

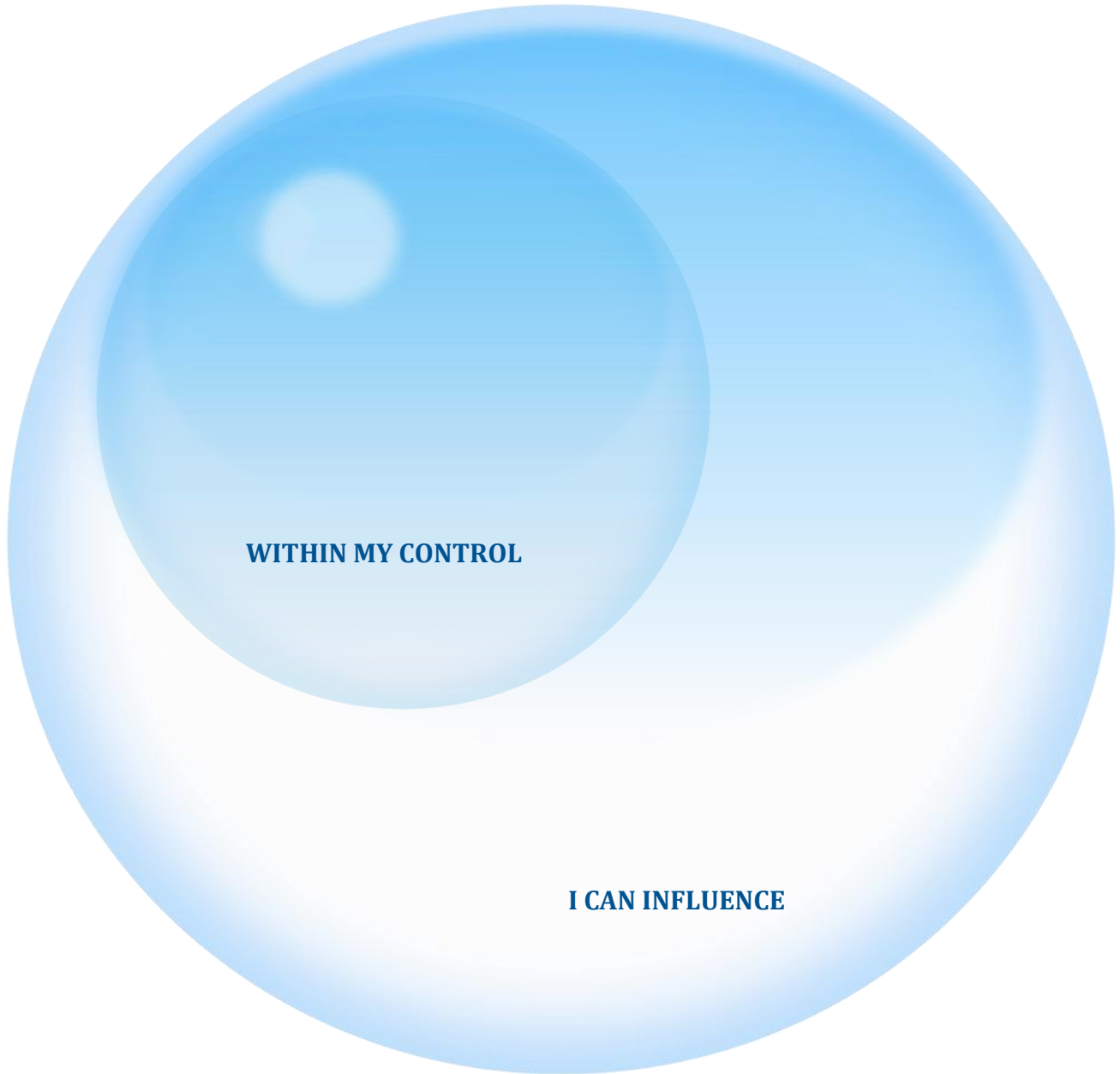


# Circle of Control

Feeling overwhelmed? Stressed? Anxious? Give yourself 10 minutes to complete this short and simple exercise and TAKE BACK CONTROL.

Instructions are below.

**EVERYTHING ELSE...**



**EVERYTHING ELSE...**



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## INSTRUCTIONS:

- A) Take a moment to **consider all the things that are contributing to your feeling of overwhelm** eg. the dentist appointment you haven't made yet, ongoing worry about someone you care about, feeling tired, you have a cold, work issues, worries, feelings of guilt etc. If it helps, quickly scribble them down in the box below.

- B) Now, follow the instructions below to add **each 'Overwhelm Item' to your Circle of Control** on page 1:

**1) If you have complete CONTROL** over the item (ie. you can resolve it on your own without needing anyone else's help or input):

- Write it down within the first circle labeled "WITHIN MY CONTROL" and move onto the next item.

**2) If you have PARTIAL control or can INFLUENCE** the item (ie. you can resolve part of the item or influence the outcome through your actions or behaviour)

- Write this item within the second circle labeled "I CAN INFLUENCE" and move onto your next item.

**3) Finally, if the item is COMPLETELY OUTSIDE of your control or influence** (ie. there is nothing you could do or say that could directly impact this item)

- Write this item OUTSIDE in the area labeled "EVERYTHING ELSE..." and move onto your next item.

- C) Once you have addressed all the 'Overwhelm Items' on your mind, review your "Circle of Control" on page 1:

1) FOR the items you have CONTROL over:

- **TAKE ACTION** (however small) on at least ONE of these today - or even RIGHT NOW - to instantly feel better.

2) FOR the items you have PARTIAL CONTROL or INFLUENCE over:

- **Write down the steps you will take** and exactly when you will do them - today or in the next few days.



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3) Finally (and most importantly) LET GO of EVERYTHING ELSE!

- **Strikethrough each of these items** on your "Circle of Control" on page 1.  
If you can't control or influence it, then it's a waste of your precious energy to even think about it.



**Now that you're taking action on the items you can control and influence  
you're focusing your energy where it will be best used! Well done!**

*Focus on the items you have control or influence over and **TAKE BACK CONTROL!***

## **EXAMPLE – Changes happening at work:**

- 1) Feeling uneasy about the changes happening in your workplace? This falls under the "CONTROL" category - your response to change is entirely within your control. (If you're also dwelling on how you felt about previous workplace changes, then that belongs in the "EVERYTHING ELSE" category because you have no control over the past...)
- 2) Concerned about how your colleagues or superiors will adapt to the changes? Place this in the "INFLUENCE" category. You may not be able to control their reactions, but there are several actions you can take to positively influence their understanding and acceptance of the changes...
- 3) Worried about what specific alterations or challenges the change will bring to your work? This fits in the "EVERYTHING ELSE" category. Predicting the exact nature of the changes is typically outside of your control. Focus on what you can control (your adaptability and response to change) and release your worry about this one!