

Introduction

Human beings can choose where they focus their energy and attention. If we focus on the concerns outside our influence, we risk increasing our stress and falling into the space of accusing, blaming, and victimization.

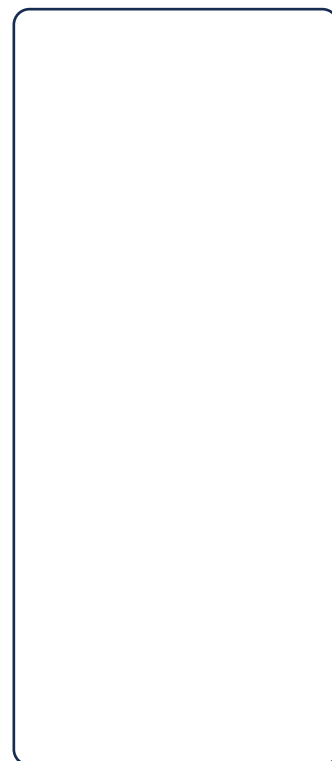
Altering thinking to a proactive focus can enhance productivity, help people see a greater connection to progress and achievement, in addition to build resilience.

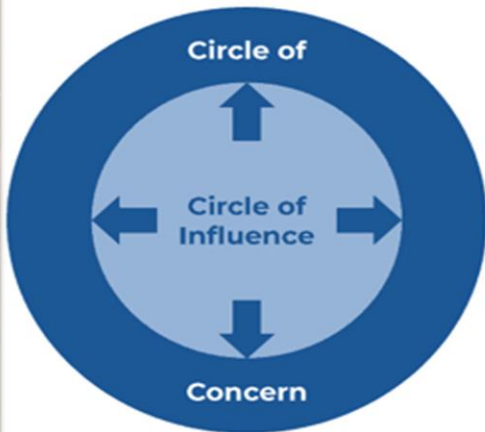
As a result of this workshop:

- You won't be acted upon by other people or circumstances
- See change as an exciting adventure and opportunity to make significant contributions.

Focus Circles

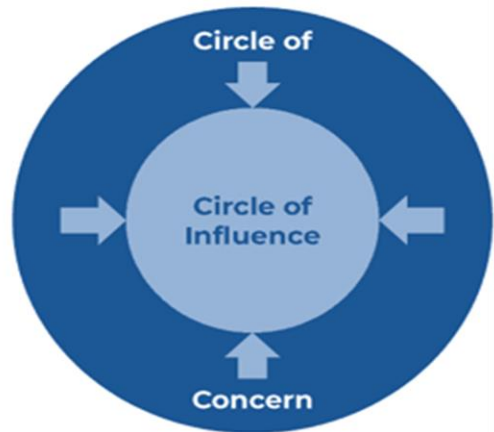
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Proactive Focus

Positive energy enlarges Circle of Influence



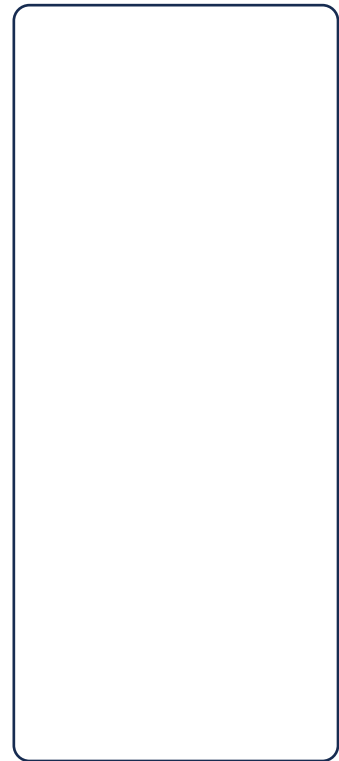
Reactive Focus

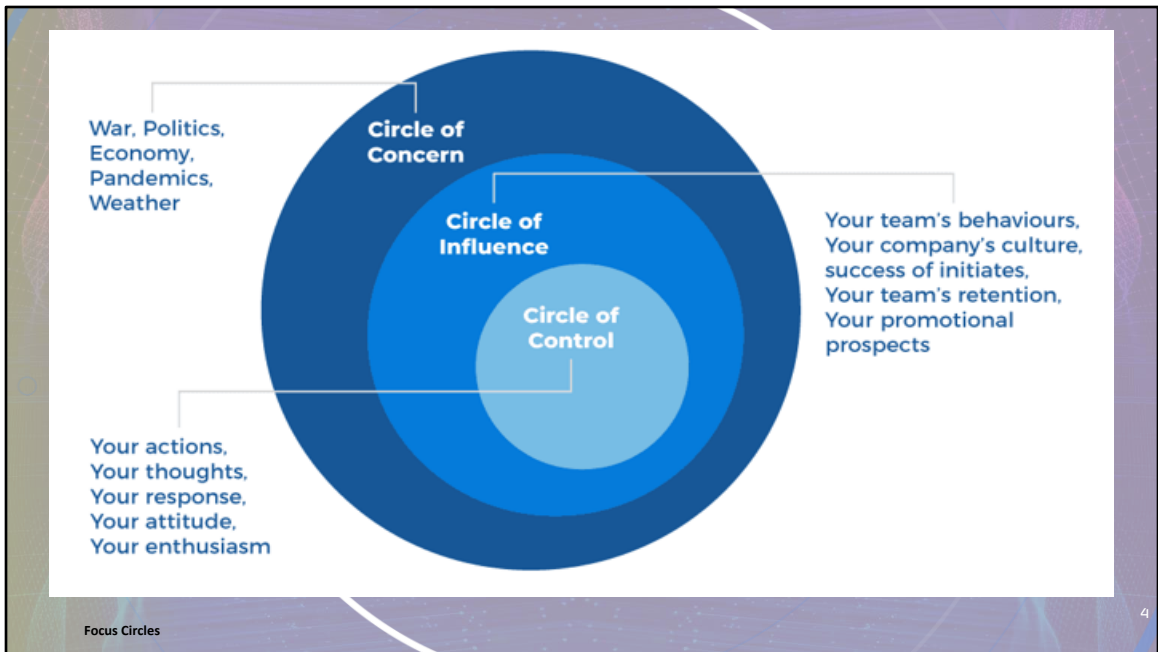
Negative energy reduces Circle of Influence

Focus Circles

"I am not a product of my circumstances. I am a product of my decisions."
-- Dr. Stephen R. Covey

