

My Circles of Influence



Feeling overwhelmed? Stressed? Anxious about things?

Use this 10 minute exercise to take back control and let go of some of the stress.

Instructions are on page 2

EVERYTHING ELSE...



EVERYTHING ELSE...

My Circles of Influence



INSTRUCTIONS

- 1) Take a moment to think about **ALL** the thoughts trapped in your head, that are making you feel overwhelmed or submerged now. Eg, making a dentist appt, worry about family members, work issues. If it would help, just dump them on paper in the box below:

- 2) Now follow the instructions below to add each thing to your Circles of Influence on page 1.
 - a. If you have **COMPLETE CONTROL** over the item – can resolve it without needing anyone’s help or input – then write it down in the circle labelled **‘WITHIN MY CONTROL’** and move on to your next item.
 - b. If you have **PARTIAL CONTROL** or can influence it (so you can partially resolve or can influence the outcome through your actions or behaviour) then write this item in the circle marked **‘I CAN INFLUENCE’** and move to your next item.
 - c. If the item is completely **OUTSIDE YOUR CONTROL** (i.e. there is **NOTHING** you can do or say to directly impact it) then write it in the area marked **‘EVERYTHING ELSE’**.
- 3) Once you have addressed all your Overwhelm Items that are on your mind, then review your Circles of Influence on page 1.
 - a. For items you have **CONTROL** over, **TAKE ACTION** on at least one of them today, or even right now, to feel instantly better
 - b. For items you have **PARTIAL CONTROL** over, write down the steps you will take and what you **CAN** do and **WHEN**.
 - c. Finally, and most important, **LET GO of EVERYTHING ELSE**. Strike through every item on **EVERYTHING ELSE**. If you can’t control or influence it, it is a waste of energy to think about it.*

Now that you are focused on things you can control or influence, you are focusing your energy where it will be effective.

Focus on the items you have influence/ control over to progress without wasting energy.

*There are exceptions to this. Letting go of grief is not just a case of dropping it. However, in those situations, it can help to think ‘I can’t influence it, so I am not thinking about it for the next hour while I act on other things’

Worked Example:

A big work presentation you are nervous about

- Guilt about the amount of preparation you are doing goes under **CONTROL** as you can control it going forward. But guilt about the amount you have done up to now goes into **EVERYTHING ELSE** as you can’t change it.
- Worried about what they want to see? This can go under **INFLUENCE**. You can’t control it but things you can influence it by asking!