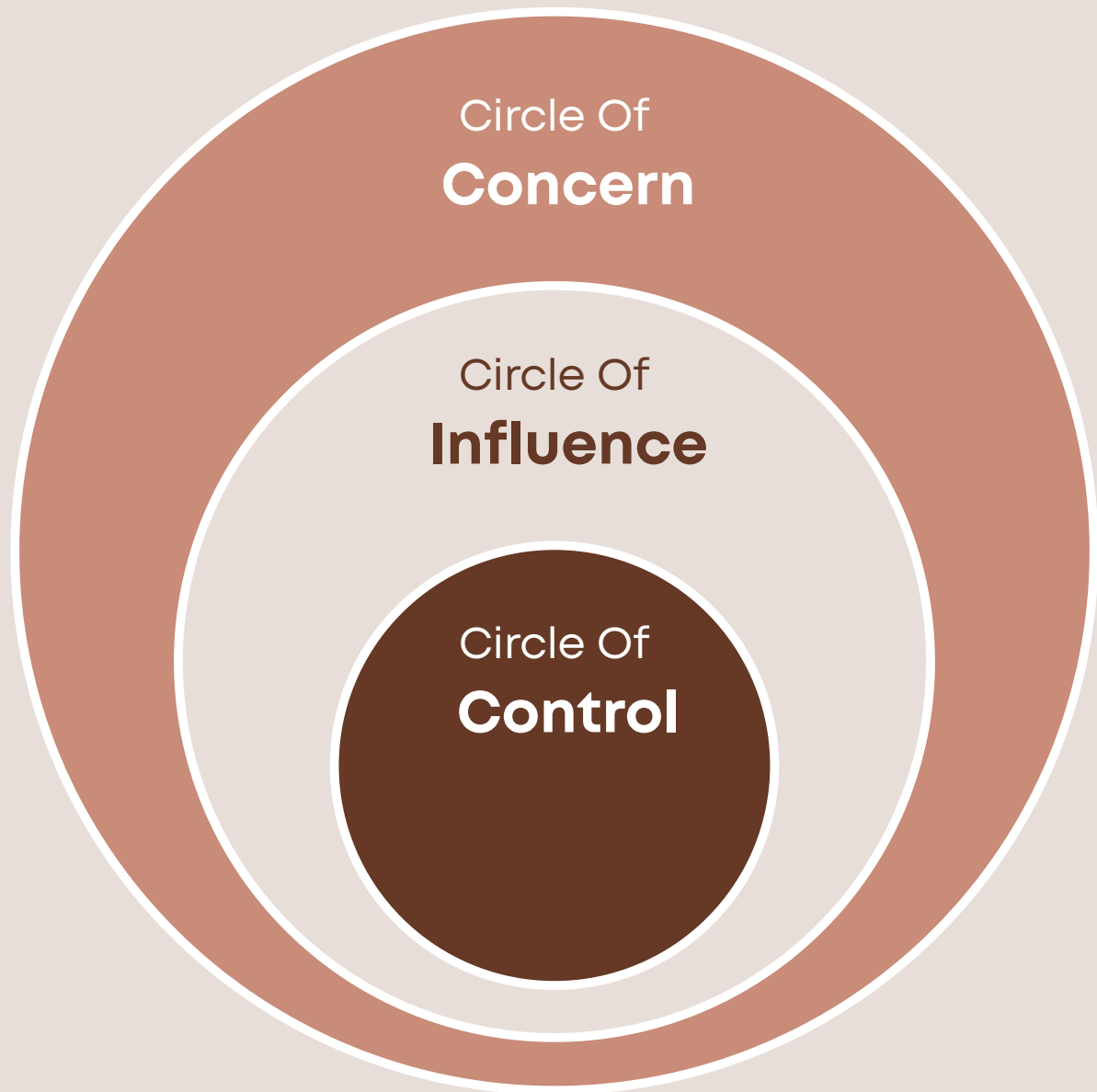

CIRCLE OF CONTROL



From Frustration to Focus: My Circle of Control

Adapted from Stephen R. Covey. The 7 Habits of Highly Effective People.