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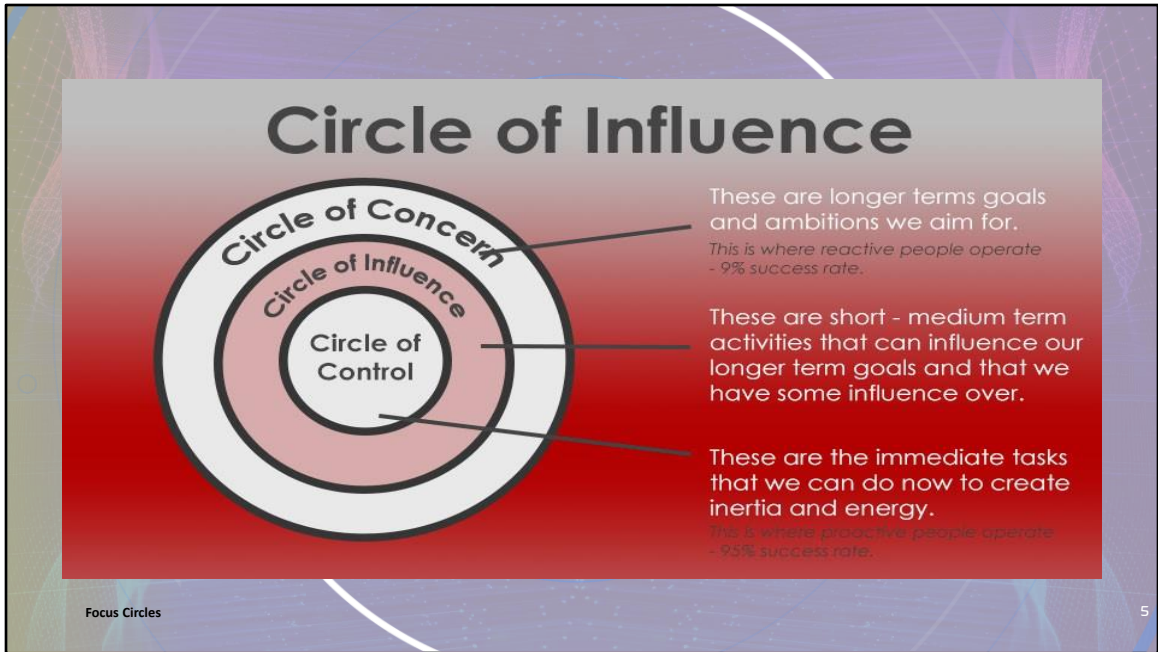


The control circle refers to the things that we have direct control over, such as our thoughts, behaviors, and actions. These are the things that we can change or adjust to achieve our desired outcomes.

The influence circle refers to the things that we can influence but do not have direct control over, such as the decisions and actions of others. We can use our communication skills, persuasion, and leadership abilities to influence these areas.

The concern circle refers to the things that we care about but have no control or influence over, such as natural disasters or global events. These are the areas that can cause stress and worry but ultimately, we cannot take any action to change them.

Understanding these circles can help individuals prioritize their efforts and focus on areas where they can make a difference. By focusing on the areas within their control or influence, they can become more effective and successful in achieving their goals.



The following are some journal prompts that can help:

What are some actions or behaviors that you can control in your life?

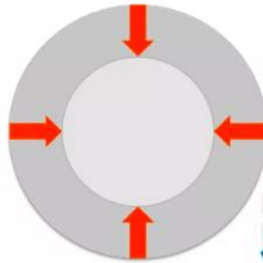
- How can you take ownership of your thoughts and beliefs?
 - What aspects of your environment can you influence or change?
 - What choices do you have in your relationships with others?
 - How can you prioritize your time and manage your schedule effectively?
 - What aspects of your health and wellness can you work on maintaining or improving?
 - How can you budget and manage your finances responsibly?
 - What skills or knowledge can you develop through learning and practice?
 - How can you approach challenges and obstacles in a proactive and constructive way?
- What habits or routines can you establish to help you feel more in control of your life?

How do we describe positive & negative focus ?

● circle of concern ● circle of influence



Proactive Focus
positive energy enlarges
the circle of influence



Reactive Focus
negative energy reduces
the circle of influence

Focus Circles

PROACTIVE PEOPLE

Don't react to or worry about
conditions over which they
have little or no control.

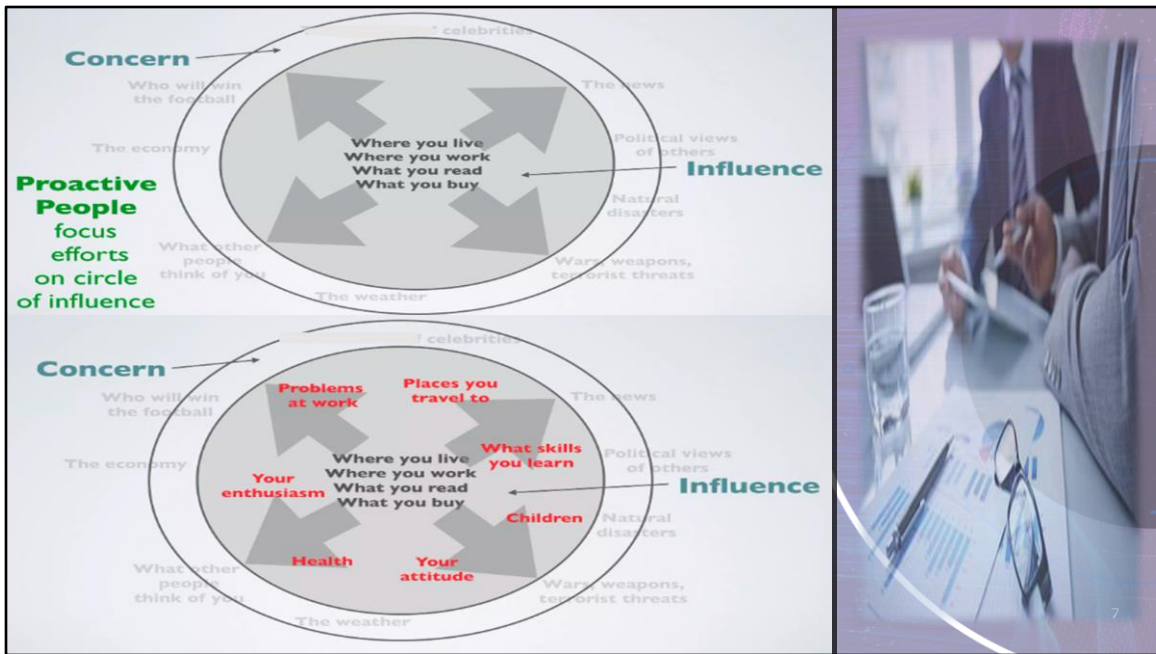
Instead focus their energy on
things they can control.

