

# CIRCLE OF INFLUENCE

## *Workbook*

Are you feeling overwhelmed?  
Stressed? Worried? Anxious?

4 steps to help you take back control...

[mindbodylifesoul](http://mindbodylifesoul.com)

# CIRCLE OF INFLUENCE WORKBOOK

There are certain times in your life when you can feel such **overwhelm** that it seems impossible to quieten your thoughts for long enough to be able to see a way through.

Give yourself **20 minutes** to complete this exercise to help you take back control.

It's short and simple but very effective. It will help you **identify** what is **within your control** so that you can **let go of what is not**.

## STEP 1: WHAT'S ON MY MIND?

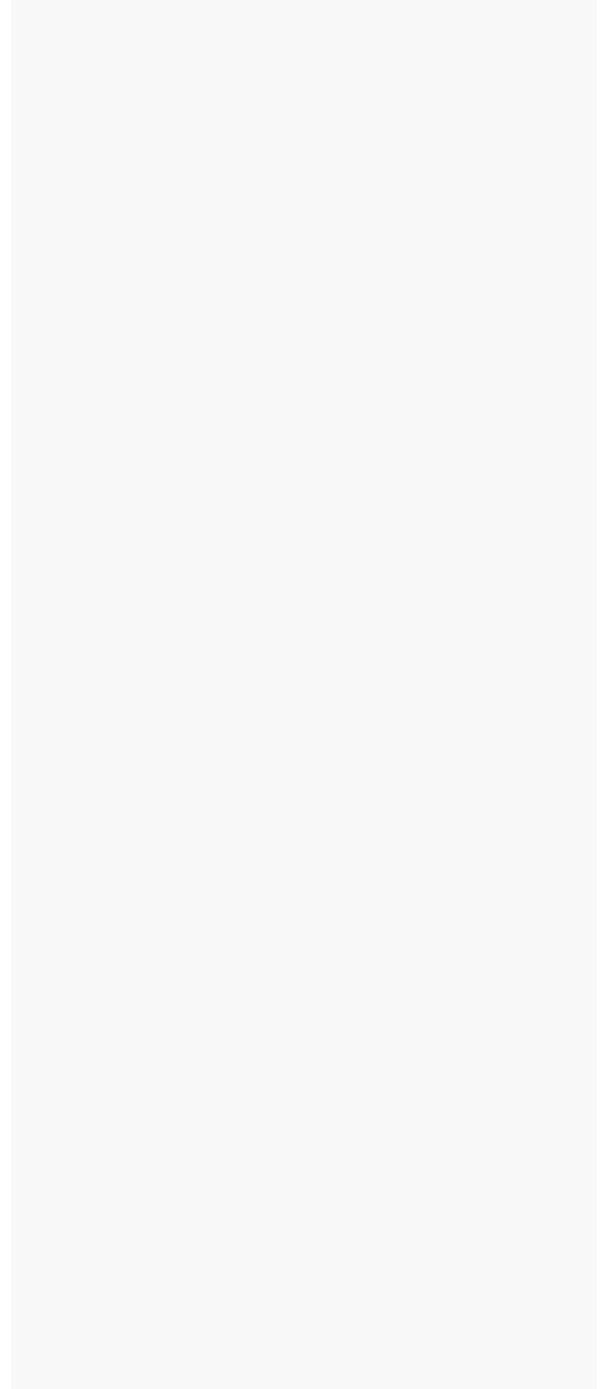
Calmly consider a list of all the things that are contributing to your worries and feelings of overwhelm.

It could be worrying about running out of food, worry about someone you care about, what's going to happen, the dentist appointment you cancelled but can't reschedule yet, home-schooling, feeling tired, work issues, lack of work, financial worries, feelings of guilt etc.

Write EVERYTHING down no matter how small, irrational or ridiculous it might seem right now. Emptying this list onto paper is a very effective way of clearing that incessant chatter in your head.

