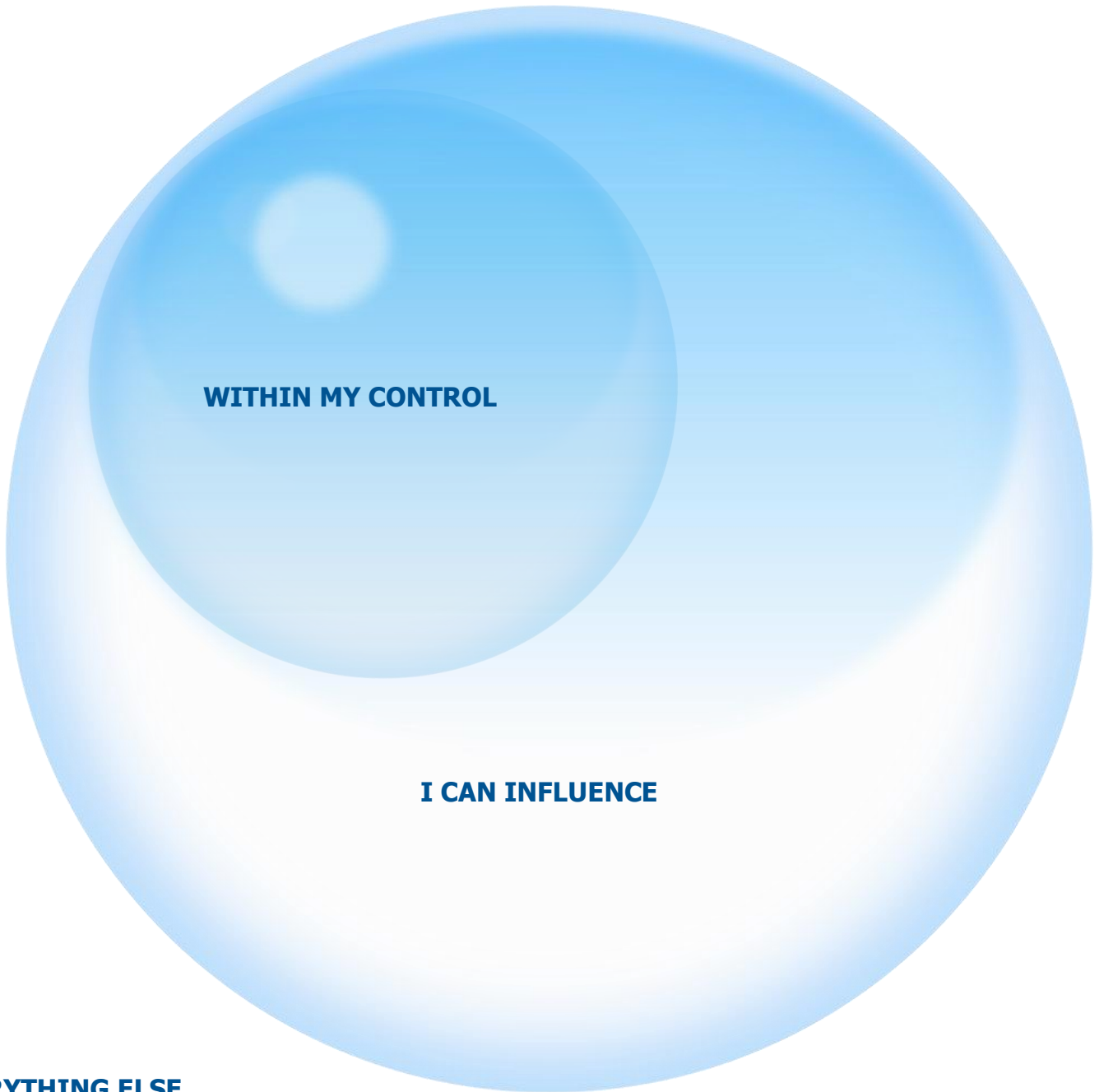




My Spheres of Influence Exercise

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

EVERYTHING ELSE...



EVERYTHING ELSE...

EVERYTHING ELSE...



My Spheres of Influence Exercise

1. Have the Spheres of Influence on page one printed out if you can (or a pen and paper to draw them).
2. Next take a moment to calmly **consider the list of things contributing to your worries and feelings of overwhelm**. It could be worrying about something at work, what's going to happen next, the health appointment you cancelled but can't reschedule yet, worry about someone you care about, feeling tired, other work issues, lack of work, feelings of guilt etc.
3. **If you don't have the tool printout:** Write "My Spheres of Influence" as a heading at the top of the page. Then draw one large circle that almost fills the page, followed by a second circle inside the first circle (that takes up roughly 1/3 of the larger circle's space). Then write "Within my control" inside the smallest circle, "I can influence" inside the largest circle and "Everything Else" somewhere outside the circles on the page.
4. Now using your drawing or the tool, **write out each 'Worry Item' on your "Spheres of Influence"**. You must assess each worry item and decide:
 1. Do I have **complete CONTROL** over the worry item (i.e. you can resolve it on your own without needing anyone else's help or input):
 - If so, write it down within the first circle labeled "WITHIN MY CONTROL" and move onto the next item.
 2. If you have **PARTIAL control / can INFLUENCE** the outcome of the worry item (i.e. You can partly resolve the worry 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 worry on the list.
 3. Finally, if the worry item is **COMPLETELY OUTSIDE of your control or influence** (i.e. there is nothing you can do or say that could directly impact this worry)
 - Write this item OUTSIDE the circles in the area labeled "EVERYTHING ELSE..." and move onto your next worry.
5. Once you have written out all your 'Worry Items' in the relevant area, review your "Spheres of Influence".
 1. For the worry items you have CONTROL over:
 - **IDENTIFY AN ACTION** (however small) for each action. *Remember the Plan, Do, Study, Act model.*
 - **TIP:** It's helpful to action ONE of these today - or even RIGHT NOW - to instantly feel better.
 2. For the items you have INFLUENCE / PARTIAL control 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!** You get to choose how you spend your energy. So, you can choose to focus on what is WITHIN your CONTROL and INFLUENCE. It's a complete waste of energy (and big stress increaser) to worry about things you can do NOTHING about!
 - **Now physically STRIKETHROUGH each of these "Everything Else" items** on your "Spheres 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.
 - **TIP:** If you struggle with this idea (and even if not!) then consider how it FEELS to let go of the things you have no control over.
 - **TIP:** As well as striking out the "Everything Else" items, you could also cut out around the big circle, scrunching up the "Everything Else" items and putting them in the bin. This is a powerful way to "let go".