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Whatever you can't control or influence falls within the concern circle.

Here are some examples of things that may be within the concern circle:

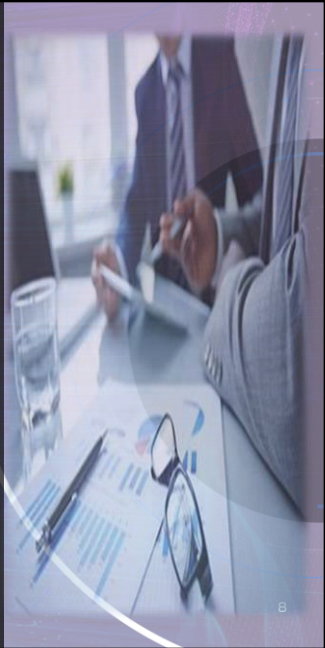
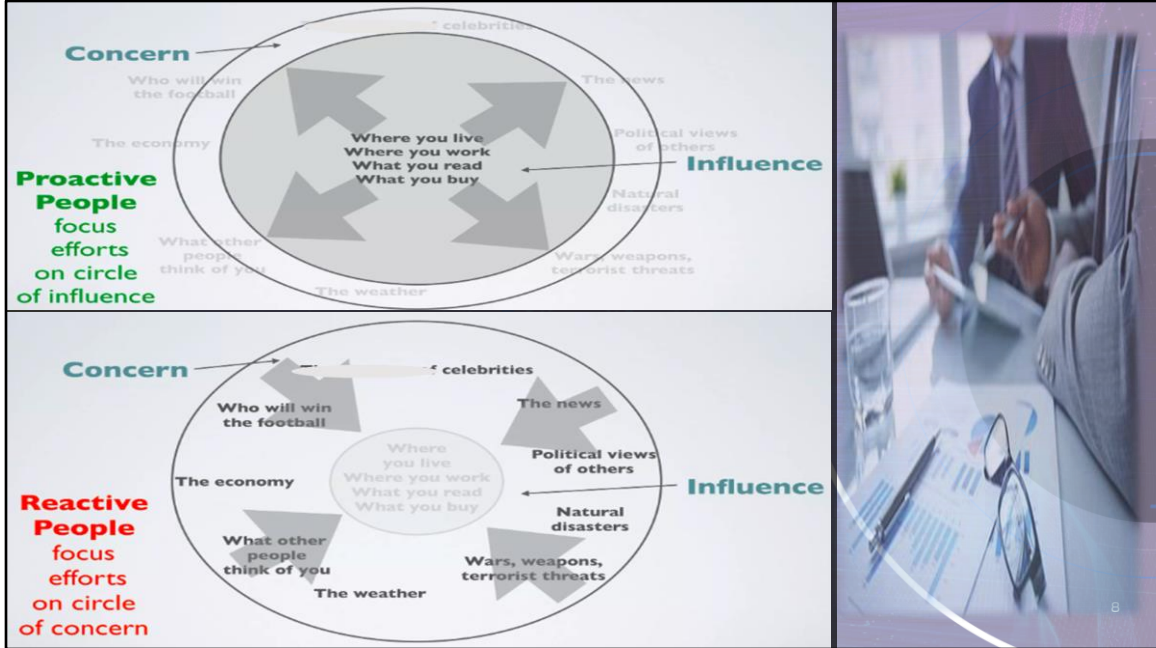
- Personal health and wellbeing
- Financial stability
- Relationships with family, friends, and significant others



Things within the control circle are things that we have direct control over and can influence.

Here are some examples:

- Our thoughts and beliefs
- Our actions and behaviors
- Our words and language
- Our attitude and mindset
- Our health and well-being
- Our decision-making
- Our hobbies and interests
- Our time management and productivity



. Focus on Yourself

The easiest way to identify what’s within your circle of control is to focus only on yourself. You can control your thoughts, emotions, and actions.

Spend your time and energy on things that matter the most to you. Do not waste your time trying to control things you cannot control.

2. Separate the Controllable and Uncontrollable

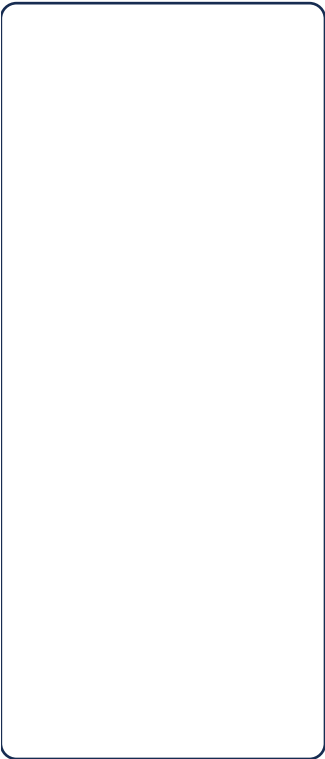
List down the different factors affecting a situation.

Then, separate them into two categories – the ones you can control and the ones you cannot.

3. Acceptance

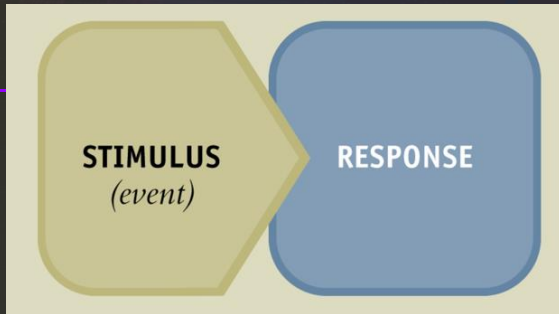
Identify those aspects of your life that you cannot change or affect no matter how hard you try.

Once identified, accept those as they are and focus solely on those factors that you can control.



Stimulus is an event that happens to us, and response is our reaction or action towards that event. We respond in a particular way to a particular stimulus.

