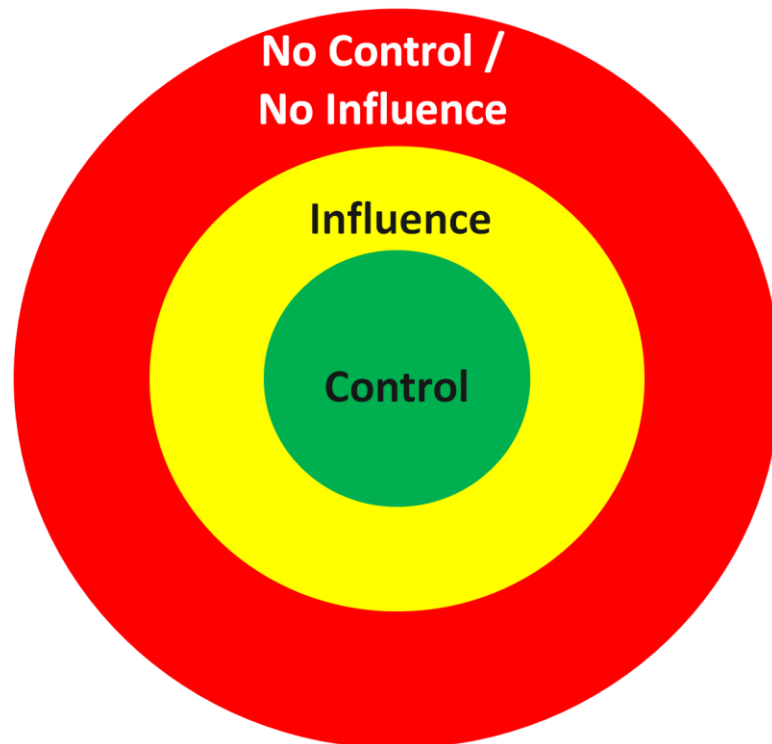


Spheres of Influence and Control

1. Write down your current top 5 complaints about your job.
2. Decide which of the following three categories each complaint belongs in:
 - **Sphere of Control** – things over which we have the final say; we determine the outcome. For example, “My email inbox has 562 unread messages in it and I am so stressed out.”
 - **Sphere of Influence** – issues that we can influence, although we alone do not determine the outcome. Such as, “My assistant works so slowly, it’s easier if I just do it myself – but that means working longer hours.”
 - **Sphere of No Control/No Influence** – matters that are out of our control or beyond ability to influence. For example, “My job requires heavy travel and I never get to see my family.”



3. **Now, look at the complaints that fell into the No Control/Influence category.** Ask yourself, **“Am I ready to let go of this? Am I resolved to stop thinking about it, complaining about it, and letting it bother me?”** Go back to where you wrote these in Step 1 and draw a line through the ones you accept you cannot control.

4. **For any “No Control/Influence” complaints that you are having trouble letting go of, rephrase them in a way that brings them into the Sphere of Influence or the Sphere of Control.**

5. **Bonus: for any look at the complaints that are in your Sphere of Influence. Rephrase these in a way that brings them into your the Sphere of Control.**

6. **Finally, look at the items that are now in your Circle of Control. What is one concrete action you can take this week to address each one?** Write down that action next to each issue, and also put it on your calendar or To Do list to make sure you get it done.