

THE CONTROL WORKSHEET

A simple tool for when something feels difficult, frustrating or outside your control.

STEP 1

NOTICE

What am I trying to control right now?

How do I know that I am starting to lose control?

What are you noticing in your thoughts, behaviour or reactions?

STEP 2

SORT

Think about the situation and separate it into the following three areas.

CONTROL

What can I directly decide or do?

INFLUENCE

What can't I decide, but might I affect?

ACCEPT

What sits outside my control or influence?

Accepting something does not mean agreeing with it. It means recognising what you cannot currently change.

STEP 3

ACT

What's my next useful move?

☐ Act

☐ Ask

☐ Influence

☐ Break it down

☐ Set a boundary

☐ Escalate

☐ Accept

The next thing I will do is:

You don't need control over everything. Find where your control and influence sit, then decide what to do next.

KALOBRATE

Making Workplace Culture Count.