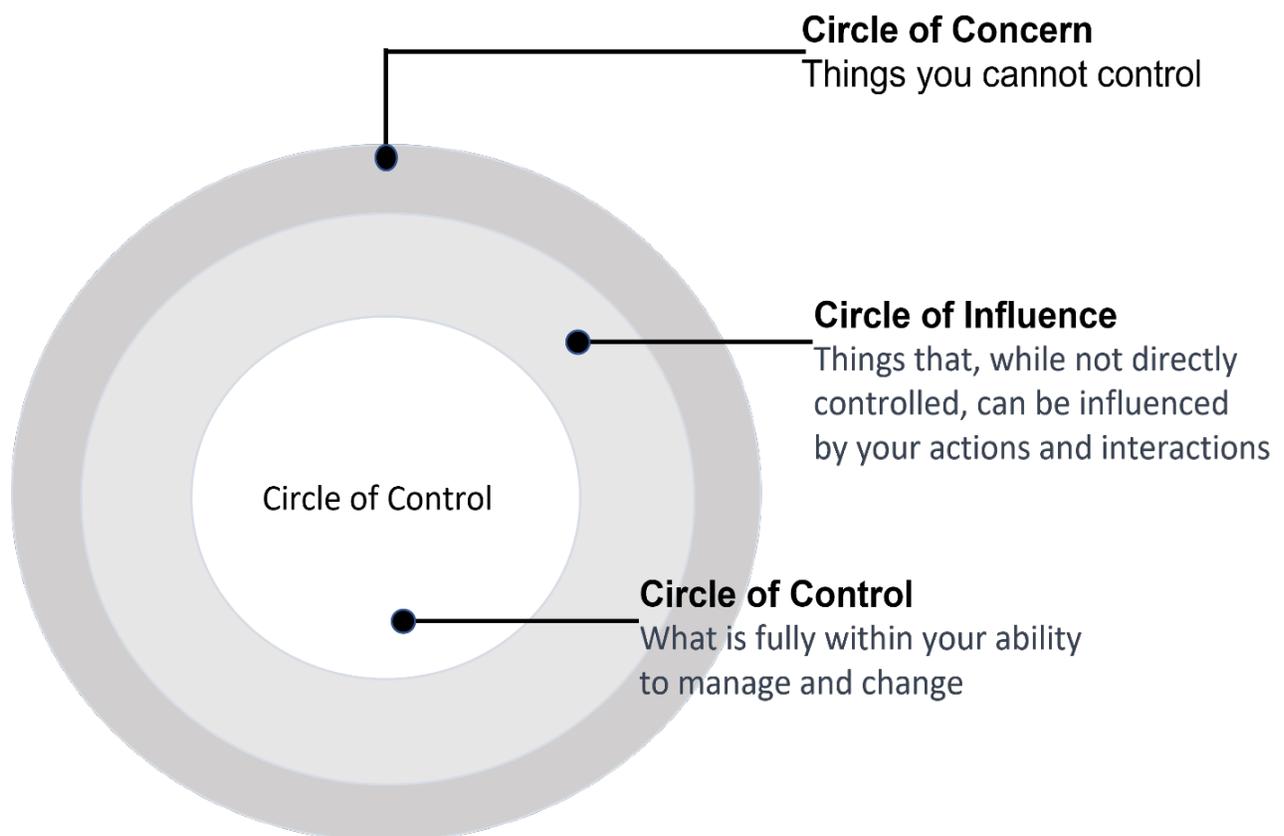




## Career Tips Thursday – 26 October 2023

### Resilience from a Career Perspective (Session I)

#### Exercise 1: Your Circle of Concern, Influence, and Control



## Exercise

- a) Think about your career situation. What items would you list under your "Circle of Control" and "Circle of Concern" below?
- b) Then, analyze the items in the Circle of Concern, and ask yourself the questions:
  - Is there any item I could move into the Circle of Influence?
  - What could I do about them that is within my control?
  - Which items are completely outside my control, and therefore I should stop worrying about?

For example:

Item in your Circle of Control: Building strong relationships with colleagues and contacts.

Item in your Circle of Concern: Limited job opportunities in your area.



You can leverage your control over networking and building relationships to move the concern about limited job opportunities into your Circle of Influence.

### **Circle of Control**

List the elements that are entirely within your control. These are the things you can directly influence or change. For example, what you can learn, what you choose to eat, or your time management.

### **Circle of Concern**

List the factors or elements that are outside your control. These are the things that you can't directly change now but may impact your career or life. For example: Economic fluctuations, Global political events, your organization's decisions, other people's actions, etc.

## **Circle of Influence**

Look at the items in your circle of concern. Is there any item you could move into your circle of influence? What could you do about that item that is within your control?

Try to let go of things you can't change and put your energy into what you can influence and control. The more you concentrate on these areas, the more power and control you'll gain over them.

*(Adapted from Stephen Covey, 7 Habits of Highly Effective People (1989))*

## **Exercise 2: Managing your Emotions**

Write a journal to help understand your emotions and thoughts. Writing helps us to learn from our experiences and helps us understand our emotions.

Capture the event or experience in objective language, describe your reaction, then note the lessons you might get from it. We use journaling as part of almost all our leadership development program experiences, and we emphasize with our participants that learning leadership resilience doesn't come from the "doing" but in the "reflecting on the doing."

To foster this reflection, even if you don't journal, just spend some thinking. Recall a time in your personal or professional life when you were able to rise above a difficult situation. Then ask yourself:

- What happened?
- What was I thinking and feeling at the time?
- How did I get through it?
- What did I do that helped me get through that situation?
- What did I learn from the experience and my reaction to it?
- Is there a pattern in my reactions?

You have the resources within you to become more resilient. But it does take some effort to learn (or remind yourself) what will work best for you, and it requires you making time for yourself.

## Exercise

Write about:

- **A particular event or experience** (Describe what occurred as objectively as possible. Don't use judgmental language. Stick to the facts.)

- **Your reaction** (Describe your reaction to the event as factually and objectively as possible.)

- **The lessons you have learned** (Think about the experience and your reaction to it.)