand what you are aiming for.

Measurable – You cannot track the progress of your goals unless you give it some quantifiable numbers, milestones or due dates. How will you measure your goal's progress and your ultimate success with this goal?

Achievable – You need to set goals that are reasonable and do-able. Too often we self-sabotage our success by setting goals we can't reach in the timeframe we have planned or with the skills and/or resources available to us. *Set your goals so they are both challenging but do-able.*

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Realistic – Are you willing and able to work towards this goal? Do you believe you can reach this goal? Is this goal part of your overall strategy in your business and/or personal life?

Time-framed – Set a deadline for the completion of your goals, and for all milestone goals along the way.

How SMART Goals Can Fail

Now that you know the basics of SMART goals, let's look at where problems can arise.

1. **Priorities can shift.** What seemed like the right goals and tasks become secondary as something more important crops up.

2. **Too much focus on the numbers.** If hitting a target goal, such as revenue or website visitors is important, then SMART goals will work fine for you. But what if your goal is larger, and has intangibles that don't lend themselves to measurable numbers? For instance, what if one of your goals is to learn a new skill? You'll need to find another way of analyzing your results when numbers just don't work. *Whatever you do, do not **avoid** the numerical measurement when it's appropriate*. Setting unmeasurable outcomes because you want to avoid accountability isn't going to help you.

3. **Not enough emotion.** Sometimes setting SMART goals feels like a corporate, button-down exercise, devoid of the enthusiasm and excitement you need to generate. Consider adding a sixth condition: what intrinsic motivation or emotional excitement does this goal create? And is it enough to keep you motivated if you hit a bump in the road?

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Sample GRID Analysis

WILL NOT COMPROMISE ON	*WILLING TO COMPROMISE ON*
What We Must Have (in priority order): • Ranch or two stories • More than 1600 square feet • Half-acre or more • In the townships we desire • Kitchen (doesn't need to be too large) • Dining room • Living room • Three bedrooms • An additional room for office • 1 ½ Bathrooms • A non-commercial area/street • A quiet area • Hardwood floors throughout house, even if they're under existing carpeting • Well-insulated • In good repair (structurally sound, newer roof – electric, plumbing, furnace, septic, well, in good working order) • Space for garden beds • Lots of windows, light	**What We'd Prefer, if possible:** • 2 Car Garage • Natural gas heat • A country, wooded setting • To be set back off the road • Mature trees on the property • Small amount of lawn • Laundry area close to bedroom • Central air conditioning • 2 full bathrooms • Screened or glassed-in porch or sunroom • Plenty of closet space
What We Do NOT Want: • A townhouse or mobile home • A Cape Cod with small bedrooms under the eaves of the house • A split-level where the main entryway is downstairs from the living room • Electric heat • A new house in a boring neighborhood where all the houses look the same, and there's no mature landscaping • To be near high-power lines that cut across the County • Too close to a major highway with a lot of traffic noise • Too close to a landfill site, toxic manufacturing site	**What We Can Tolerate, if necessary:** • An older home, as long as it's been well-maintained • An open lot as long as we can plant a lot of trees • Being far away from shopping, etc. • Needs painting, redecorating

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SWOT Analysis

	Helps Move Towards Goal	*Harms Moving Towards Goal*
Internal:	Strengths	Weaknesses
External:	Opportunities	Threats

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What Are Your Values?

Acceptance
Accomplish
Accountability
Acquire
Adept
Admiration
Alter
Appearance
Approval
Arouse
Artistic expression
Assemble
Assist
Attain
Attract people and things into your life
Attractiveness
Authenticity
Be accepting
Be amused
Be awake
Be aware
Be bonded
Be connected
Be entertained
Be hedonistic
Be integrated
Be linked
Be passionate
Be present
Beauty
Being loved
Being the best
Bliss
Building
Cause
Challenging work
Children
Coaching others
Comfort
Companionship
Compassion (sensitivity, mercy, fairness)
Conceive
Courage (willing to take a risk, unafraid)
Creativity
Danger
Dare
Dependability
Design
Detect
Devotion
Discern
Discipline (moderation, self-control)
Distinguish
Dominate field
Easy work
Educate/Teach
Education of self
Elegance
Emote
Emotional well-being
Empathize
Empower
Encourage
Encouragement
Endeavor
Endow
Energize
Energy flow
Enlighten
Enlist
Ethics (morality, decency)
Excellence
Excitement
Exhilaration
Experiences
Experiment
Expertise/be an expert
Explain

