MEMBER WORKBOOK

THIS WORKBOOK BELONGS TO: _____

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First printing, 2020.

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WELCOME TO YOUR W.O.M.B. CIRCLE!

The W.O.M.B. Circle is the most important element of your W.O.M.B. membership. Here you will form bonds with your peers, set achievable business goals, and grow as an entrepreneur

Each circle will be unique in its makeup. Initially, circles will be your current business level. However, as our numbers grow, circles will naturally mature into groups based on location and industry. Circle leaders have been given instruction on how to determine the focus of each circle.

Circles will also determine specific rules. However, there are general expectations that each circle member MUST follow to be a part of the organization:

- Decisions for circles are determined by a majority vote. No one circle member can make a "ruling" for the circle.
- Establish that your circle is not group therapy, and whining, complaining, or gossiping will not be tolerated (or will be limited to 1 minute).
- Circle members must be in good financial standing with W.O.M.B. to participate. Circle leaders will be informed of any membership changes.
- Circle members are expected to attend all circle meetings. However, life happens. Members can miss one circle meeting per quarter. A member may make up a meeting by attending another circle's meeting or by sending a guest to the circle meeting.

- Information in the circle is confidential. Anything shared outside of the circle must first be agreed upon by circle members.
- Circles MAY have more than one member in the same industry. However, it is important for those members to discuss how referrals will be handled.
- W.O.M.B. expects a commitment to honesty, integrity, trust, and respect for all members. Circle members must be self-aware and to not try to dominate the conversation or give orders.
- Leave your ego at the door. We are ALL here to learn and grow!
- Circles may not have more than 10 members. Once the circle has 8 members, another member will be identified as a new circle leader. Once the circle grows to 10 members, the new circle leader may form a new circle with up to 3 other circle member from the original circle. This NOT a requirement.

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The WO.M.B. Circle Workbook

This workbook is intended to help members focus on their goals for each quarter. Each meeting, members report on progress. Twice each quarter, members reflect on progress and make necessary adjustments to their goals.

THE W.O.M.B. Circle PACCC Promise

PROMOTION
"Build me up and I with you. For we are more one than two." Deborah Day

W.O.M.B. Members have the benefit of not only promoting their products and services to other W.O.M.B. Members, but also have the unique benefit of a built-in marketing team that promotes your business to their networks! No more begging family and friends to SHARE your information. Your Circle will support your initiatives by promoting YOU! Could you use an extra 10,000 people in your network?

ACCOUNTABILITY
"On good teams, coaches hold players accountable; on great teams, players hold players accountable." Joe Dumars

As an employee, you have a supervisor constantly reminding you about deadlines, targets, and sales goals. As an entrepreneur, YOU are your boss! That also means you are 100% responsible for setting and meeting goals. However, as a member of a W.O.M.B. Circle, you have a built-in accountability group that will help you clarify your goals AND stick to them! Even when you need that extra "Get It Done" nudge!

COLLABORATION
"When you need to innovate, you need collaboration." - Marissa Mayer

As entrepreneurs, we often feel like we are left on a deserted island. Developing ideas, putting on events, and reaching out to new prospective clients can be difficult without a support system. Effective collaboration is vital for the growth of a business. W.O.M.B. Circles provide you with the guidance and opportunity to collaborate with other entrepreneurs in **income-producing** collaborative projects. Circles are provided suggestions but can get creative and develop ideas of their own!

COMMUNITY
"Anything is possible when you have the right people there to support you." Misty Copeland

Sometimes, you need a cheering squad or a sounding board. Sometimes, a vent session or a stoplight. Having a team around you for your celebrations *and* your frustrations, who often experience the same obstacles as women entrepreneurs of color, is invaluable. Circles become family!

COACHING
"There is no such thing as a self-made man. You will reach your goals only with the help of others." - George Shinn

You are the expert in your field! But your business requires more than your expertise to thrive. From finances to systems, there's a lot to learn as an entrepreneur. Investing in your business is key to its survival. W.O.M.B. Coaches can help you fill in the gaps in the areas you need to get your business to the next level.

Q4 Calendar

October 4th – December 31st

Circle Meeting Dates

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

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Other Important Circle Dates:

_____

_____

PROMOTION

Peer Promotions

During your Circle Meetings, record the events/initiatives for which each member will need peer promo during the quarter.

Meeting Date:	THIS WEEK'S PROMOTIONS

Peer Promotions

During your Circle Meetings, record the events/initiatives for which each member will need peer promo during the quarter.

Meeting Date:	THIS WEEK'S PROMOTIONS

ACCOUNTABILITY

W.O.M.B. CIRCLES: S.M.A.R.T. GOALS WORKSHEET

Crafting S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. Goals use concise language but include relevant information.

