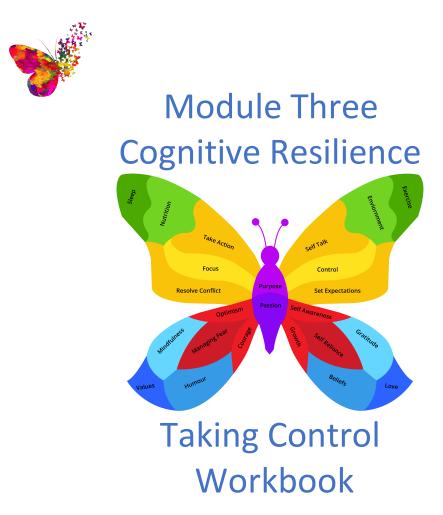






Building a Resilient Mindset One Day at a Time



"You can influence, direct and control your own environment. You can make your life what you want it to be." Napoleon Hill

The goal of this exercise is for the you to become aware of factors that are within and beyond personal control. This awareness can prevent you from wasting precious energy by attempting to control the uncontrollable and can promote the investment of energy into the things that are controllable.

Becoming aware of how limited our ability is to control the world outside ourselves can be a confronting experience, especially for people who have spent a great deal of time trying to control things that are beyond their control. It is important to remember that the goal of this exercise is not to scare you or to induce helplessness by showing how little you can influence your own life, but to help you to invest your energy differently, to improve overall well-being.

It useful to note that there is a difference between influence and control. For example, by going to bed early, one may –potentially– influence the quantity of sleep, but ultimately one cannot control the quality of sleep. The goal of this exercise is to help to make a distinction between the actions that are within your control and those that are outside of your control.

Exercise: Instructions Step 1: Identifying desired outcomes

Simply take a moment to consider an important goal that you would like to achieve. Write down this goal in the first column of Table 1. Make sure to formulate the goal in a way that specifies a direction towards an outcome (e.g. I want to feel more relaxed), rather than in a way that specifies a direction away from an undesired outcome (e.g. I want to experiencing less stress).

Step 2: Identifying actions

Consider the goal you mentioned in Step 1. Think of actions that will help you get closer to your goal, and write them down in the second column of Table 1.

Step 3: Identifying actions that are within personal control

Now, take a look at the actions you listed in Step 2 and determine which aspects of the action you have full control over. In other words, which aspects of the action do not rely on other people or on uncontrollable circumstances to follow through with them? List these aspects in the third column of Table 1

Step 4: Identifying factors that are outside personal control

Consider each of the actions you have full control over as listed in Step 3. Per action, think of all of the things associated with that action over which you do not have full control. In other words, think of the aspects of the action (often the consequences of the actions) that lie beyond your power. List them in the fourth column of Table 1.

Step 5: Repeat when necessary

In case there are multiple goals, you may repeat step 1-4 for each goal you aim to achieve. An example of a completed table is shown below.

Table 1:

Desired Outcome	Factors/Actions to achieve desired outcome	Factors/Actions I can control	Factors/Actions beyond my control

Table 2. Example of completed form

Desired outcome	Factors/Actions to achieve desired outcome	Factors/Actions I can control	Factors/Actions beyond my control
	ask my boss to work less	how and when I will ask for it	how my boss reacts
Create more balance between working life and private life		start working earlier	How my colleagues respond when seeing me leave early
	Stop working after 6 pm	disable work email account on my mobile devices after 18:00	My thoughts about not being able to check my email after 18:00
More effective dealing with my emotions	allow myself to experience my emotions more fully	reserve time to spend more time alone	whether my emotions become more intense or less intense
Feel well rested	reserve more time for sleeping	time I will go to bed	the quality of my sleep

Graphic Version

Some people prefer the graphic version and so I'm including it here for you, but the process is the same. Fill in each circle to define what is within your sphere of control.

