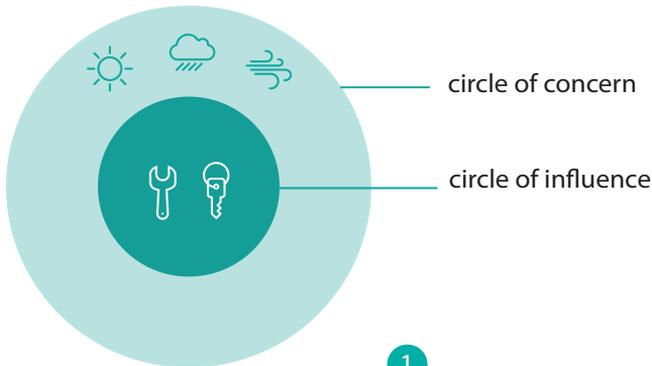


## INFLUENCE VERSUS CONCERN



1

Make a note of your question/problem/promise at the top of the page.

2

Draw 2 circles on a piece of paper.

An outer circle: circle of concern

An inner circle: circle of influence

It's a good idea to use a red pen for the outer circle (stop, keep out) and a green one for the inner circle (start, action).

3

List what you do, say, experience and what frustrates you,...

And put it in the most appropriate circle:

**If you can influence it:** put it in the inner circle of influence

**If you can't influence it:** put it in the outer circle of concern

4

Now assess what's in which circle. What strikes you?

How do you feel about it? How could you expand your circle of influence?

5

Based on your observations, decide on some actions for the coming week:

**Stop doing at least two things which have no effect.**

**Start doing two things within your circle of influence but have not yet acted on.**

6

If you can't decide which actions, ask someone for help, for instance your partner, colleague or manager.