MONEY GOAL	Write the money goal you have in mind
S SPECIFIC	What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?
M MEASURABLE	How can you measure progress and know if you've successfully met your goal?
A ACHIEVABLE	Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?
R RELEVANT	Why am I setting this goal now? Is it aligned with overall objectives?
T TIME-BOUND	What's the deadline and is it realistic?
SMART GOAL	Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed

W.O.M.B. CIRCLES: S.M.A.R.T. GOALS WORKSHEET

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PROFESSIONAL GOAL	Write the profession (non-monetary) goal you have in mind
S **SPECIFIC**	What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?
M **MEASURABLE**	How can you measure progress and know if you've successfully met your goal?
A **ACHIEVABLE**	Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?
R **RELEVANT**	Why am I setting this goal now? Is it aligned with overall objectives?
T **TIME-BOUND**	What's the deadline and is it realistic?
SMART GOAL	Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed

W.O.M.B. CIRCLES: S.M.A.R.T. GOALS WORKSHEET

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PERSONAL GOAL	Write the personal goal you have in mind
S SPECIFIC	What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?
M MEASURABLE	How can you measure progress and know if you've successfully met your goal?
A ACHIEVABLE	Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?
R RELEVANT	Why am I setting this goal now? Is it aligned with overall objectives?
T TIME-BOUND	What's the deadline and is it realistic?
SMART GOAL	Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed

W.O.M.B. CIRCLES: QUARTERLY ACTION PLAN: Q4 2020

S.M.A.R.T. Goal #1:	Action Steps/Systems	By When?
Criteria of Success:		

S.M.A.R.T. Goal #2:	Action Steps/Systems	By When?
Criteria of Success:		

S.M.A.R.T. Goal #3:	Action Steps/Systems	By When?
Criteria of Success:		

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Weekly To-Do List **Week of: _____**

	S.M.A.R.T. Goal #1	S.M.A.R.T. Goal #2	S.M.A.R.T. Goal #3
SUNDAY			
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			

Weekly To-Do List **Week of: _____**

	S.M.A.R.T. Goal #1	S.M.A.R.T. Goal #2	S.M.A.R.T. Goal #3
SUNDAY			
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			

Weekly To-Do List **Week of: _____**

	S.M.A.R.T. Goal #1	S.M.A.R.T. Goal #2	S.M.A.R.T. Goal #3
SUNDAY			
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			

Weekly To-Do List **Week of: _____**

	S.M.A.R.T. Goal #1	S.M.A.R.T. Goal #2	S.M.A.R.T. Goal #3
SUNDAY			
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			

Weekly To-Do List **Week of: _____**

	S.M.A.R.T. Goal #1	S.M.A.R.T. Goal #2	S.M.A.R.T. Goal #3
SUNDAY			
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			

Weekly To-Do List **Week of: _____**

	S.M.A.R.T. Goal #1	S.M.A.R.T. Goal #2	S.M.A.R.T. Goal #3
SUNDAY			
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			

Check In #1 (Complete after meeting #3)

On which goals have you made progress?

What have you done that has contributed to the progress made on these goals?

With which goals are you struggling?

What can you do differently to improve your progress on these goals?

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Report your revenue from the 1st half of Q4 based on:

A – Revenue from Circle-generated ideas:

B – Revenue from Circle member referrals:

Weekly To-Do List **Week of: _____**

	S.M.A.R.T. Goal #1	S.M.A.R.T. Goal #2	S.M.A.R.T. Goal #3
SUNDAY			
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			

Weekly To-Do List **Week of: _____**

	S.M.A.R.T. Goal #1	S.M.A.R.T. Goal #2	S.M.A.R.T. Goal #3
SUNDAY			
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			

Weekly To-Do List **Week of: _____**

	S.M.A.R.T. Goal #1	S.M.A.R.T. Goal #2	S.M.A.R.T. Goal #3
SUNDAY			
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			

Weekly To-Do List **Week of: _____**

	S.M.A.R.T. Goal #1	S.M.A.R.T. Goal #2	S.M.A.R.T. Goal #3
SUNDAY			
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			

Weekly To-Do List **Week of: _____**

	S.M.A.R.T. Goal #1	S.M.A.R.T. Goal #2	S.M.A.R.T. Goal #3
SUNDAY			
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			

Weekly To-Do List **Week of: _____**

	S.M.A.R.T. Goal #1	S.M.A.R.T. Goal #2	S.M.A.R.T. Goal #3
SUNDAY			
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			

Check In #2 (Complete after Meeting #6)

On which goals have you made progress?

What have you done that has contributed to the progress made on these goals?

With which goals are you struggling?

What can you do differently to improve your progress on these goals?

WOMAN-OWNED MINORITY BUSINESSES

Report your revenue from the 1st half of Q4 based on:

A – Revenue from Circle-generated ideas:

B – Revenue from Circle member referrals:

NOTES

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