

# TIPS TO FOCUS ON YOUR CIRCLE OF INFLUENCE

You might recognize this, people telling you not to worry so much.  
That's often easier said than done.  
The following tips can help you focus on your circle of influence.

## 1

### SEE PROBLEMS AS CHALLENGES.

Write down the things you worry about as challenges instead of problems. By not thinking in terms of problems but in terms of challenges, you change your mindset. A problem becomes an obstacle, while a challenge asks for an approach. For example, "I can't do it" is a problem and makes you feel hopeless, while "I have something to learn" challenges you to take action.

## 2

### CHANGE YOURSELF INSTEAD OF THE WORLD.

It's easier to change yourself than to change the rest of the world.  
By focusing on yourself, you can create new possibilities for yourself.

## 3

### TAKE RESPONSIBILITY.

Research shows that people who focus mainly on the circle of concern often feel like "victims," which makes the situation worse rather than better. People who focus on their circle of influence take responsibility for the situation they're in, which allows them to take steps to change the situation and/or circumstances.

## 4

### CATEGORIZE YOUR CHALLENGES.

Look at your challenges and divide them into three categories:

- A. Challenges related to your own behavior;
- B. Challenges related to the behavior of others;
- C. Challenges you can't do anything about, aspects from the past or your environment.

Think about how you can take the first step to address each of the categories.

## 5

### PRIORITIZE WITH THE END GOAL IN MIND.

To expand your circle of influence, it's important to clarify what you want to achieve.  
Think about what you'd like to learn and what you could do to learn this. Then it's important to map out your priorities, determine what you will do first to achieve your goal, and what you also might need to leave out.

## 6

### EXPAND YOUR CIRCLE OF INFLUENCE BY TAKING ACTION.

By addressing what bothers you, you already expand your circle of influence. You take steps to solve it.  
Determining your circle of influence was the first step. The second step doesn't have to be big; it can be a phone call, email, or appointment with someone. Determine what might be a suitable next step for you.

## 7

### ASK FOR HELP.

We sometimes tend to want to do everything ourselves, although you can often achieve more with the help of others. Determine what people can help you with this challenge and in what way;  
Tool 17 "I can't do it alone (anymore)..." can help you with this.

#### Sources:

Covey, S. R. (2014). *The 7 habits of highly effective people*. Atlas Contact.  
Covey, S. (2020). *The 7 habits of highly effective students*. Atlas Contact.