



Creating your Action Group

“Do not wait; the time will never be ‘just right.’ Start where you stand, and work with whatever tools you may have at your command, and better tools will be found as you go along.”

--Napoleon Hill

The concept of the Action Group was formally introduced by Napoleon Hill in the early 1900's. He wrote in , "Think And Grow Rich"...

"The coordination of knowledge and effort of two or more people, who work toward a definite purpose, in the spirit of harmony. No two minds ever come together without thereby creating a third, invisible intangible force, which may be likened to a third mind."

In your Action Group, the agenda belongs to the group, and each person's participation is key. Your peers give you feedback, help you brainstorm new possibilities, and set up accountability structures that keep you focused and on track. You will create a community of supportive colleagues who will brainstorm together to move the group to new heights.

You'll gain tremendous insights, which can improve your business and personal life. Your Action Group is like having a objective board of directors.

Your New Team will:

- have a similar interest (such as a group for self-employed people, or a group for spiritual thinkers, or a group for people in a certain corporation or industry)
- have a similar skill and/or success level
- have the desire and inspiration to make this year extraordinary
- want a supportive team of Action Group partners
- want to reach or exceed their goals
- are ready to let their desire to be passionate about their life and work overcome their fear of change

Getting your Action Group together

There are many factors that impact the success of your Action Group, but one of the most important is the selection of the participants. Who do you want to be part of your dream team?

These are the some important factors that many feel are critical when selecting the right people to be part of your Action Group:

1. **Commitment** – No Action Group will function for long if people are not willing to make a sustained commitment to the group. Commitment comes in two forms:
 - the first type of commitment means showing up for every meeting without excuse,
 - second type of commitment is to the Action Group process.



2. **Balanced Two-Way Sharing** – The true benefit of a Action Group is the brainstorming that happens when one member presents a problem, challenge or decision, and the entire group gets involved with the discussion.
 - The best members are those who are willing to both ask for help and give help.
3. **Follows the Guidelines** – Every Action Group should have written guidelines about what's acceptable behavior.
4. **No Competitors** – It is impossible for someone to be open about their problems, or about their great idea, if one of their competitors is listening in. When selecting your Action Group members, be diligent about the connections between people and

separate competitors into different Action Groups if necessary.

5. **Similar Success and Experience Levels** – One way to guarantee that your Action Group will fail is having people at different experience levels in it. What ends up happening is the more experienced members mentor the less experienced members, but get no real value for themselves. While being in a Action Group with people who are more successful than you can be great for you, eventually, the more experienced members quit the group in frustration. Instead, try to find people who have similar levels of experience and success, and if possible, try to find people who have some special expertise that they can bring to the group. If each member brings their expertise to the group, the group wins.

Getting Started

It's important to check in with your group to ensure you'll fit together and that your commitment level is high. Decide in advance how many people you want in your group (5-8 is recommended), and in future, only allow new members into the group with the unanimous consent of everyone in the group.

- Where will you find time to participate in the Action Group?
 - What is your commitment to moving forward in your business and personal life?
 - Why should you be chosen to participate in a Action Group?
 - What is your personal or business mission or vision statement ?
 - What are your one to five-year goals?
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Some suggested Ground Rules for your Action Group

- Meetings should be held in a quiet space. Mobiles should be turned off. **Where will you meet? Will it be once a month? 2x / month? A suggestion is that you meet in between the regularly scheduled meetups, and then touch base at the meetup in between your regular meeting.**
- Meetings should start and end promptly – b/t 60 and 90 minutes is ideal. **What is your ideal length of time to meet? Are you flexible? Not? What is your policy of lateness?**
- If a member is finding it difficult to make time for this commitment, they should be prepared to step down and leave room for another member who can contribute to the group. **How many meetings are OK to miss before a group member will be asked to step down from the group?**
- Everyone should exchange contact information and it is great to support each other between your monthly meetings via email or phone. **How often will you check in between meetings? Will you have one person in the group that you will check in with each month between meetings? Two? Will you have a conference call? Fill in your group details on the group name page.**
- Check in on each other to share successes and support each other through challenges
- Really use the group for ideas and suggestions. The more you rely on each other for suggestions, the stronger your group will be

Our ground rules:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____



What actually HAPPENS at an Action Group meeting? Some suggestions for what you can do, and what you can expect to receive. You could..

1. Ask questions and be open to whatever response you hear. You don't have to take every piece of advice of course, but isn't it amazing that you now have a team of people that are working to help you with whatever you want them to
2. Use this as an opportunity to **focus on your key business objective** for the next 12 months
3. Receive the feedback and experience of others that you need to **continually improve** as an entrepreneur
4. Generate a continual flow of **new ideas** and groundbreaking innovations for other people, by offering your unique perspective
5. Learn how to take other's advice, and leverage other people's resources to enable success beyond your current understanding (2 + 2 = 7) SYNERGY!
6. Come away with **clarity** of your objective and the **strategy** to achieve it
7. Learn faster! Streamline your **problem solving** process, avoid reinventing the wheel, and learn from other's experiences
8. Be gracious. Thank everyone for their advice – even if it doesn't make sense at first. This is not a time to defend your current situation. Be open to a new solution that you would never in a million years have imagined yourself
9. Ask others to play devil's advocate and be challenged, supported, offered feedback & held accountable to your goals
10. Make a difference and contribute to others as you build powerful networks and great teams

“Any fact facing us is not as important as our attitude toward it, for that determines our success or failure. The way you think about a fact may defeat you before you ever do anything about it. You are overcome by the fact because you think you are.”

--Norman Vincent Peale



Action Group Meeting Team Tracker

This is your monthly sheet to remember what everyone has asked for help with... using your reticular activating system on behalf of others... Download file from AR meetup website

Group Member:	They asked for my help, support & ideas for: