MASTERMIND GROUP CHECKLIST

How to start and run a personal or professional development group

- ☐ **Decide on the topic for your group. Know what you want to accomplish or improve.**

- ☐ **Find 2-6 people who are compatible and are committed to showing up and helping each other (not competitors).**

- ☐ **Decide where you will meet (If local, find a central location, eg office, library. If not local, invest in online video software.)**

- ☐ **Plan the meeting duration. Add 15-20 minutes per participant.**

- ☐ **Set the meeting frequency: Weekly is best. Monthly is probably not often enough.**

- ☐ **Schedule the meeting dates in the calendar. Don't wing it.**

- ☐ **Establish the ground rules for the group.**

- ☐ **Hold your first meeting. Take notes and document the resources shared, commitments made and progress achieved.**

- ☐ **Establish a method of staying in touch between meetings.**

- ☐ **Plan a quarterly check-in. Ask "How is the group working?" "What can we do better?"**

- ☐ **Make adjustments as needed including replacing members who don't show up or don't contribute**

ACHIEVEup