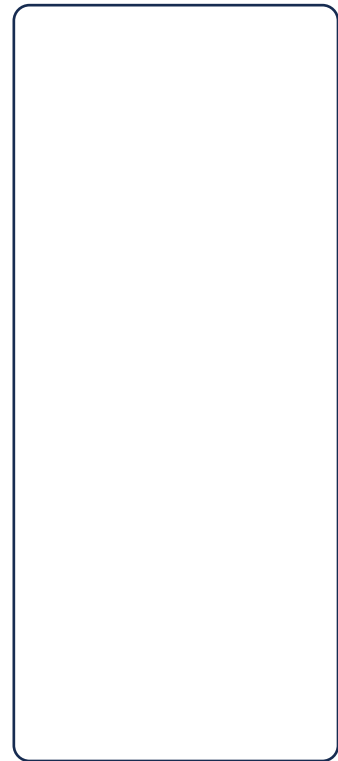
But in between stimulus and response, We have the freedom to choose how we respond



Focus Circles



Stimulus is collected by sensory organs in the body of an organism like eyes, ears, tongue, skin, and nose. Response is given by effector organs like muscles, hands, legs etc. as a reaction to the stimuli.





“Between stimulus and response there is a space.

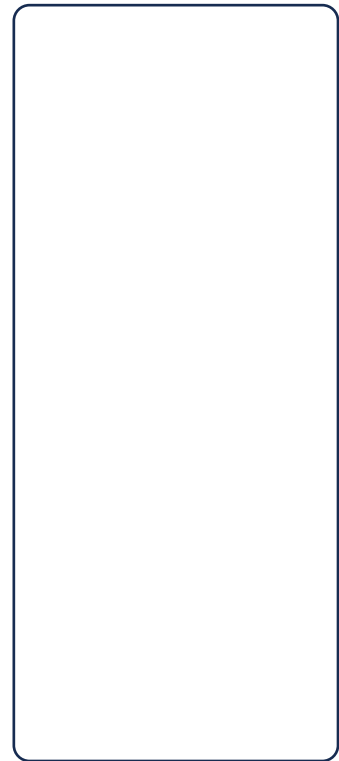
In that space is our power to choose our response.

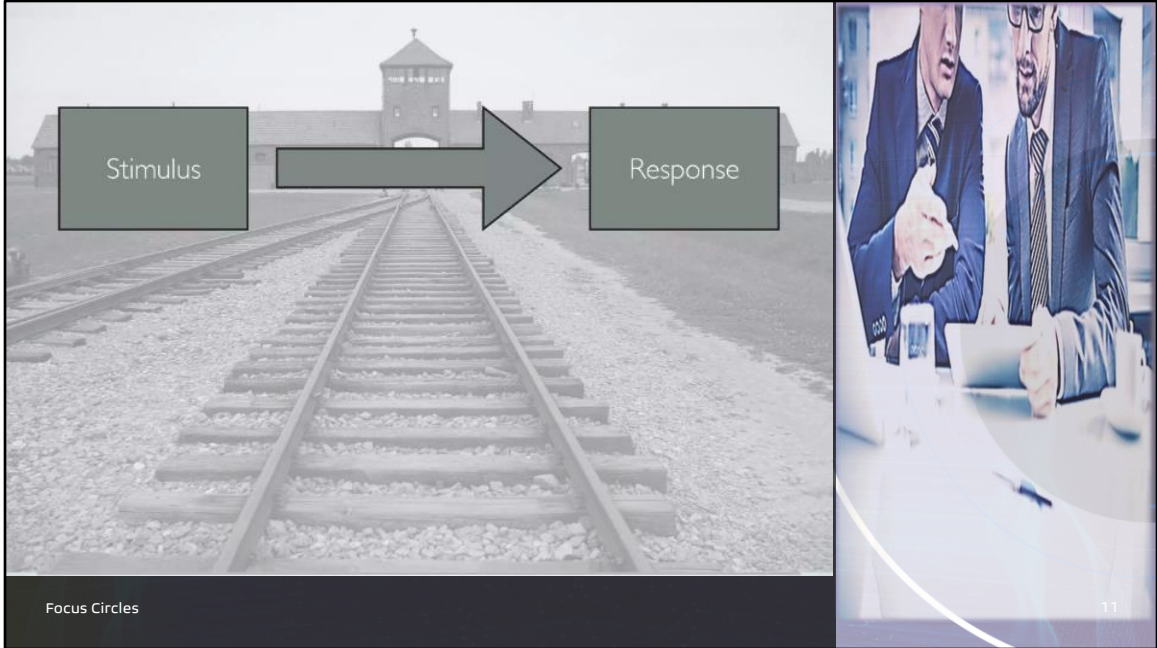
In our response lies our growth and freedom”

- Viktor Frankl
Mans search for meaning

“A mind that is stretched by a new experience can never go back to its old dimensions.”

Oliver Holmes





Stimulus:

Anything that can cause a bodily or behavioral change is a stimulus.

Response:

A living organism's behavior that arises in reaction to an internal or external stimulus is known as a response.

Stimulus

1. The environment provides stimulation.

Response The response occurs within the organism.

2. In animals, afferent or sensory nerves carry the stimulus signal.

Response The signal for the reaction is carried by efferent or motor neurons and takes place within the organism or is a change in the organism's behavior.

3. The stimulus signal is carried by afferent nerves to the central nervous system behavior

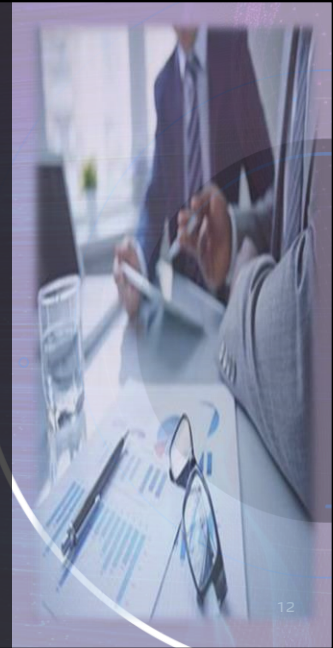
Response The response signal is carried away from the central nervous system and towards the target organ via efferent nerves.

4. Sensory organs in an organism's body, such as the eyes, ears, tongue, skin, and nose, collect stimuli. **Response** Effector organs such as muscles, hands, and legs respond to stimuli by producing a response.

By choosing to focus on the circle of influence – we move into a more proactive space. Rather than spending energy on things we can do nothing about, we can take steps that make a positive difference – calling on our strengths and connections. And we can also choose to let go of concerns that are not serving us well.



