

Leader Toolkit

What is in your control



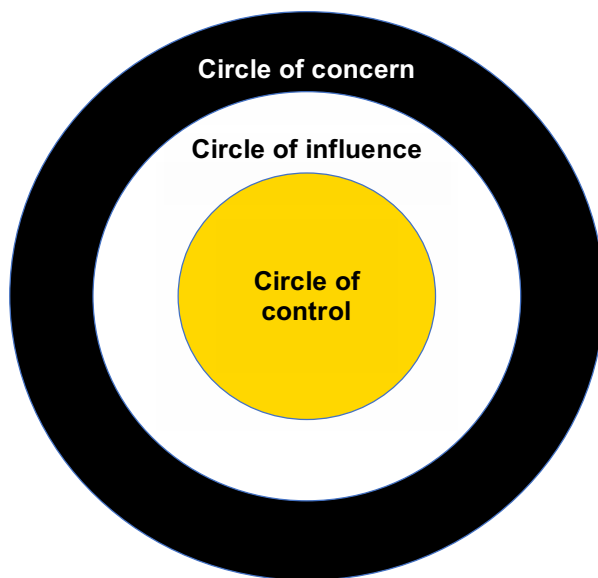
We are **RESPONSIBLE** leaders, **DEDICATED TO QUALITY**.

We focus on where we can have an impact, stretching ourselves to influence where we can.

Why use this tool

In life and work, many people spend time thinking about or trying to change things that they probably can't i.e. they are not in their circle of control or influence. To help you make the right choices about where to focus your time and energy, the trick is having a **very clear understanding of what you can and cannot control or influence**.

Think in terms of concentric circles



When people focus effort on the things they can influence, for example their relationships with team mates, they expand their knowledge and experience and feeling of satisfaction.

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.

When to use this tool

When you or someone in your team are experiencing difficulties or frustration with something or someone in the organisation.

How to use this tool

1. List the things that you are concerned about.
2. Identify what you can and cannot control or influence.
3. 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 another team member or your line manager for their view.

What is in your control



Steps 1 & 2: Identify what you can and cannot control or influence.

1. What matters to you?	2. What can you influence or control?
<p>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 challenges.</p>	<ul style="list-style-type: none">▪ List 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.▪ List 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.▪ Mark remaining items as 'not in my influence'. Place the 'not in my influence' issues in the circle of concern.
	<div>Circle of concern</div> <div>Circle of influence</div> <div>Circle of control</div>



What is in your control



Step 3 : Develop an action plan

'Circle of Control'	Actions you can take in your 'circle of control'
List the challenges that you can control	Write one of more actions that you can take that will impact the issue and describe what success will look like for you.
'Circle of Influence'	Actions you can take in your 'circle of influence'
List the items that you can influence	Write one of more actions that you can take that will impact the issue and describe what success will look like for you.
'Circle of Concern'	Actions you can take in your 'circle of concern'
List the items from your 'circle of concern'	Should you a) let them go or b) work on a plan to build influence over time For the 'b' items write one of more actions that you can take that will impact the issue and describe what success will look like for you.
Now work to deliver the actions you have recorded!	

