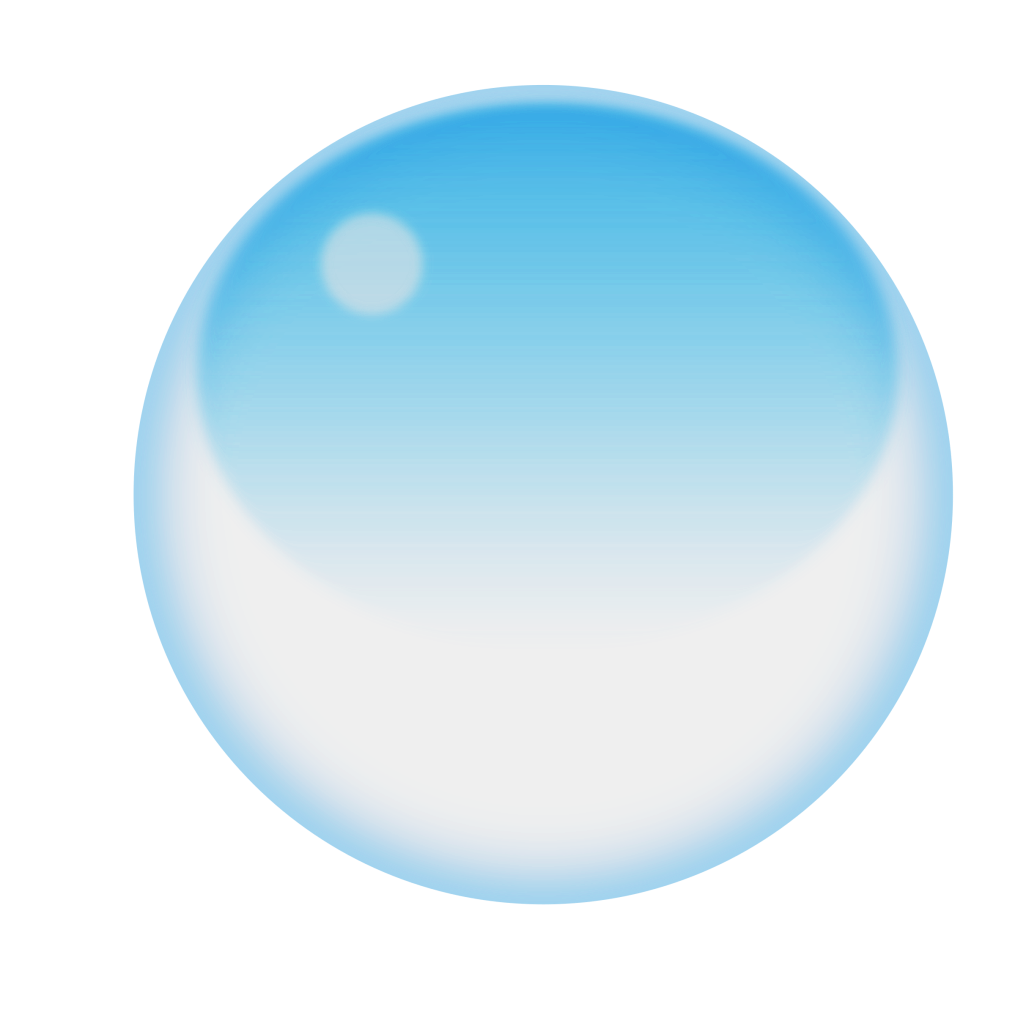


Feeling overwhelmed? Stressed? Anxious? Give yourself 10 minutes to complete this short and simple exercise and take back control.

## **EVERYTHING ELSE…**



## **WITHIN MY CONTROL**

## **I CAN INFLUENCE**

## **EVERYTHING ELSE…**

**INSTRUCTIONS ON HOW TO USE THIS**

1.Printout ‘Spheres of Influence’ or copy it on a piece of paper with the words in the same places.

2.Next take a moment to calmly consider all the things contributing to your worries and feelings of overwhelm. It could be worrying about, what's going to happen, worry about someone you care about, your health, feeling tired, worry about your job, income etc. Write these down.

3.Next transfer each 'Worry Item' on your "Spheres of Influence". For each worry item decide:

* Do I have complete CONTROL over the worry item (ie. Can I resolve it on my own without needing anyone else's help or input?): If so, write it down within the first circle labeled "WITHIN MY CONTROL" and move onto the next item.
* If you have PARTIAL control / you can INFLUENCE the outcome of the worry item (ie. I can partly resolve the worry item or influence the outcome through my actions or behaviour) Write this item within the second circle labeled "I CAN INFLUENCE" and move onto your next worry on the list.
* Finally, if the worry item is COMPLETELY OUTSIDE of your control or influence (ie. there is nothing you can do or say that could directly impact this worry) Write this item OUTSIDE the circles in the area labeled "EVERYTHING ELSE…" and move onto your next worry.

4.Once you have written out all your 'Worry Items' in the relevant area, review your "Spheres of Influence".

**For the worry items you have CONTROL over:**

I’d like you to IDENTIFY AN ACTION (however small) for each worry.

TIP: It's helpful to action ONE of these today - or even RIGHT NOW - to instantly feel better.

**For the items you have INFLUENCE / PARTIAL control over:**

I’d like you to write down the steps you will take and exactly when you will do them - today or in the next few days.

Finally (and most importantly)

**I want you to LET GO of EVERYTHING ELSE!**

You get to choose how you spend your energy. So I’d like you to choose to focus on what is WITHIN your CONTROL and INFLUENCE. It's a waste of your energy (and a big stress increaser) to worry about things you can’t do anything about!

5.Next, I want you to physically STRIKETHROUGH each of these "Everything Else" items on your "Spheres of Influence". After all, if you can't control or influence it, then it's a waste of your precious energy to even think about it.

**TIP**: If you are struggle with this idea (and even if not!) consider how it FEELS to let go of the things you have no control over.

**TIP**: As well as striking out the "Everything Else" items, you could also cut out around the big circle, scrunch up the "Everything Else" items and put them in the bin. This is a powerful way to "let go".

* *Worry less, thrive more. You are the one who gets to choose how you live your life, choose well*. June, The Coach