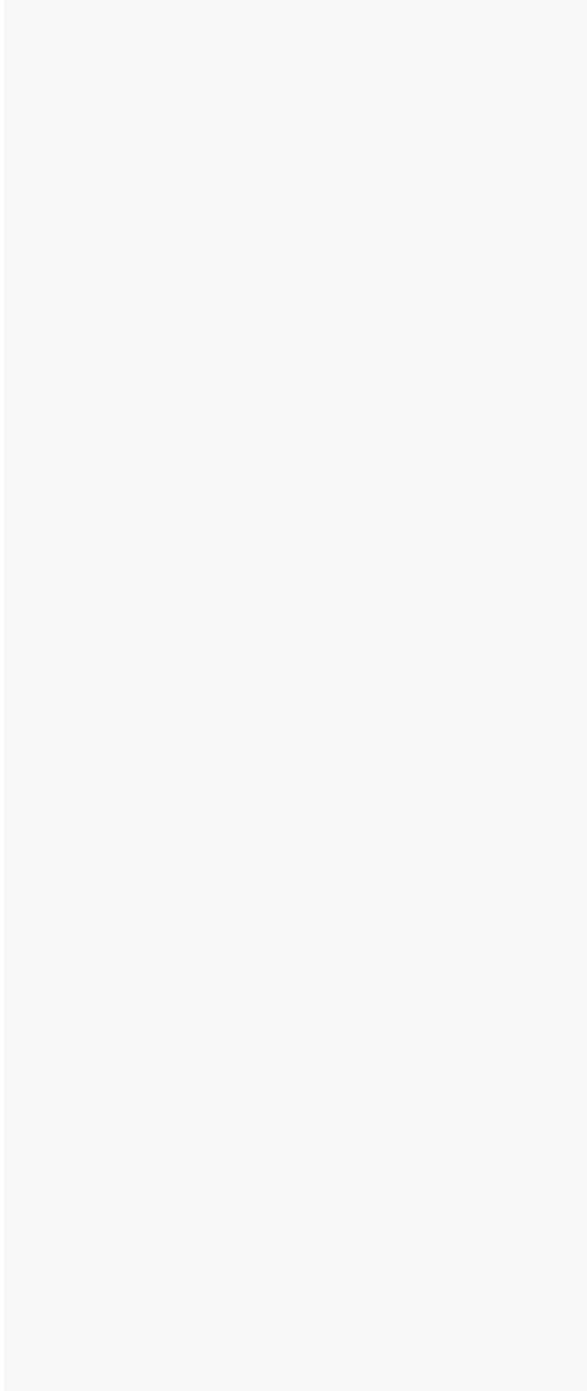
These are your WORRY ITEMS.

