



## Business Coaching Tool: My Spheres of Influence



Feeling overwhelmed? Stressed? Anxious? It's as easy as A, B, C. Give yourself 10 minutes to complete this short and simple exercise and TAKE BACK CONTROL. Turn over for instructions.

### EVERYTHING ELSE...



**EVERYTHING ELSE...**



**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 Spheres of Influence** 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 "Spheres of Influence" 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.
  - 3) Finally (and most importantly) LET GO of EVERYTHING ELSE!
    - **Strikethrough each of these items** on your "Spheres of Influence" 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 - various worries related to an upcoming examination:**

- 1) Feeling guilty about how much study you're doing at the moment? This goes under "CONTROL" - how much study you do is entirely within your control. Note: If you're *also* beating yourself up about how much study you did *last week* then that goes in "EVERYTHING ELSE" - because you have no control over the past...
- 2) Concerned whether your teacher will recommend you or give you a reference? Put this under "INFLUENCE". You may not be able to control your teacher's actions, but there are many things you could do to influence them...
- 3) Worrying what questions might come up on the exam paper? Put this under "EVERYTHING ELSE". Short of cheating, this is completely outside of your control. Focus on what you have control over (your study) and let go of this one!