

Mastermind

“You are the average of the five people you spend the most time with.”

- Jim Rohn

Mastermind

What is a MASTERMIND GROUP?

A group of 6 to 10 members who meet regularly in an atmosphere of _____, _____, and _____ to share each other's professional, family, and personal experiences

What are the BENEFITS?

1. A confidential, trusting environment for _____ and _____.
2. Exploration of professional, family, and _____ issues
3. Professional and personal _____.
4. Personal growth.
5. Support.

What is the ROLE of a mastermind group?

The role of the mastermind is not to _____, but rather to clear the fog and to help the member _____.

1. _____
2. _____

Mastermind

What makes a mastermind group SAFE?

S _____ = Be able to search through your own problems.

A _____ = Support self and others as you journey inward and explore ideas and experiences of others that may help in your own life.

F _____ = Become aware of one's own feelings and express them openly in an atmosphere of trust and respect.

E _____ = Realize that everyone has challenges in his or her own life.

Everyone joins a Master Mind group with 2 goals:

1. _____

2. _____

Mastermind

Six PRINCIPLES to ensure mastermind success:

1 _____

The group must have a mutual purpose. The mission is formed by combined expectations. The shared vision becomes the foundation for each individual's personal commitment to the group.

2 _____

Trust within the group comes from the individuals confidence that all matters discussed in the group will remain confidential. A breach means expulsion from the group.

3 _____

Every member must be committed to the group in order to create the atmosphere necessary for success. Members give high priority to the group by arriving "early" to ALL meetings, being attentive and respectful of other members, fully participating, and staying until the conclusion of the meeting.

4 _____

The group must be free of conflicts of interest between businesses, family, and integrity issues. Groups benefit from members with different backgrounds, varied interests, values, beliefs, and life stages.

5 _____

A concerned, committed, and trained moderator leads a successful group. Leadership is a shared responsibility with each member taking turns and rotating in as the leader.

6 _____

Groups that remain committed to the mastermind process are willing to look at themselves from time to time to determine how they can move the group to higher levels of interaction.

Mastermind

What are mastermind NORMS?

A set of rules and guidelines that are agreed upon by the consensus.

- Consider:
- Attendance and punctuality standards
 - Group size
 - New membership policies
 - Moderator selection
 - Confidentiality standards

CONFIDENTIALITY is a critical component of a mastermind group.

It must be _____ and _____ in order for trust to be built between group members

5 Components of Confidentiality:

1. Assume that anything and everything said in a mastermind group is confidential. Make no _____.
2. Before talking about something outside the mastermind, ask the “holder” of the information if it is ok. Otherwise, assume it is confidential, no matter how trivial it may seem.
3. Confidentiality is _____. Even after members leave the mastermind group, they and the remaining members are still bound to this important standard.
4. The _____ takes precedence over confidentiality.
5. When speaking about difficult topics, the member may request only they are able to raise the issue.

Mastermind

3 STAGES OF GROUP DEVELOPMENT

Meeting Stage	Group Stage	Mastermind Stage
<p>Meeting takes on the feeling of a _____ gathering</p> <p>Characterized by _____ and _____ of confrontation.</p> <p>Group norms are established and confidentiality standards are reviewed and agreed upon.</p>	<p>Development of: _____ trust, acceptance, _____, respect, _____-taking, commitment, and emotional involvement.</p> <p>_____ knowledge of each other's opinions, _____, business practices, and personal lives is gained.</p> <p>Matters discussed are those that would normally only be shared with very close friends and/or family.</p>	<p>Group has successfully established a caring atmosphere of total _____, mutual trust and respect, _____ and _____.</p> <p>_____ % commitment and involvement of all members exists.</p> <p>_____ exists in this stage as each member is more comfortable sharing personal information.</p> <p>Discussions revolve around loss, _____, fears, dreams, lifestyles, _____, purpose, and _____.</p>

Mastermind

MASTERMIND MEETING FORMATS

Conference Call Meetings - 1 hr

Held monthly for approximately one hour and a half on a telephone conference call or online meeting. Best suited for groups with geographically dispersed members.

