

## Circle of Influence Worksheet

### Instructions:

Use this worksheet to clarify what you can control, influence, and what is outside your control. This will help you focus your energy on areas where you can make a difference.

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### Step 1: Define Your Concern

**What situation, challenge, or goal are you currently facing?**

(Example: "I'm struggling to advance in my career" or "I'm worried about my child's academic performance.")

**Write it here:**

### Step 2: Categorize the Factors

Break your concern into three sections:

#### 1. Circle of Control (Things you have direct control over)

- What actions, thoughts, or behaviors are within your full control?
- Example: "I can improve my skills, manage my time better, and communicate effectively."

**List them here:**

## **2. Circle of Influence (Things you can indirectly impact)**

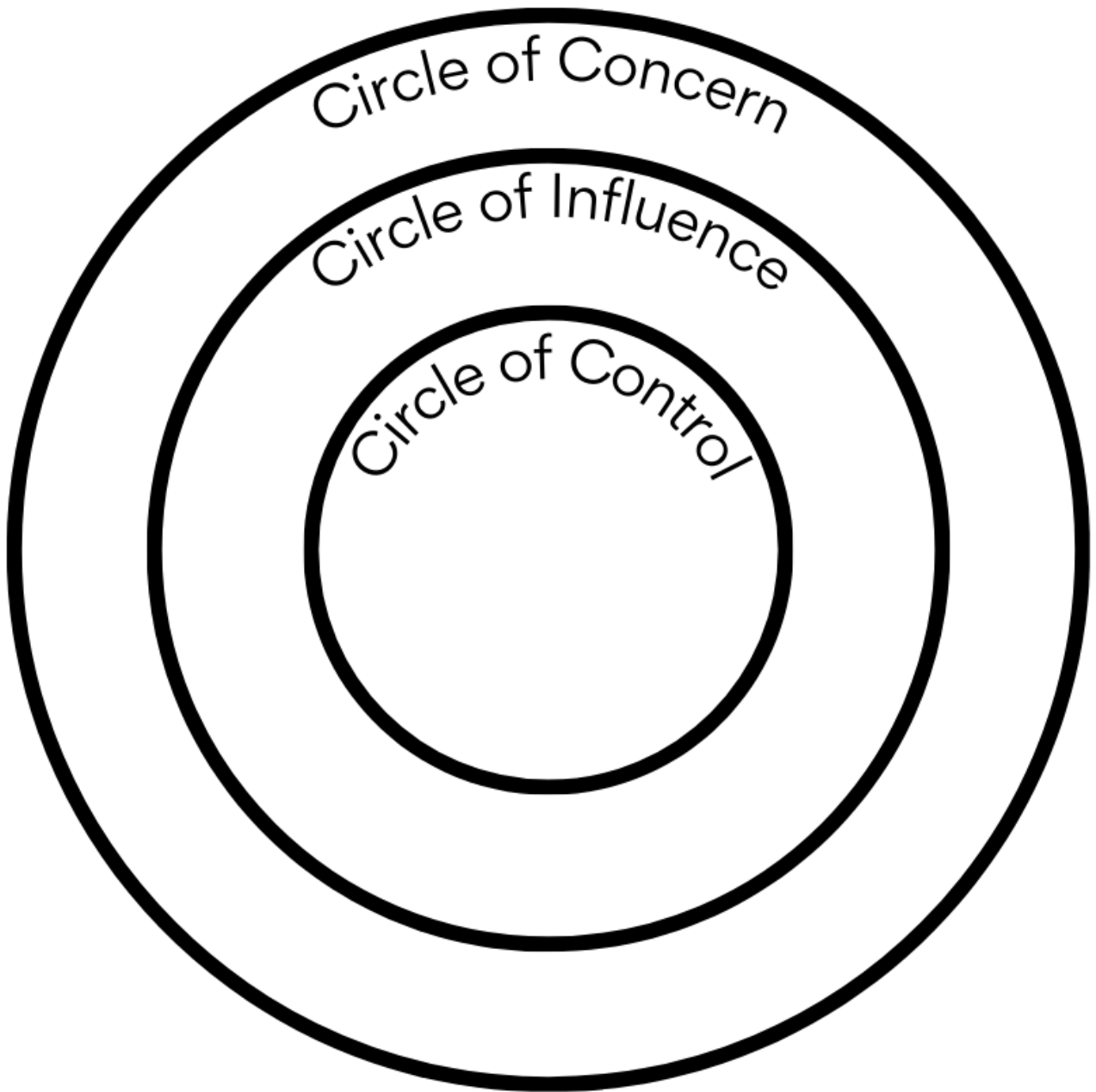
- What aspects of the situation can you influence, but not fully control?
- Example: "I can seek mentorship, share ideas in meetings, or advocate for better support."

**List them here:**

## **3. Circle of Concern (Things outside of your control)**

- What factors are beyond your influence, no matter what you do?
- Example: "Company promotion policies, global economic trends, or other people's decisions."

**List them here:**



### **Step 3: Take Action**

**Based on your Circle of Control and Influence, what specific actions can you take to improve your situation?**

(Example: "Enroll in a professional course, network with industry leaders, or create a study plan for my child.")

**Write 3 action steps:**

### **Step 4: Let Go of the Uncontrollable**

**How will you shift your focus away from things in your Circle of Concern?**

(Example: "I will stop stressing over company policies and focus on improving my contributions.")

**Write your plan:**

## **Reflection**

- How do you feel after categorizing your concerns?
- What was surprising about what you can control or influence?
- What is one thing you will do today to focus on your Circle of Influence?

**Write your reflections here:**