### WORRY ITEMS:

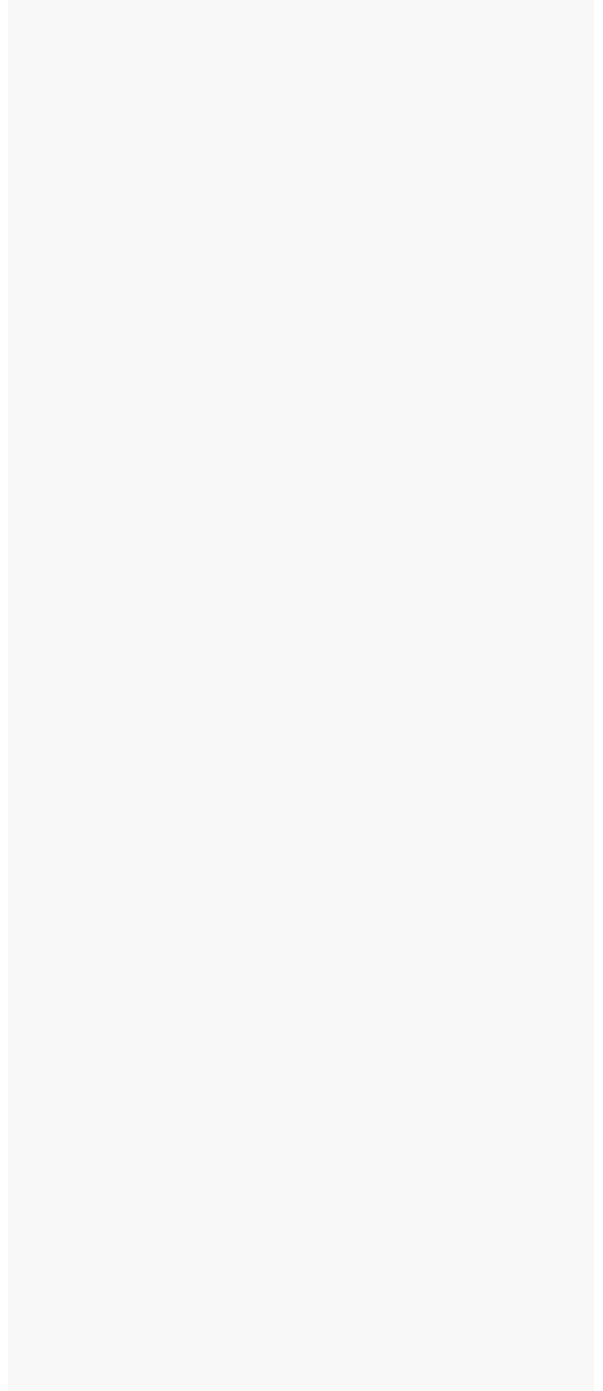


# WHAT'S ON MY MIND?

**WORRY ITEMS:**



**WORRY ITEMS:**



## CONTROL, INFLUENCE OR CONCERN

On the Circle of Influence image (page 6) you'll see a larger version of the 3 circles or sections pictured below.

1. **Circle of Control:**  
Within my control

2. **Circle of Influence:**  
I can influence

3. **Circle of Concern:**  
Everything else...



### CIRCLE OF CONTROL:

- Do you have complete CONTROL over the worry item?
- Can you resolve it on their own without needing anyone else's help or input?
- If so, write the Worry Item down within the first circle labelled "WITHIN MY CONTROL" and move onto the next item.

## CONTROL, INFLUENCE OR CONCERN

### INFLUENCE:

- Do you have PARTIAL control or can you INFLUENCE the outcome of the worry item?
- Can you partly resolve the worry item or can you influence the outcome through their actions or behaviour?
- If so, write this item within the second circle labelled “I CAN INFLUENCE” and move onto the next worry on your list.

### CONCERN:

- Is the worry item COMPLETELY OUTSIDE of your CONTROL INFLUENCE?
- Is there nothing you can do or say that could directly impact this worry?
- Write this item in the outside circle labelled EVERYTHING ELSE

### STEP 2: EXERCISE

- On the next page, work through the list of WORRY ITEMS you prepared in STEP 1.
- One by one assess each WORRY ITEM and decide if:
  - It is within my control (CONTROL)
  - I can influence (INFLUENCE)
  - Everything else (CONCERN)

## STEP 2: EXERCISE

Write each of your WORRY ITEMS in the circle that represents if you can CONTROL it, INFLUENCE it or it's everything else (CONCERN).



## STEP 3: TAKING CONTROL

Once you've placed all of your 'Worry Items' in the circles, take a few moments to review your Circles of Influence.

List the worry items you DO have CONTROL over and IDENTIFY an ACTION, however small, for each item.

### WITHIN MY CONTROL

### ACTION


**TIP:** It's helpful to action ONE of these today - or even RIGHT NOW - to help you instantly feel better.



## STEP 4: PLANNING TO INFLUENCE

For the items you have INFLUENCE / PARTIAL control over:

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

**Actions to INFLUENCE**

**Date**

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## STEP 5: LETTING GO

Finally...and most importantly...

# LET GO of EVERYTHING ELSE!

You have already considered these and realised that you can do NOTHING about them.

You choose how you spend your energy and time. So you can choose to focus on what is WITHIN your CONTROL and INFLUENCE.

It's a complete waste of energy and a huge stress increaser to worry about things that you can do NOTHING about!

So now, take a pen, and physically STRIKE THROUGH every single one of those "Everything Else" items on your Circle of Influence.

After all, if you can't control or influence it, then it's a waste of your precious energy to even think about it..

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**QUESTION:** how does it FEEL to LET GO of things you have no CONTROL over?

**TIP:** After striking out the Everything Else items, you could cut out around the edge of the grey INFLUENCE circle. Then keeping the CONTROL and INFLUENCE circles, scrunch or tear up the rest of the page and put Everything Else in the bin. This is a powerful way to LET GO.

# THIS IS JUST THE BEGINNING...

I'm Jules Haughey, a Life and Business coach helping women in their personal growth and life transformation, empowering you to rediscover happiness and fulfilment in your work and gain balance in your life.

I help you evaluate your life as it is now, design how you envision your dream life then put realistic plans in place to achieve the goal of living life with passion and purpose.

Find lots more tools online...

[www.mindbodylifesoul.com](http://www.mindbodylifesoul.com)