1. OPEN MEETING (Check-in online or make it brief)
 - Start on time
 - Review commitment to confidentiality
 - Appoint timekeeper and scribe
 - Updates (2 minutes each)
 - Identify and prioritize new and “parking lot” issues
2. DISCUSSION (25 minutes)
 - Presentation of an issue by member (5 minutes)
 - Discussion by group, facilitated by moderator (15 minutes)
 - Process, feedback and conclusion, facilitated by moderator (5 minutes)
 - Repeat with another issue from another member
3. HOUSEKEEPING (5 minutes)
 - Review details of next meeting
 - Identify possible presentation for next meeting and assign
 - Review details of upcoming retreat, etc.
4. CLOSE MEETING
 - Feedback – what worked, what didn’t work, do differently?
 - Confidentiality reminder
 - Closing exercise (1 min each) “What did you get out of the meeting?”
 - End on time

Face to Face Meetings - 4 hrs

Held when all members can be present in the same location. Optimal setup is an open circular seating arrangement in which every member can share eye contact, in a location with minimal distractions. Breaks for meals may be included.

1. OPEN MEETING (80 minutes)
 - Start on time
 - Review commitment to confidentiality
 - Appoint timekeeper and scribe
 - Forum Exercise
 - Updates (5 minutes each)
 - Identify and prioritize new and “parking lot” issues
 - Break (15 minutes)
2. PRESENTATION #1 (60 minutes)
 - Set up by moderator
 - Group discussion, facilitated by moderator
 - Group summary, facilitated by moderator
 - Process feedback
 - Break (10 minutes)
3. PRESENTATION #2 (60 minutes)
4. PRESENTATION #3 (60 minutes) - ETC.
5. HOUSEKEEPING (5 minutes)
 - Review details of next meeting
 - Identify presenters and assign coaches
6. CLOSE MEETING (10 minutes)
 - Conduct process feedback
 - What worked? What didn’t work? What to do differently?
 - Confidentiality reminder
 - Complete closing exercise
 - End on time

Mastermind

LEAP Mini- Mastermind

Abbreviated face-to-face meeting used at LEAP. Optimally configured in a circular seating arrangement, with minimal distractors, in your groups "secret spot."

1. Open meeting and select Timekeeper & Scribe
2. Student check-in (1 min each)
 - Coach is the Moderator and starts the check-in
 - Discuss the day's HIGHS
 - Identify potential "Parking Lot" issues (personal challenges related to : LEAP, school, family, friends etc.)
3. Group selects 1-2 issues to discuss
4. Go through selected issues in more detail (~7 min)
5. Ask questions (~ 3 min)
6. Build Parking Lot
7. Other exercises (if no issues)



Mastermind

KEY ASPECTS OF THE MASTERMIND AGENDA

What are UPDATES?

They are "check-ins" during which each member responds to three categories of experience since the last meeting by answering the following questions in each area:

What is the PARKING LOT?

This is the ongoing inventory of member issues and discussion topics for the group. It is created by the _____ and is maintained by the _____.

The Parking Lot is the method by which the group allocates _____ time to the members and _____ them based on the needs of the group as a whole.

The group considers how _____ and _____ each issue is at the time. If an issue is determined to be both important and urgent it may become a discussion.

Mastermind

What are PRESENTATIONS? Presentations follow updates and are an opportunity to expand and develop an issue-specific discussion. The presenter will be clear about this or her topic and what he or she expects from the group discussion. Members hear the background information from the member up to the current situation both in terms of factual and emotional perspective. The presentation ends with the member restating his or her expectations.

Role of the Moderator in Presentations – The moderator sets the structure that assists people to take initiative and participate effectively. The moderator facilitates during the presentation and manages the group dynamic and interactions.

Role of Members in Presentations – Mastermind group members need to become aware of their impact on the others, especially on a presenter who is feeling vulnerable. Members practice mastermind protocol to improve communications and to give others the space they need during updates and presentations.