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Facilitate
Fame
Family
Financial security
Financial freedom
Fitness
Foster
Free others from slavery or oppression
Free time
Freedom
Friendliness (cheerfulness positive, up-beat)
Friendship
Fulfillment
Fun
Gamble
Gloriousness
Good health
Govern
Grace
Greatest
Guide
Have fun
Holy
Home/house
Honoring
Imagination
Impact
Improve
In touch with
Independence (self sufficient, thinks for sell)
Influence
Inform
Ingenuity
Inspire
Instruct
Integrity (honesty, sincerity)
Interesting work
Invent
Justice
Leadership
Learn
Locate
Longevity
Love
Loveliness
Loyalty (fidelity, reliability)
Magnificence
Material satisfaction
Minister to
Model
Money
Move forward
Observe
Originality
Out-do the competition
Part of community
Peace of mind
Perceive
Perfect
Perseverance (not a quitter, determined)
Personal Safety
Persuade
Pets
Physically challenging exercise/sport
Physically challenging work
Plan
Play games
Pleasant environment
Pleasure
Power
Predominate
Preeminence
Prepare
Prestige
Prevail
Prime
Privacy
Provide
Quest
Radiance
Realize
Recognition
Refinement
Relate w/God and/or Spirit
Respect from others
Retirement
Risk the unknown
Score
Self Respect (pride, sense of personal identity)
Self-actualization
Sensations
Sense
Sensitivity (kindness to people and animals)
Sensual
Service to Others
Set standards

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Sexual fulfillment
Show compassion
Spark conversation and thought
Speculation
Spirituality (religious, spiritual, faith)
Sports
Spouse/significant other
Status
Stimulate
Strengthen
Superiority
Support
Synthesize
Taste
Tenderness
Thrill
To feel good
To glow
To nurture
To unite
Touch
Travel
Triumph
Turn on
Uncover
Uplift
Values
Venture
Wealth
Win over
Wisdom

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Technology You Can Use to Run Your Mastermind Groups

Whether you're running a local group or a virtual group, using technology will help you handle the administration of it more efficiently.

Mastermind Facilitator Journal

You can keep your notes manually but using technology will help you find and compile information on your members more rapidly. Having a central place to store everything creates efficiency. And if you use a shared tool, your members can see the information, too, which helps accountability.

- Evernote
- One Note
- Word
- Excel Spreadsheet
- Google Doc/Google Sheets

Delivering Virtual Meetings

- Skype Group Video Chat
- Zoom video conference meetings
- Go to Meeting video conference meetings

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Statistics

When doing your marketing, it's crucial that you know how many people are visiting your mastermind group description page and how long they're staying on that page.

- Statistics available through your website hosting company
- Statistics available through your email marketing system
- Google Analytics
- Facebook Insights (for Pages and Ads)

Message Forums

There are two types of message forums: those that are accessed strictly online and those that also have an email component. The nice thing about the email component is that your members can choose whether they want to login to read and reply to the messages, or if it's easier simply to receive and reply to the messages using email.

Many of the online message forums have an option to get reminders via email when there is a new post or a reply to a post the member originated.

- Facebook Private Groups (online only)
- LinkedIn Private Groups (online only)
- Google Groups (online and email)

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About Your Instructor

Karyn Greenstreet, founder of The Success Alliance

Karyn Greenstreet is an internationally-known small business expert, speaker, and author with over 30 years of small business and marketing experience.



She has taught to ***over 280,000 people worldwide*** and is extraordinarily passionate about helping mastermind group facilitators create successful and thriving groups.

Karyn is the founder of The Success Alliance, a business devoted to helping people start and grow their own mastermind groups.

She has been creating and running mastermind groups since 1994 and teaches classes on starting and facilitating mastermind groups. She's helped numerous individuals, Chambers of Commerce, and professional associations to create powerful, valuable groups.

Karyn has been teaching this Mastermind Group Facilitator Training workshop since 2004. In 2015, she created the Synergy Mentoring Program to work closely with smart, enthusiastic business owners who wanted to tap their peak potential by offering mastermind groups worldwide.

She is the author of **One Action Now**, and a contributing author to four books: **Streetwise Small Business Book of Lists** by Gene Marks, **Meet and Grow Rich** by Joe Vitale and Bill Hibbler, **World Class Speaking** by Craig Valentine, and **Find Your Perfect Mastermind Group** with Laura Hess, Philip Cohen, and Laurie Wann.

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