Focus Circles

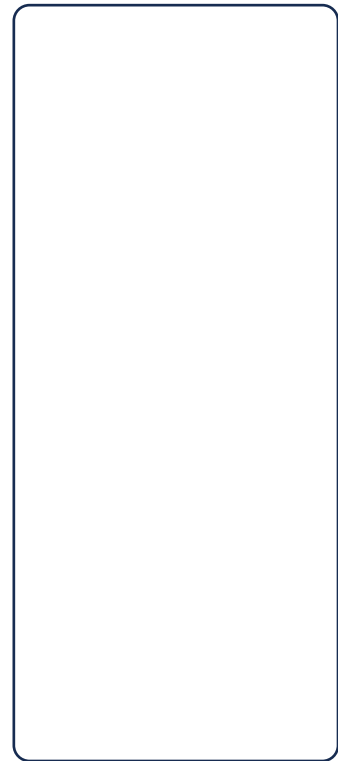


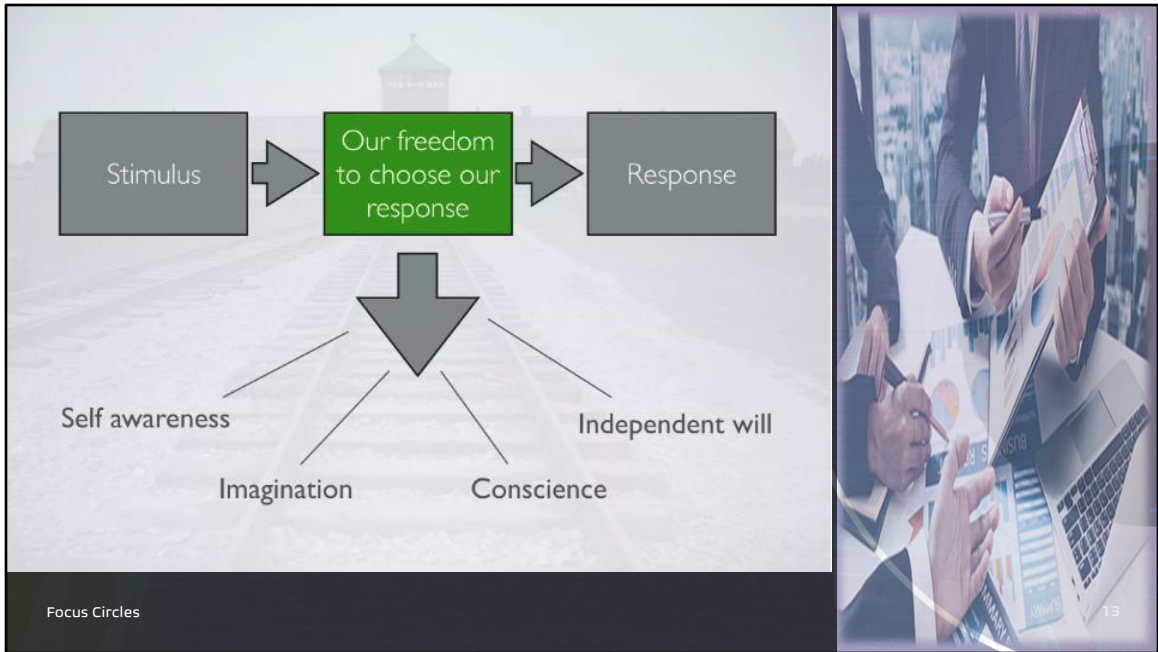
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A fundamental principle about the nature of man:
Between stimulus and response, man has [the freedom to choose](#).

The fish and the aquarium

We are like a fish in an aquarium. The size of the aquarium dictates the freedom we have, and some of us see it as our constraints. To grow, we need a bigger aquarium. Unfortunately, what most people are trying to do is to break the aquarium. Without it, you're a dead fish.





As human beings, we have four unique endowments

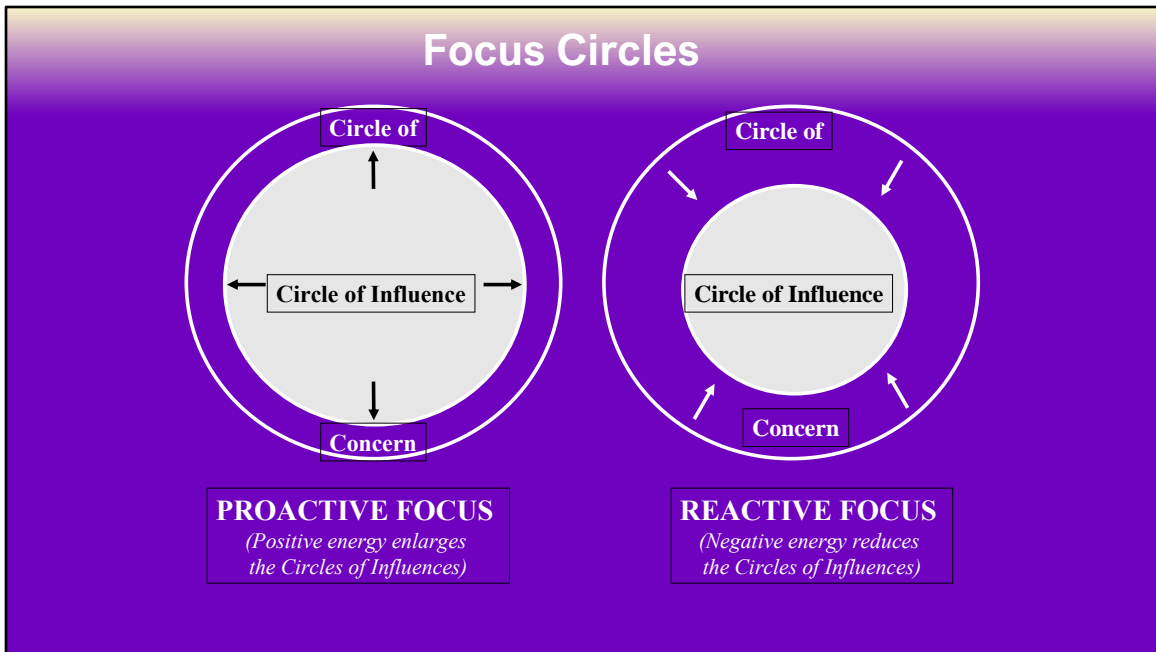
Self-awareness enables us to examine our paradigms, to look at our glasses as well as through them, to think about our thoughts,

Conscience puts us in touch with something within us even deeper than our thoughts and something outside us more reliable than our values. It connects us with the wisdom of the ages and the wisdom of the heart. It's an internal guidance system that allows us to sense when we act or even contemplate acting in a way that's contrary to our deepest values and "true north" principles. Conscience is universal.