PRESENTATION GUIDE

Presentation:

1. _____: State the who, what, when, where, how, and why of the situation. Use handouts for clarification if it is a more complicated situation.
2. _____: Where are you now with the situation?
3. _____: What is likely to happen? Where is this headed?
4. _____: What are your options or alternatives as you currently see them (if any)?
5. _____: What would you like to see happen?
6. _____: Restate to the group what it is you want from them and the discussion. Restate what your biggest issues are and what you need the most help with.

Follow up (lead by moderator)

1. Ask members for their clarifying _____.
2. Move group to address the presenter's expectations.
3. Facilitate _____ session and make sure the group follows the communication protocol and stays aligned with presenter's stated needs.

Mastermind

MASTERMIND ROLES AND RESPONSIBILITIES

Moderator

- Manage the meetings with the support of the members.
- Guide the group towards increased levels of _____, _____, openness, trust, and _____.
- Serve in this role for at least ___ months.

Timekeeper

- Time the length of each _____ and _____ with a stop watch.
- Make sure that activities/discussions are uninterrupted.
- Help members stay within the allotted time.
- Work with the _____ to determine how the _____ is to be given notice of the end of their allotted time.

Member

- Be a _____ and _____.
- Focus on the person and the problem.
- Listen with the heart, as well as with the head.
- Avoid being _____.
- Avoid trying to fix, cure, heal, convert, or control.
- Ask _____ - _____ questions.
- Share personal examples.
- Be an active _____.

Presenter

- Be _____ and _____ in presenting the situation.
- Make personal expectations of the group clear.
- Be aware of objectives and expectations.
- Be open and honest.
- Be _____ and take risks.
- Be willing to ask for _____ and be _____.

Scribe

- Take accurate notes of the meeting
- E mail a copy of the notes to _____ of the Master Mind group

Mastermind

QUICK TOOLS AND EXERCISES:

Communication Starters

Questions that provide quick, individual snapshots into members' lives to help encourage open communication and trust, as well as and provide insight into others' opinions, experiences, or feelings on a subject. Use these "quick exercises" on a regular basis to forward the growth and development of the group.

Questions about the **PAST**:

- Who is the one person who has done the most to make you who you are today? How was that person significant to you?
- What was the most risky decision you ever made in your life? What made the risk so great?
- Tell about one missed opportunity in your life?
- List 5 peak experiences that have profoundly influenced your life.
- When was the last time you cried? By yourself? In front of another person?
- What has been your biggest professional, personal, and family success? Your biggest failure?
- Describe the best day of your life? The worst day in your life?
- What, from your childhood, has proved most valuable? Most difficult to overcome? Do you feel that children should be sheltered from unhappiness?
- What has been the most difficult period in your life?
- Describe a time when you put everything on the line to bet on yourself?

Questions about the **PRESENT**:

- What is one thing about yourself that you like best? The least?
- What is one thing very few people know about you?
- Finish this sentence: What I expect from people is... (you can also substitute the word people with spouse, parent, children, employees, etc. for variations on this exercise)
- If you were giving a dinner party and could invite any 3 people living or dead, who would you invite? How did you arrive at your list?
- If you were to die this evening with no opportunity to communicate with anyone, what would you most regret not having told someone? What is stopping you?
- Whom do you admire the most? In what way does that person inspire you?
- Is it easy for you to ask for help when you need it?
- Would you like to be famous? If so, in what way?
- Who is the most important person in your life? What could you do to improve that relationship?
- What 3 adjectives best describe you? Why?

Mastermind

Questions about the **FUTURE**:

- If you had 6 months to live what would you do during that time?
- What will you be when you grow up and what have you become so far?
- If you knew of a way to use your estate, following your death, to greatly benefit humanity, would you do it and leave only a minimal amount to your family?
- If you knew you could devote yourself to any single occupation- music, writing, acting, business, politics, medicine, etc. – and be among the best and most successful in the world at it, what would you choose?
- Is there something you have dreamed of doing for a long time? What prevents you from doing it?
- If you could take a one-month trip anywhere in the world and money were not a consideration, where would you go?
- If you had to spend the next 2 years inside a small, but fully provisioned Antarctic shelter with one other person, whom would you like to have with you?
- What would you like to be doing 5 years from now?
- What is the legacy you would like to leave?
- Do you have unfinished business with a significant person in your life? How are you dealing with it?

