

The JOHN MAXWELL **Team**

Get Organized With Your MMGs! Create Processes for Repetitive Tasks

There are many tasks that are repetitive with each mastermind group you run. Use this checklist to help you get organized and create processes that will help you maximize your time and be more efficient. Take note, there are a handful of tasks below that are great for delegation.

Repetitive Task	Notes
Create templates for your weekly emails to your participants. <i>(This is a great task to ultimately delegate to someone else)</i>	
Your email template would include an outline for the coming weeks which includes: The reading assignment for the chapter you will be discussing that week, an attached handout, the call-in info/location, and time of meeting.	
For each group, you would just re-use the email templates. All that needs to be updated are the dates, location/call-in info, and time. We recommend you send out your email around 3 days prior to the live meeting.	
For example, for an 8 week MMG you would have 10 email templates – 8 for each week, one "Welcome" email, and one "Thank you for participating" email. For each group, you would just re-use the email templates.	
Create a spreadsheet for all your participants. <i>(This is a great task to ultimately delegate to someone else)</i>	
For each participant, capture the following information in a spreadsheet (or some other software): Contact information (name, email, phone, etc.), their payment information/payment status, who referred them, which group they are a part of (date/time/location).	
Add your participants to your database/email marketing system.	
Create a binder for each book you do MMGs on – ALWAYS HAVE A HARD COPY BACKUP! <i>(This is a great task to ultimately delegate to someone else)</i>	
Create a spreadsheet outlining the weeks and chapters - print it out and keep it at the front of your binder.	
Create your facilitators notes. Be sure to add your own stories for each chapter/law, power questions to ask your group, seeds you can plant regarding next steps, and exercises you want to do.	

Print out each week's handout – with your facilitator's notes, and place them in your binder.	
Have a few sheets of blank paper in between each section of meeting notes. Use these sheets of paper to capture your post-meeting observations. Take note of what you learned about each of your participants specifically. Did you gain some more insight into someone's greater vision, purpose, or their fears or blocks? Capture how interactive each of your participants were, who didn't share, who had the most questions, etc. This will help you have a better understanding of your participants and where they are, what their needs are, and desires. Also take note if there is someone you want to follow up with regarding a free coaching session, referral, etc. This habit will help you serve your participants even better week to week and beyond. (This can also be done electronically)	
Create attendance sheets. Have them in your binder and each week pass around your group's attendance sheet. You can either track their attendance yourself or you can hand it around each week for them to sign in.	
Create feedback forms. Have these in your binder and around the half-way point (i.e. week 4) pass them around and have your participants fill them out for you. Do this again at the end of the group (i.e. week 8). Some sample questions you can ask are: How would you rate the facilitation and coaching of Joe Smith? What was the most valuable lesson you have learned during your group discussions so far? What else, if anything, would you like to see Joe Smith improve upon?	
Create a TEST, TEST, TEST checklist! <i>(This is a great task to ultimately delegate to someone else)</i>	
If you are using technology, such as a conferencing line, video conferencing, a projector, etc., have a basic list of items that must be tested each time before you start your MMG.	
Items you may want to test are connection/clarity, recording functionality, muting, Q&A queue, downloading, etc.	
Document the settings of your system. Most likely they will NOT be the default settings.	
Create Scripts for things you repeat with each meeting.	
You may want to script out your open and close to each meeting or powerful stories/questions that generate a good reaction/conversation. This way you can practice them and deliver them with great power.	
Create a process for how often you are starting your next MMG.	

<p>You want to create a process for how often you are starting a new MMG. You don't have to wait until one is over to start another, but rather you can have multiple running at once. From a marketing and business building standpoint, it is important to continually be filling groups so that you have a continual flow of new clients.</p>	
<p>You can stagger groups by as little as 1-2 weeks. At a minimum, we suggest starting a new group every 6 weeks.</p>	
<p>Calendar out these start dates and then work on filling your groups.</p>	