

Jill's Example of Her Circle of Influence

When you are asking yourself what you should do or how you should best respond to a situation or are wondering “who is responsible?” for something, draw a large circle on a piece of paper and ask yourself, “What is in my Circle of Influence and what is outside my Circle of Influence?” as defined by Steven Covey in his book, “The Seven Habits of Highly Effective People”. When you think of something that is actually outside your Circle of Influence, put an **X** outside the circle (and briefly note the idea you are thinking about). When you think of something that is **your** responsibility or what is under your influence, as opposed to what is in your circle of concern, put a description of this inside the circle. Now you know what is yours to do or what your next steps might be.

Here is an example from Jill when she suggested a marketing idea in a work meeting:

Jill puts outside her Circle of Influence

X =Mary stating that my idea for the work project is “dumb and has no punch”

X =the boss didn't stop Mary from putting me down

Jill puts inside her Circle of Influence

- Write up a description of my marketing idea with some example sketches
- Talk my idea over with Bob and ask him what he thinks
- Ask Bob if he has any questions or suggestions about my idea
- Get a good night's sleep tonight
- Text my friend, Barbara, to see if she is free this weekend for a coffee or meal somewhere
- Look on the internet for some potential photos that relate to my idea

X =I think Bob, my colleague agrees with Mary and is thinking I should prepare my ideas better before presenting them in a meeting