Extended Group Exercises

These can be used during meetings or retreats to gain personal insights and share meaningful life experiences when more time is available. Be creative in coming up with other exercises that will help group members express themselves and grow together as a group.

1. LIFE LINE

Draw a graph representing the highs and lows in your entire life (personal, professional, and family) and present it to the group with an explanation.

2. BIRTH ORDER

Describe your birth position in your family (oldest, youngest, etc.) and talk about how this position has influenced you, your life, and familial relationships. Do you feel that this position has defined who you are as a person?

3. THEN, NOW, AND TOMORROW

Look back 10 years, look at today, and look 10 years into the future. What was, is or will be occurring in your life with respect to your: siblings, spouse, parents, children, in-laws, business, finances, time, and accomplishments?

4. LIFE'S GRAB BAG

Pick up 10 items from your office and home which are important to you that signify who and what you are. Bring them to the retreat to share with your fellow group members.

Mastermind

5. SILENCE

Take about 10 minutes alone to reflect and then share what you thought about and what you experienced. This is great for a group of highly driven people who tend to be action oriented!

6. STRENGTH AND ACKNOWLEDGMENT

Pass pieces of paper around the group with each person's name at the top of a different sheet. Each member writes down a character trait that they appreciate or admire about that person.

7. THREE PICTURES OF YOUR LIFE

Each member takes three blank sheets of paper to illustrate: life as it is now, life as the the person would like it to be, and obstacles preventing the person from getting there.

8. 80th BIRTHDAY

Imagine you are about to attend your 80th birthday party. A number of your family, friends, associates have been invited to attend. Write a speech as you would like to hear it delivered (maximum of 3 mins). The speech is about you. Deliver the speech in role play format from different people's perspectives.

9. PAID SABBATICAL

Imagine you have been given an opportunity to take a fully paid, 2 year sabbatical. Assume that your spouse and family are 100% behind you and highly supportive and that everything at the office is totally under control and taken care of. What do you think you would do? Where would you go? How do you think you would change after two years? Could you actually do it?

10. HONESTLY ABOUT HEALTH

Each member has 15 minutes to describe his/her health and answer each of these questions in front of the group. The group has 15 minutes to discuss the answers before moving onto the next person.

- What bothers you most about your health?
- Do you have any specific chronic illnesses? Explain. Are you satisfied with your medical care? If not, how would you improve it?
- To what extent are you honest with yourself about your health?
- Are you honest with others?
- Do you pay enough attention to your health?
- What are your good and bad health habits?
- How could the group support you in an effort to improve your health?
- How would you feel about the entire group having a complete physical work-up and sharing the results?

Mastermind

What is a Mastermind RETREAT?

The **purpose** of the mastermind retreat is to have _____ days of uninterrupted time with your group.

These kinds of retreats should be held at least _____.

They keep the group vibrant and renewed, providing a different _____
and _____ in which the members can grow together.

Things to consider when planning the event:

- Objectives: What do you want to accomplish as a group?
- Finances: What is your budget? Get group input on this?
- Attendance: Everyone **MUST** attend if the group is to grow and progress
- Roles: Assign member roles – travel coordinator, program director, recreation director, facilities/lodging coordinator, etc.

Accommodations and Recreation:

- Be sure facilities offer some place where you can meet as a group uninterrupted and in private.
- Plan meals so time is not wasted in restaurants. Limit dining out to one evening. Consider cooking in or having a caterer come in.
- Recreation – plan activities the whole group can do together.

Retreat Meeting Content:

- Opening – review agenda
- Updates
- Presentations
- Group Exercises
- Recreation
- Evening discussion with communication starters
- Retreat close and evaluation – how did we do?

My personal mastermind commitment:
