



What's in my control

Leadership Dimensions

Inspiring shared purpose

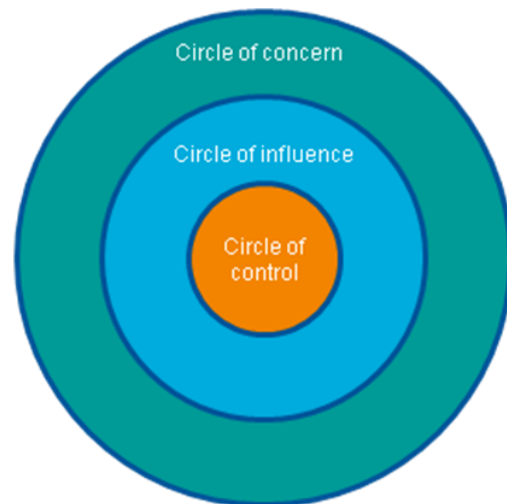
Leading with care

In life, many individuals waste time attempting to change things that are not in their sphere of influence.

Clearly there are extremes like the weather, the direction of the wind or the incoming tide that we cannot influence - though some have tried. The trick is being very clear what you can and cannot control or influence.

Think in terms of concentric circles

- The **circle of concern** comprises all matters that you care about.
- The **circle of influence** includes all things that you have direct influence over.
- Within your circle of influence is a further subset of all the things that you have direct and full control of - this is your **circle of control**.



The circle of influence is rather like a muscle. It can expand and enlarge with exercise and wither away with lack of use.

When people focus effort on the things they can influence, for example their self-awareness or their relationships with colleagues, they expand their knowledge and experience, and so **their circle of influence increases**.

However when people focus on the things they cannot control, like a decision to be made at Board level or the response of a person at work, they have less time and energy to spend on things they can influence. Consequently **their circle of influence becomes smaller**.

When to use this tool

When you need to think about those things that you can and cannot control, and those things that you can influence but not control in your life.

What to do

1. Identify what you can and cannot control or influence.
2. Develop a plan for actions that you can take to address issues within your circle of influence.

Tips

- Be very honest with yourself.
- Test to see whether you are still planning to waste effort and energy trying to influence something or someone that is out of your influence! If you are not sure, ask a colleague or your line manager for their view.
- If you know that you can be too tenacious, make sure that you are haven't developed a blind spot!

Identify what you can and cannot control or influence.

What matters for your career?	What can you influence or control?
<p>1. Write down the things that you are concerned or interested about in your work environment.</p> <p>For the moment don't think about control, influence or concern – just work on identifying all your critical issues.</p>	<p>2. Write the issues that you have control over in the circle of control section. These are issues you can just get on and manage. That is, create a plan and take action.</p> <p>3. Write the issues that you know you can influence in the circle of influence. Don't limit yourself to the areas you are in charge of. Consider areas in which you have even the smallest amount of influence.</p> <p>4. Grade remaining items as 'not in my influence' and 'potentially in my influence'. Place the 'not in my influence' issues in the circle of concern and leave them there. Do not spend any more time worrying about them.</p> <p>5. Place 'potentially in my influence' issues in the circle of influence and mark them with a star for revisiting later on.</p>
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Develop an action plan

What you can influence	Actions you can take in your circle of influence
List the items from your 'circle of influence' that are NOT marked with a star.	Write one of more actions that you can take that will impact the issue and describe what success will look like for you.
<p>Now work to deliver the actions you have recorded. As you deliver them, your influencing power will grow over time and you may be ready to address the remaining items that you marked with a star.</p>	
What you can 'potentially' influence	Actions you can take over time
List the items from your 'circle of influence' that are marked with a star.	When you are ready, write one of more actions that you could possibly take to influence these issues.
<p>Now work to deliver the actions you have recorded.</p>	