Independent will is our capacity to act, the power to transcend our paradigms, to swim upstream, to re-write our scripts, to act based on principles rather than reacting based on emotions, moods, or circumstances.

We are "response-able," meaning we are able to choose our response. This power to choose is a reflection of our independent will.

Creative imagination empowers us to create beyond our present reality. It enables us to write personal mission statements, set goals, plan meetings, or visualize ourselves living our mission.



Where Should You Focus Your Energy on?

The model helps us identify where we should focus our time and energy. The inner circle is the Circle of Influence, and The outer circle is the Circle of Concern. When your Circle of Influence expands, the Circle of Concern shrinks, and conversely, when the Circle of Influence shrinks, the Circle of Concern expands.

Proactive people base their decisions on their values. They deliberate before acting. They understand that while they have no control over everything that occurs to them, they do have power over their response.

On the other hand, reactive people concentrate their efforts on the Circle of Concern. They concentrate on other people's flaws, environmental issues, and external factors over which they have little control. Their concentration leads to accusatory and blaming attitudes, defensive speech, and heightened victimization sentiments.

Our four life-supporting factors derive from the very center of our circle of influence



SECURITY (self-awareness):
Sense of worth, self esteem & personal strength



GUIDANCE:
Source of direction in life



WISDOM:
Perspective on life



POWER:
Decision making ability

The factors supporting the circle of influence encompass guidance, self-awareness, wisdom, and power. These elements collectively contribute to an individual's ability to navigate, understand, make informed decisions, and effectively exert influence within their personal and professional realms.

Each factor plays a pivotal role in shaping the impact one has on their surroundings and in guiding their actions and decisions.

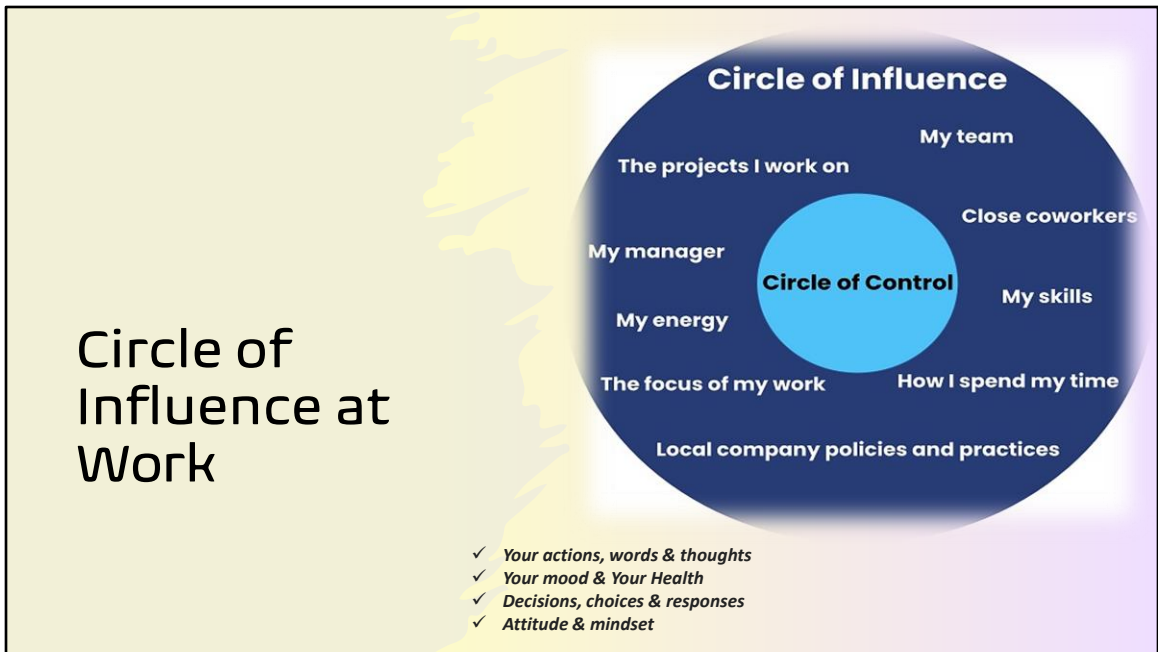
The factors that support the circle of influence are:

1.Guidance: Access to mentorship, advice, and counsel to make informed decisions and navigate challenges effectively.

2.Self-awareness: Understanding one's strengths, weaknesses, and values, which enables better decision-making and interaction with others.

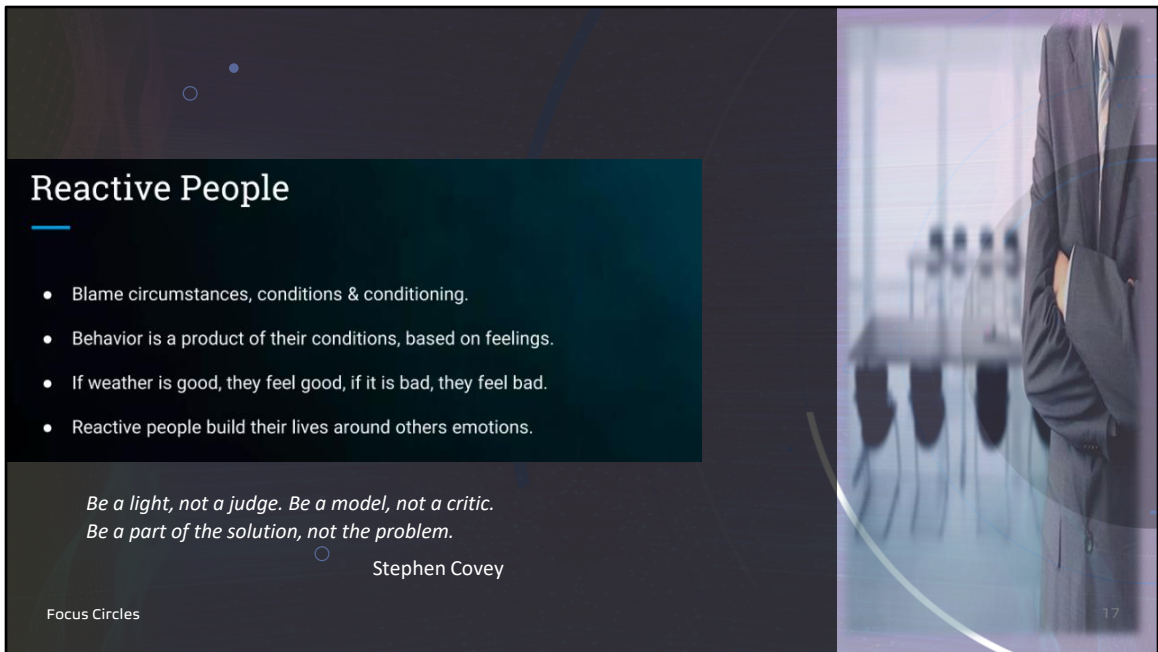
3.Wisdom: Drawing from experience, knowledge, and sound judgment to make thoughtful, strategic choices that positively impact one's sphere of influence.

