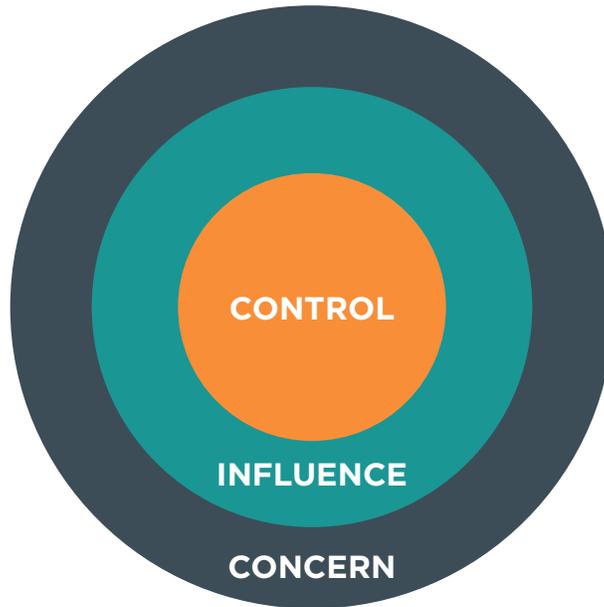


Circles of Control

Most of us want to be more effective and have more impact. Staying focused on what is already in your control is a simple and powerful way to do more with less.



Circles of Control Decoded

CONTROL

Level of Control
High

Decisions/Actions
You have sole responsibility for what happens.

Effort: Impact Ratio
Greatest potential for impact.

Simple examples
What we wear, what we eat, and who/how we spend our time outside work hours.

INFLUENCE

Level of Control
Medium

Decisions/Actions
You care about the outcome.

Effort: Impact Ratio
Possibility for impact.

Simple examples
What your partner or young children wear or eat, your health, or winning a game.

CONCERN

Level of Control
Low

Decisions/Actions
You likely can't affect the outcome.

Effort: Impact Ratio
Little possibility for impact (high possibility that your time and energy will be misdirected).

Simple examples
What your neighbors are doing (e.g., when they host a party or carry out a renovation), the economy, natural disasters, government policies, etc.

Filters to Focus Your Time and Energy

To start differentiating what is in your spheres of control, influence, and concern, take these steps:

- 1 Make a list of everything on your mind.
Tip: This practice is especially helpful when you're feeling overwhelmed.
- 2 Next, prioritize everything on your list.
- 3 Place every item on your list in one of three categories:
A = Control; **B** = Influence; or **C** = Concern.
- 4 Prioritize each project on a scale of 1 to 5 where 1 is high importance and 5 is low importance.

As you do this, ask yourself the following questions: Is it important to the bottom line? Does it matter to you or someone you care about? Does it bring you joy?

If you have a project that is 1 in importance but C in control, ask yourself the following questions: Is there any way to move this item into your circle of influence or control? What would need to change to make this feasible? Is it worth the time and effort?

What's on your mind? * List anything that comes to mind (e.g., any concerns you currently have about work, relationships, family, your home environment, and more abstract concerns).	 In your control	 In your sphere of influence	 A concern you can neither control nor influence	Prioritize each project on a scale of 1-5 (where 1 is high and 5 is low)

Follow-up Questions and Commitments

Streamline planning and team collaborations by focusing on what is in your spheres of control, influence, and concern. To begin, explore the following questions:

- 1 What is currently in your circles of control, influence, and concern?
- 2 If there are desired outcomes currently outside your circle of control, who else needs to be involved?
- 3 How might you share this framework with your team to align and hone collaborations?
- 4 How can you use this framework to determine who should own which projects?

Why Focusing on Your Control Center Matters

Time is precious, demands are high, and stress is persistent.

Using Circles of Control to filter what is on our plate is the best way to build bandwidth, focus, agility, and impact.



Build the agility and focus needed to have more impact at work and in life. Set up a time to talk to **Dr. Camille Preston and the AIM Leadership team.**

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