

90-minute mastermind agenda

Best for: a working mastermind with one full hot seat — the strongest default

10

minutes

Check-in

Each member names one win and one blocker since last session. No discussion yet — the room is calibrating.

20

minutes

Commitment review

Each member reports the commitment they made last session and what happened. Done, partial, or not done — with the honest why.

40

minutes

Hot seat

One member brings a real problem. Context first, then clarifying questions only, then perspectives, then options. The member closes by saying what they will do.

15

minutes

Next commitments

Every member states one specific commitment with a deadline. Written down by the facilitator or scribe.

5

minutes

Close

Confirm the commitments, the next hot seat, the next facilitator, and the next meeting.

Ground rules that keep the clock honest: the facilitator holds time and format; whoever holds the floor gets it undivided; commitments are specific, with a deadline, and reviewed next session.

60-minute mastermind agenda

Best for: an accountability group or a new peer group finding its rhythm

5

minutes

Check-in

One win or blocker per member. Keep it to a sentence each.

15

minutes

Commitment review

Report what was promised last time and what happened.

25

minutes

Work the room

A timed round-robin — every member gets an equal slot — or one focused problem the room works together.

10

minutes

Next commitments

One specific commitment and deadline per member.

5

minutes

Close

Confirm commitments, the next facilitator, and the next meeting.

Ground rules that keep the clock honest: the facilitator holds time and format; whoever holds the floor gets it undivided; commitments are specific, with a deadline, and reviewed next session.

75-minute mastermind agenda

Best for: accountability plus one lighter hot seat

10

minutes

Check-in

One win and one blocker per member.

15

minutes

Commitment review

Each member reports against last session's commitment.

30

minutes

Hot seat

One member's problem, worked in sequence: context, clarifying questions, perspectives, options.

15

minutes

Next commitments

One specific commitment and deadline per member.

5

minutes

Close

Confirm commitments, next hot seat, next meeting.

Ground rules that keep the clock honest: the facilitator holds time and format; whoever holds the floor gets it undivided; commitments are specific, with a deadline, and reviewed next session.

120-minute mastermind agenda

Best for: a monthly deep-dive or workshop session

10

minutes

Check-in

One win and one blocker per member.

20

minutes

Commitment review

A fuller pass — the month is long enough that the why behind a miss matters.

70

minutes

Hot seat or workshop

One deep hot seat, two shorter ones, or a working session on a shared problem. Protect the structure even at this length.

15

minutes

Next commitments

One specific commitment and deadline per member.

5

minutes

Close

Confirm commitments, the next format, and the next meeting.

Ground rules that keep the clock honest: the facilitator holds time and format; whoever holds the floor gets it undivided; commitments are specific, with a deadline, and reviewed next session.

Member prep sheet

Five minutes, before every session. Members who prepare get more from the room and give more to it.

1 – LAST COMMITMENT

What did I commit to last session? Done, partial, or not done — and what actually happened?

2 – WHAT I'M BRINGING

The one problem, decision, or draft I want the room's help with. Specific enough to work on.

3 – MY ASK

What I want from the group: pressure-testing, options, a decision forced, or accountability.

4 – WIN AND BLOCKER

One win and one blocker since last session, one sentence each.

Commitment log

The room’s memory. Reviewed at the top of every session — a commitment that is never checked was never really made.

DATE	MEMBER	COMMITMENT (SPECIFIC, WITH A DEADLINE)	DUE	STATUS