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.