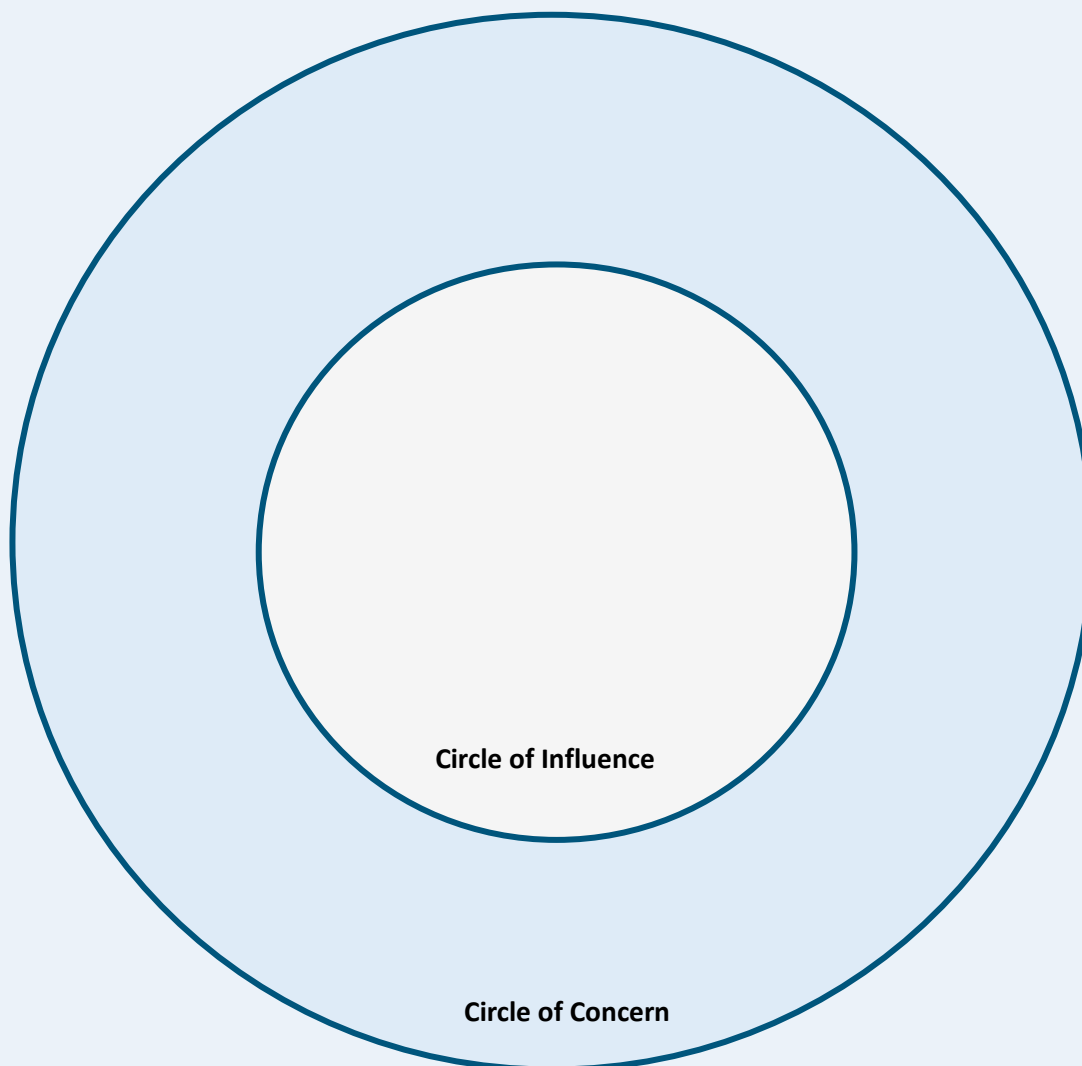


# THE CIRCLE OF INFLUENCE

*Adapted from **Seven Habits of Highly Successful People** by Stephen Covey.*

One of the most important decisions to make each day is to choose what is most deserving of our time, energy and attention. It is easy to feel distracted, anxious or overwhelmed by things over which we have little or no control. It's wiser to focus our efforts on only those things we can do something about. If we give attention and energy to things that we can personally influence our energy becomes more creative, positive, and productive.

To help focus your energy where it will have the greatest positive impact, take two minutes at the start of your day to decide what sits inside your circle of influence, and what rests outside your control in the circle of concern. On the image below, quickly jot down anything that's on your mind into the relevant circles. Anything you can't directly influence or control goes into the circle of concern. Only what you can do actively something about goes in your circle of influence.



Now set an intention for the day and create a focus for your energy and actions. In a notebook, write:

**I will let go of...** *(something in the circle of concern)*

**I will focus on...** *(one priority you can influence today)*

And a bonus energy booster:

**I am grateful for...** *(something specific, personal and practical)*

*Bruce Williams*

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