4.Power: Having the authority, resources, and ability to make changes and drive progress within one's area of influence.



Here are some examples of things that fall within the influence circle:

- Personal habits, such as eating healthy or exercising regularly
- Time management skills, such as prioritizing tasks and avoiding procrastination
- Social interactions, such as being kind and respectful to others
- Financial decisions, such as budgeting and saving money
- Learning new skills and knowledge, such as taking online courses or reading books
- Professional development, such as seeking out mentors or attending conferences
- Environmental impact, such as reducing waste and conserving energy
- Emotional intelligence, such as practicing empathy and self-awareness
- Health and wellness, such as getting enough sleep and practicing stress-reducing techniques



Reactive People

- Blame circumstances, conditions & conditioning.
- Behavior is a product of their conditions, based on feelings.
- If weather is good, they feel good, if it is bad, they feel bad.
- Reactive people build their lives around others emotions.

*Be a light, not a judge. Be a model, not a critic.
Be a part of the solution, not the problem.*

Stephen Covey

Focus Circles

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How to Expand Circle of Influence

1. Find Your Purpose

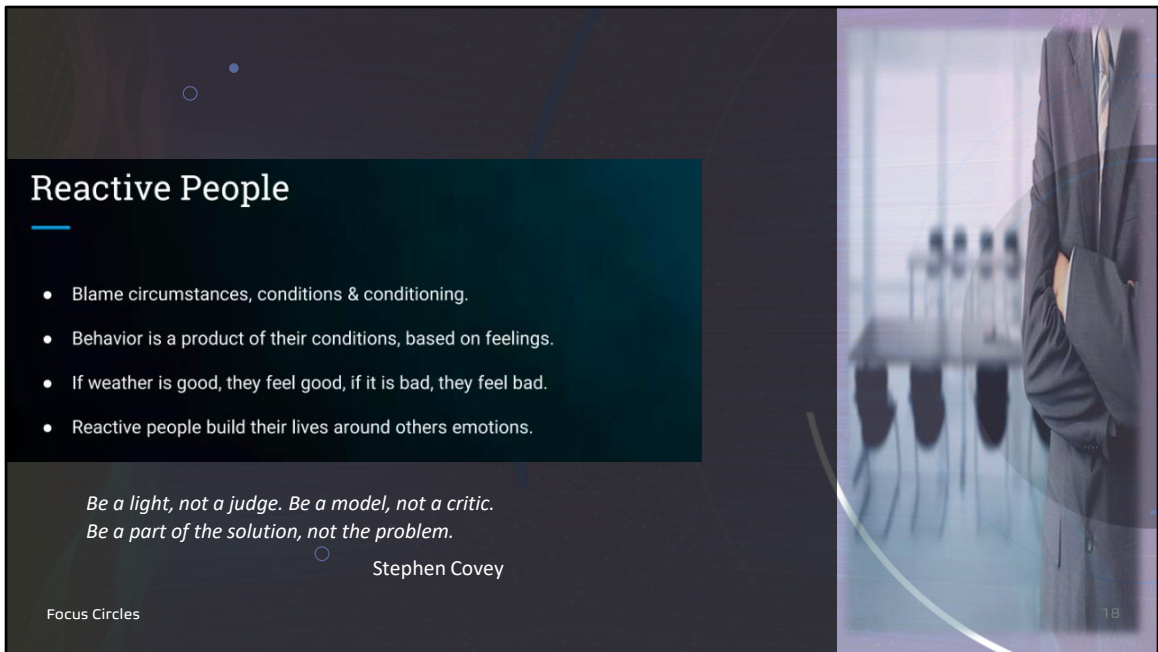
Your feeling of purpose is based on whatever you believe. Your inspiration, drive, and compass as you work toward living the life you think will make you happy.

2. Break Your Own Limiting Beliefs

Your ability to grow will be constrained if your belief system is restrictive or biased.

3. Make small Commitments and keep them

Be a light, not a judge. Be a model, not a critic. Be a part of the solution, not the problem.



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Stephen Covey

Focus Circles

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How to Expand Circle of Influence

4. **Network:** Your capacity to expand your Circle of Influence will increase the more contacts you can make with a wider range of people. Quick recommendations to develop your network

- Build a [personal brand](#): Join communities of interest. Be Yourself.
- Listen Be Ready to Learn. Be a Giver.

5. **Develop a Growth Mindset** People with a [growth mindset](#) believe they can develop their knowledge and abilities. On the other hand, people with fixed mindsets believe that intelligence and talent are things you either have or don't.

6. **Be Proactive** The Circle of Influence

7. **Admit your faults and act quickly:** to fix them Perhaps it takes great courage to admit a mistake immediately, but doing so can prevent you from suffering a serious setback later. Your personality development includes learning to accept, admit your faults and fix them.

