



Use this guide to create an agenda for your meetings with your group.

We suggest starting out by working with your group on the first meeting agenda questions, the name generating activities and ice breakers. You don't have to do all of these in one meeting but these are a great place to start for your initial meetings.

Next, you can use the regular meeting agenda and the goal-getting worksheets to guide your meetings.

These are guides to get you started and ideally your group will adjust this to fit your needs.

## What To Do:

- Here are some suggestions to get to know your group members: follow each other on social media and start to engage with each other there, hang out in The Club Facebook Group, start a group text message or email chain.
- One person in your group will need to be the Group Leader. This person will be responsible for making sure you pick a time to meet, delegating tasks, keeping the weekly meetings focused, and making sure everyone in the group has a chance to share. Work together as a group to decide who your Group Leader will be.
- If you want to have a more centralized place to check in with each other instead of email, you might consider starting a private Facebook Group of your own, a Slack channel or group text thread.
- Your Group Leader will help you vote to set a regular day, time and place (we suggest Zoom) to meet. For example: Every Thursday from 2:00-3:00 on Zoom. We recommend you start with an hour and adjust as it works best for your group.
- Set up calendar reminders for yourself about your group meetings. Let your group leader know whenever you're unable to attend.
- Your Group Leader will help make sure that your group meetings are a safe and welcoming place for everyone to share.

# Kick-Off Meeting Agenda

In this meeting, you're getting to know each other. I know it can be awkward meeting strangers online for the first time but remember that you already have something in common with your Group: you all are creatives, have or want to have businesses and chose to join The Club to work on your goals.

Your first meeting is about breaking the ice and getting to know each other. Your Group Leader will be there to move things along.

Here are some questions to ask during your first meeting:

- What prompted you to join The Club?
- In a few sentences, tell me about your business. What's your elevator pitch?
- What's your biggest or most timely issue with your business right now?
- If you had a magic wand and could change one thing in your business, what would it be?
- Share some of your goals.
- Feel free to add some fun questions like what's your favorite podcast or TV show or what's your ultimate day off to break the ice!

# Recurring Meeting Agenda

After your first meeting, you'll begin to use this regular meeting agenda as well as the goal-getting worksheets to guide your meetings. You'll check in with each other about struggles, advice, resources, breakthroughs, wins and progress.

After a few meetings you'll likely have found a rhythm in your group dynamic and you'll create your own agenda that works for you.

## **GOAL QUESTIONS:**

- Share some of your goals. What goals are you working on or hoping to work on soon?
- What are your biggest roadblocks on your way to your goals? How can you break them down? Ask for guidance from your group.
- Have you broken your goals into tasks and scheduled them yet? If not, why not? How can I help you make this happen?
- Do you feel like you're staying on track with your schedule and tasks? If not, why not?

- Are there any areas that you're having trouble in or feel stuck in? Why do you think you're stuck? What will help you move forward?
- Is there anything you need help staying on task with?
- Is there anything you'd like feedback on?
- Do you anticipate any difficulties as you look ahead at the upcoming week?
- What's one thing you can add to your TO-DO list this week that isn't related to your business or responsibilities that will bring you joy? Add it to your list and check in with your Group Members to make sure you do it.

## **SELF-CARE QUESTIONS**

- How are you taking care of yourself and being graceful with yourself right now? Is there anything you can do to take better care of yourself?

## **CELEBRATE YOUR WINS QUESTIONS (Share at least one win from one of these categories with your group each week)**

- How did you excel this week with your customers? Maybe you got a compliment, uplifting feedback, a wholesale order you have been dreaming of?
- What is a financial win you had this week? Maybe you hit a sales goal or oversold at a show?
- What did you do this week that pushed you outside of your comfort zone, how were you courageous in your business and/or creativity?
- If you have a team, how did your team excel or did you excel as a leader this week?
- If you had a setback this week how were you able to transform it into a learning experience?
- What's something you progressed on this week towards your goals?

## **Ice Breaker Questions**

- When was the last time or best time that you danced?
- What would be your perfect day?
- If money were no object, what would your dream vacation be like?
- What job would you like to do for just one day?
- What three famous people (alive or dead) would you like to have dinner with?
- Tell us about your go-to guilty pleasure.
- You have a surprise afternoon to yourself and you can't work or watch TV, what do you do?

# BONUS ACTIVITY: Name Your Group

A great way to break the ice with your group is to work together on a project. Remember those elementary school group projects and how you bonded over trying to create something together? That's not reserved only for kids!

Working together on a common goal helps everyone get to know each other, understand strengths and lay the foundation for friendships. This isn't mandatory but it is highly suggested.

**Use one of your meetings to create a name for your group!**

Below are some activities to get your creativity flowing - you may complete as many, or as few, of the activities as you'd like.

**GROUP LEADER:** To start, help get your group going by picking a naming activity from the suggestions below to start with or by leading your group in a vote to choose an activity.

## Group Name Generating Activities

### 1. THE ACRONYM ARRANGEMENT:

Have each member share a meaningful or important word to them and then take the first letter from each word and arrange them to create a new word. Don't worry if it's not a "real" word. Just arrange the letters until the word feels real to your group. See the example below from The Nouckib Group.

- Nature
- Originality
- Uniqueness
- Creatvity
- Kindness
- Inspiration
- Badassery

### 2. INTERESTING FACTS:

Each person in your cabin shares one interesting or surprising fact about themselves. Each Group Member takes notes as everyone shares and then uses what they wrote down to form 1-3 names. Everyone shares the names with the group and then votes on their favorite.

