



POWERSHEETS GROUPS GUIDE

WHAT IS A POWERSHEETS GROUP?

One of our very best [PowerSheets tips](#) is to find a PowerSheets buddy (or a few) to keep you accountable in making little by little progress on your goals each month. These people are your biggest cheerleaders and encouragers for your goals each month!



FIND IT ONLINE!

Search “Best PowerSheets Tip” on
CULTIVATEWHATMATTERS.COM/BLOG

GETTING STARTED

DECIDE WHAT TYPE OF GROUP YOU WANT. Is it professional, personal, or both? Do you want to be surrounded by people in similar life situations as yourself (for instance, all working moms, all entrepreneurs, or all students), or would you prefer to have a more diverse group? Remember, there are no wrong answers here!

DETERMINE THE SIZE OF YOUR GROUP. Depending on what type of group you have, you may want a small group to share personal or in-depth goals, or a larger group to share big-picture visions and group-driven goals. Remember, it doesn't have to be one or the other. Larger and more diverse groups can always break into smaller groups for accountability throughout the month, too.

INVITE FRIENDS—BOTH NEW AND OLD! Use social media to your advantage! Join the [PowerSheets Facebook Group](#) to see if there are PowerSheets users nearby. If not, invite friends to join you!

 **FIND IT ONLINE!** www.facebook.com/groups/powersheetsgroup

DON'T BE AFRAID TO CHOOSE A LEADER. This person will be the point person for fielding questions, scheduling, and keeping the meetings on track—but they don't have to do everything! A group leader doesn't necessarily mean they are an expert; it simply means they are handling logistics and facilitating conversations. Depending on your group size, feel free to assign other roles.

DETERMINE HOW YOU'LL COMMUNICATE. Will it be through a Facebook group, email chain, text message thread, or GroupMe? With technology nowadays, the options are limitless. Choose a method of communication that everyone already incorporates into their life. Whatever you choose, make sure everyone is able to send and receive messages.

HELPFUL HINTS

SET EXPECTATIONS FROM THE BEGINNING. Agree to be supportive of each other, that everyone participates, and/or that you'll be honest and open. Honor the commitment you made by showing up, even if you feel like you have no progress to report. We're sure you've accomplished more than you think because the little by little adds up! If anything, having a fresh set of eyes will help you feel encouraged by what you've done and refocus on what is still left!

DECIDE ON A LOOSE STRUCTURE FOR YOUR MEETINGS AHEAD OF TIME. Group members can be better prepared to share and your meetings will feel productive. Our best advice? Incorporate some time at the beginning to catch up on your personal lives. See page 6 for a sample schedule.

TAKE TURNS SHARING. Depending on the size of your group, you may want to rotate members every meeting who can share more in-depth goals or struggles to discuss and get feedback on.

BE OPEN TO MAKING CHANGES TO THE GROUP STRUCTURE. Consistently ask "is this beneficial" will help you determine what is the best encouragement for your goal-setting journey. Be open to rearranging your meeting structure or going off topic if a particular need arises.

HELPFUL HINTS FOR SPECIFIC GROUPS

BUSINESS GROUPS: *Decide whether your PowerSheets are for yourself or the whole team—if the latter, read this guide for our best tips for using PowerSheets as a team.*

STUDENT GROUPS: *Set a date on your calendar to check in with your PowerSheets to establish the habits of reviewing and creating your Tending Lists, since student life is often less routine.*

MOTHERS: *Think outside the box and be flexible with meeting locations knowing that your group members might be bringing children. Try using a friend's home, and if that's not an option, consider looking into local libraries or museums where your children can have activities!*

GROUP MEETING GUIDE

Here are some of our best tips for your #PowerSheets Group. We think you'll find that after a few regular meetings, you'll be pros at leading and will be able to determine what your groups' needs and best practices are.

♥ AT YOUR FIRST MEETING/QUARTERLY MEETINGS

- **DO THE PREP WORK TOGETHER.** Talk out big ideas, things you struggled with over the past year, and things that fire you up. Don't be afraid to get messy on paper!
- **SET OR REVIEW YOUR GOALS.** Get specific, write them down (even if it's just a draft), and share them (and your heart behind them) with the group.
- **BRAINSTORM ACTION ITEMS.** Help others brainstorm action items if they're stuck. Remember, this isn't a time to be bossy! Share what has worked for you in the past.
- **FILL OUT YOUR TENDING LIST.** What are ways you can tend to your goals monthly, weekly, and daily? Don't forget to include a few things that will fire you up and keep you refreshed! If you run out of time, that's okay! Fill out your Tending List when you get home and commit to sending a picture to the group so they know how to encourage you this month!

These meetings will likely go longer than your typical monthly meetings, so be sure to build in a little extra time when scheduling your quarterly meetings!

♥ AT EVERY MEETING

- **REVIEW YOUR TENDING LIST FROM THE PREVIOUS MONTH.** Celebrate what you checked off and move unfinished items to next month's list. Is there anything that keeps getting skipped over? If so, figure out why and either create a new action plan or take it off your list completely.
- **TALK THROUGH NEW GOALS.** Are there any new goals on your mind, or upcoming events you want to tend to? Brainstorm action ideas as a group. This is a time to share any insight you have for group members.
- **SHARE WHAT YOU'RE GRATEFUL FOR,** and ways that you'll tend to a new or old relationship. Ending the meeting on a gratitude will help you leave feeling energized and ready to tackle a new month!

EXAMPLE MEETING OUTLINE

Use the following outline to loosely form your own meeting structure and learn which topics may require a bit of encouragement and relationship-building with specific group members.

15 minutes

INTRODUCTIONS AND SOCIAL TIME.

Let group members mingle and chat for a few minutes, or have some conversation starters on hand to open up the meeting and loosen up any nerves. Print out our conversation starters on the next page

30 minutes

DISCUSS WHAT HAS AND HASN'T WORKED.

Get specific about action steps, ideas, or practices that worked and those that didn't. What did you learn from each of them, and how can you apply them to future goals? If someone in your group is shy, help them open up by being honest yourself, and by asking follow-up questions.

30 minutes

REVIEW YOUR GOALS TOGETHER.

What progress have you been making? Check those items off your Tending List! Reach out to those in the group who need extra encouragement on tending to their goals.

15 minutes

SHARE YOUR ACTION PLANS FOR THE NEXT FEW WEEKS.

Help others brainstorm action items if they're stuck.

5 minutes

CONFIRM THE DATE AND LOCATION FOR YOUR NEXT MEETING.

Make sure it's on everyone's calendars.

Celebrate!

End each meeting with a fun lunch, dance party, or mini celebration to get everyone fired up for the next meeting.

CONVERSATION STARTERS

Use these conversation starters to break the ice and get everyone comfortable sharing their stories! For more ideas, try our Fruitful Friendship Workbook, available at shop.cultivatewhatmatters.com.

WHAT ARE YOU MOST PROUD OF FROM THE PAST MONTH?

WHAT IS SOMETHING YOU WISH YOU HAD HANDLED DIFFERENTLY OVER THE PAST MONTH?

WHAT DOES YOUR IDEAL DAY LOOK LIKE?

WHAT HAS BEEN WEIGHING ON YOUR MIND LATELY?

DO YOU HAVE ANY UPCOMING TRAVEL YOU ARE EXCITED ABOUT?

WHAT ARE YOU MOST GRATEFUL FOR THIS WEEK?

ARE YOU AN EXTROVERT OR INTROVERT?

HOW DO YOU FEEL MOST LOVED?

HOW DO YOU FEEL MOST MOTIVATED?

ENCOURAGEMENT IDEAS

 **SHARE AN ENCOURAGING OR INFORMATIVE QUOTE, ARTICLE, STORY OR PODCAST.**

 **CELEBRATE MILESTONES.**

At your first meeting, ask everyone for their birthday, anniversaries, etc. Have your Group Leader (or better yet, assign a member to be your Celebrations Director!) keep track of these and celebrate the occasions! Just make sure someone has the Celebrations Director's birthday on their radar, too!

 **ENCOURAGE AND CHEER EACH OTHER ON OUTSIDE OF THE MEETINGS.**

Have each person draw the name of another member and find a way to encourage her specifically sometime during the month.

 **BRAINSTORM TOGETHER ON WEEKEND TENDING IDEAS.**

Share great ideas and events going on in your community (bonus points if you make plans to attend something together).

 **BUILD "FREE TIME" INTO YOUR MEETINGS.**

Give group members an opportunity to reach out to fellow group members who share similar goals or need an extra boost, and to build more authentic relationships. This can be anything from lunch or dinner after meetings, mingling before meetings start, or breaks in the middle.

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OTHER RESOURCES

THE BUSINESS OWNER'S GOAL GUIDE

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visit bit.ly/powersheetsbizguide*

POWERSHEETS TEAM GUIDE

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