Circle Of Control Exercise

This exercise helps you regain clarity and calm when workplace frustrations or interpersonal challenges feel overwhelming. By identifying what you can control, influence, and release, you'll refocus your energy on what truly matters.

STEP 1: THE CONCEPT

When work feels stressful or relationships become strained, it's easy to focus on what's outside your control. This exercise helps you separate what you can own, what you can influence, and what you can let go of.

STEP 2: DRAW THE 3 CIRCLES

Draw or visualize three concentric circles on a page:

1. Inner Circle: Circle of Control
2. Middle Circle: Circle of Influence
3. Outer Circle: Circle of Concern (What I cannot control)

STEP 3: EXPLORE EACH CIRCLE

Inner Circle – What I Can Control

Focus on your thoughts, actions, and mindset.

Examples:

- How I respond to difficult coworkers
- My communication style
- My boundaries and priorities
- The quality of my work
- My attitude and energy

Coaching Prompt:

“What’s one action you can take this week that’s fully within your control?”

STEP 3: EXPLORE EACH CIRCLE

Middle Circle – What I Can Influence

These are things you can't fully control, but can affect through your communication and relationships.

Examples:

1. Team dynamics and collaboration
2. Project timelines (through communication)
3. Manager's understanding of your workload
4. The tone of meetings or discussions

Coaching Prompt:

"Where might your influence be stronger than you think?"

"Who could you engage or communicate differently with?"

STEP 3: EXPLORE EACH CIRCLE

Outer Circle – What I Cannot Control

Let go of what drains your energy unnecessarily.

Examples:

1. Company politics or culture
2. Other people's emotions or decisions
3. Leadership changes
4. External pressures or economy

Coaching Prompt:

“What would it look like to release even 10% of your energy around these things?”

“What becomes possible if you focus only on your inner two circles?”

STEP 4: REFLECTION & INTEGRATION

Reflection Prompts

- Which circle are you spending most of your energy in right now?
- What shifts if you focus more on your inner circle this week?
- How can you remind yourself daily of where your influence ends?

STEP 5: DAILY REFLECTION

End each day by asking:

- “Did I spend my energy on what I can control, or what I can't?”

THE PROCESSES

My coaching style
is rooted in the
following principles:



1

PARTNERSHIP

We work as equals, you are the expert on your life, and I'm here as a thought partner to help you explore and grow.

2

EMPOWERMENT

I believe you already have the answers within you; my role is to help you uncover and strengthen them.

3

AWARENESS

Together, we'll look at patterns, perspectives, and possibilities that may not always be visible day-to-day.

4

ACTION &

ACCOUNTABILITY

Every session will lead to clarity and next steps that move you forward.

5

CONFIDENTIALITY &

ETHICS

Everything shared remains private and handled with professionalism and respect.

ADDITIONAL SERVICES

In addition to one-on-one coaching sessions, I offer a range of career and personal development services designed to help clients navigate transitions with confidence and clarity. Each service can be booked individually or integrated into your coaching package.

1. **Career Clarity & Strategy**

Gain direction and confidence in your next move. We'll identify your strengths, values, and ideal career paths through guided reflection and strategic planning.

2. **LinkedIn Profile, Resume and Cover Letter - Review & Optimization**

Stand out online with a compelling, aligned LinkedIn presence. Includes profile review, headline and summary refresh, and strategy for building meaningful professional connections. A personalized approach to building a professional, results-driven resume and cover letter that highlight your strengths, achievements, and unique story.

3. **Interview Preparation & Practice**

Build confidence for upcoming interviews through mock sessions, personalized feedback, and strategies to communicate your value authentically and effectively.

4. **Leadership & Transition Coaching**

For emerging or established leaders navigating change, team dynamics, or burnout, focus on clarity, communication, and sustainable leadership.

5. **Personal Brand & Storytelling Sessions**

Define your unique narrative and learn how to present it across personal, professional, or digital spaces with confidence and authenticity.