

**our minds
matter**

planning a club meeting

A TOOL TO PLAN YOUR NEXT CLUB MEETING



determine goals

Identifying the goals for your next club meeting is a great place to start. Consider revisiting your mission statement or reflect on what you think club members may need at this time.



select opening connection

Choose an opening connection (or create your own) that enables you to connect with your peers and get to know each other a little better.



select activity

Choose an activity that aligns with the goals you have set for this meeting. Consider ways to adapt or modify activities to fit the time frame of your meeting and the needs of your peers.



select mindful closing

Choose a mindful closing that relates to the meeting theme or goal. This is a time to practice breath work, to return to the senses, and to acknowledge what is in the present moment.



finalize logistics

Determine where and when the next meeting will take place. Also, come up with a plan to get the word out about the upcoming club meeting.



delegate roles

Decide which leaders will do what during the next meeting. Who will share the Sign-In Form? Who will lead the opening connection? Activity? Mindful closing? Who will share resources & announcements?

Need help planning your next meeting?

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