Reactive Manager “Problem Solver”

- ✓ Suspicious of new ideas
- ✓ Competition among managers
- ✓ Restricted flow of information
- ✓ Suspicion of people who show initiative
- ✓ Swings between humanistic and custodial attitudes towards staff and customers/service-users
- ✓ General focus on staff and customer/service-user needs
- ✓ Lower level of staff job satisfaction
- ✓ Less participative and consultative decision-making style Internal initiatives are direct reaction to available resources
- ✓ Sees each initiative as separate – could be poor at coordination
- ✓ Selectively informs other managers – and their own staff

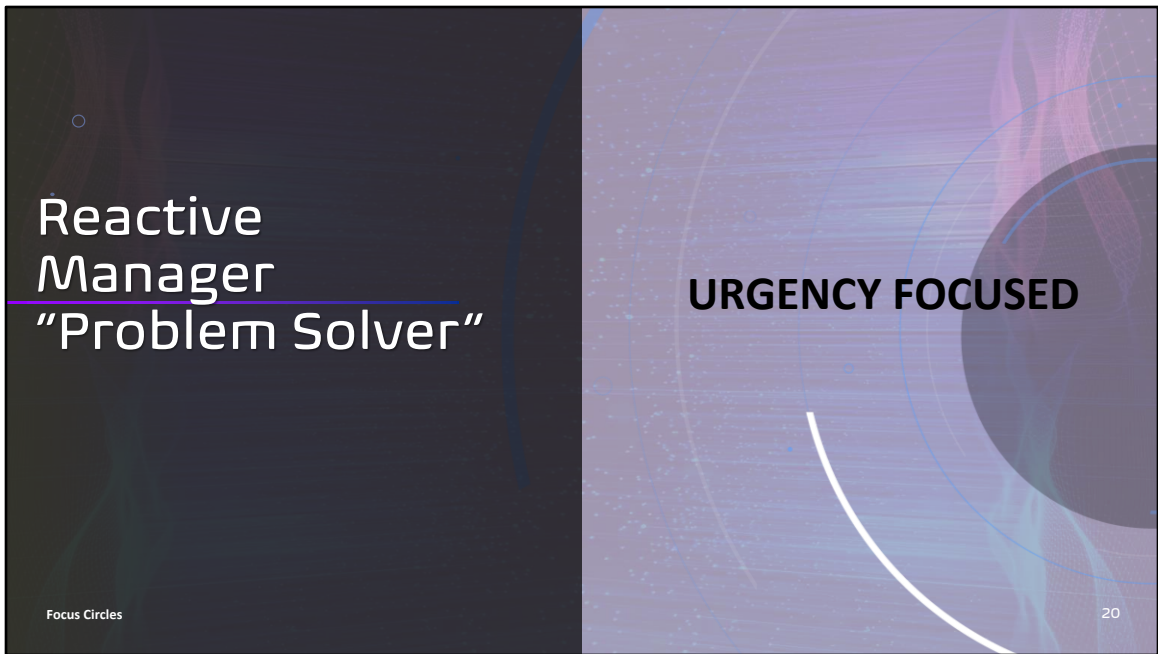
Focus Circles

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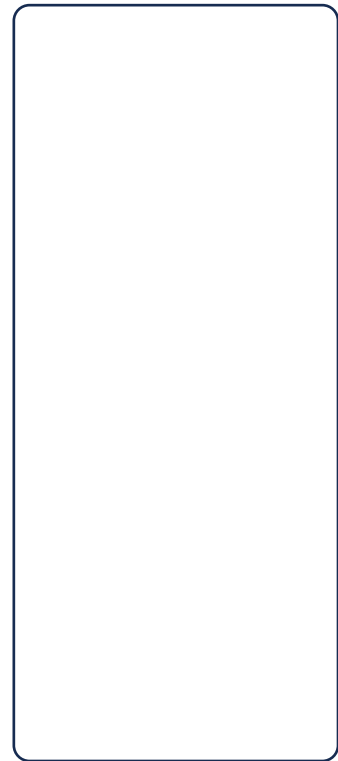
A **reactive manager** is someone who tends to respond to situations after they occur, rather than taking proactive steps to prevent issues or create opportunities. This type of manager may be more **focused on addressing immediate problems** rather than anticipating and planning for future challenges or growth opportunities.

A reactive manager typically waits for events to unfold before responding. This management style is characterized by a lack of anticipation and a tendency to address issues only after they arise.

- **Reactive Management:** Responding to challenges after they occur.
- **Proactive Steps:** Taking actions in advance to prevent issues.
- **Defensive Style:** Protecting against problems rather than preventing them.
- **Crisis-Driven:** Being compelled to act due to urgent issues.



Reactive management may lead to a cycle of constantly dealing with emergencies, which can be stressful and inefficient. Embracing a more proactive approach can help managers avoid this trap and lead their teams more effectively.



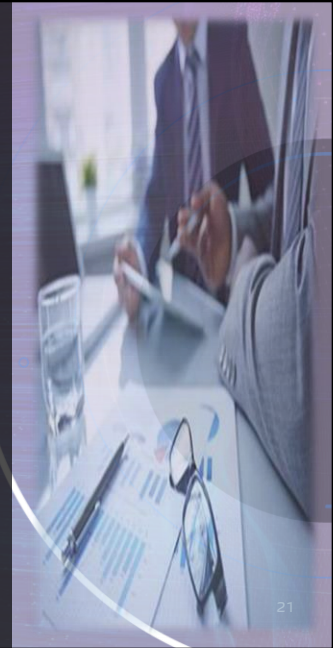
Proactive People

- Take responsibility for their choices.
- Not easily offended.
- Think before they act.
- Bounce back when something bad happens.
- Always find a way to make it happen.
- Focus on things they can do something about, and don't worry about things they can't.

Anytime we think the problem is “out there,”
that thought is the problem

Albert Einstein

Focus Circles



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Proactivity means more than merely taking initiative. It means that as human beings, we are **responsible for our own lives**. Our behavior is a **function of our decisions**, not our conditions. We can subordinate feelings to values. We have the initiative and the responsibility to make things happen.

Anytime we think the problem is “out there,” that thought is the problem. We empower what’s out there to control us. The change paradigm is “outside-in”—what’s out there has to change before we can change. The proactive approach is to change from the inside-out: to be different, and by being different, to effect positive change in what’s out there.

Proactive People

"Can-do" Attitude

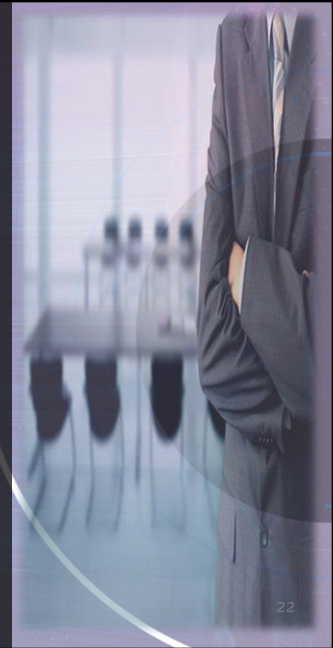
- Take initiative to make it happen
- Think about solutions & options
- Act

Just Push "Pause"

- Learn to pause
- Get control
- Think about how you want to respond by using the Human Toolbox:
 - ✓ Self-Awareness
 - ✓ Conscience Imagination
 - ✓ Willpower

Being proactive means that...

- