



CULTIVATE WHAT MATTERS

**THE POWERSHEETS GROUP
STARTER KIT**

LARACASEYSHOP.COM | #POWERSHEETS

GETTING STARTED

FORMING A GROUP

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.)

DETERMINE THE SIZE OF YOUR GROUP. Depending on what type of group you have, you may want a smaller group to share personal or in-depth goals, or a larger group to share big-picture visions and group-driven goals.

DON'T BE AFRAID TO BE OR 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!

DETERMINE HOW YOU'LL COMMUNICATE. Will it be through a Facebook group, an email chain, or text message? Whatever you choose, make sure everyone's 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.

DECIDE ON A LOOSE STRUCTURE FOR YOUR MEETINGS AHEAD OF TIME. Group members can be better prepared to share and meetings will feel productive.

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.

HELPFUL HINTS FOR SPECIFIC GROUPS

BUSINESS GROUPS

Decide whether your PowerSheets are for yourself or your whole team—if the latter, figure out how to keep everyone involved. We recommend setting monthly meetings to review your Tending List and make a new one. Then, post it somewhere in your office where everyone can see it.

STUDENT GROUPS:

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

Use PowerSheets for more than just school goals—include your personal goals, relationship goals, etc.

GROUP MEETING GUIDE

Here's a breakdown of the things we do in our Lara Casey Shop team meetings. We think you'll find that after a few regular meetings, you'll be pros at leading a #PowerSheets group 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, and share them (and your heart behind them) with the group.

BRAINSTORM ACTION ITEMS. Help others brainstorm action items if they're stuck.

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!

AT EVERY MEETING

REVIEW YOUR TENDING LIST. Celebrate what you checked off and move unfinished items to next month's list. Is there anything that keeps getting skipped over? Create a new action plan.

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.

SHARE WHAT YOU'RE GRATEFUL FOR, and ways that you'll tend to a new or old relationship.

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.

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!

15 -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.

15-30 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 -30 MINUTES BRAINSTORM ACTION ITEMS.

Recap members' action plans for the next few weeks. Help others brainstorm action items if they're stuck.

15 MINUTES REVIEW YOUR GRATITUDE.

What has everyone been thankful for? How are they going to show someone else they're loved?

CELEBRATE!

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

CONVERSATION STARTERS

Print out these cards and use them at your first few meetings to break the ice and get everyone comfortable sharing their stories!

**WHAT WERE YOUR
FAVORITE HOBBIES
AS A CHILD?**

**WHAT'S YOUR
FAVORITE SONG
RIGHT NOW?**

**WHAT ARE YOU
MOST PROUD OF
FROM THE PAST
MONTH?**

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

**WHAT ARE YOU
FOCUSING ON THIS
MONTH?**

**WHAT DOES YOUR
IDEAL DAY LOOK LIKE?**

**WHEN YOU WERE A
KID, WHAT DID YOU
WANT TO BE WHEN
YOU GREW UP?**

**WHAT HAS BEEN
WEIGHING ON YOUR
MIND LATELY?**

**WHAT ARE YOU
MOST GRATEFUL
FOR THIS WEEK?**

ENCOURAGEMENT IDEAS

SHARE AN ENCOURAGING/INFORMATIVE QUOTE/ARTICLE/PODCAST/ETC.

OUR FAVORITE RESOURCES

EntreLeadership

The Lively
Show

"This is Your
Life" by
Michael Hyatt

Make It
Happen

Seth Godin's
blog

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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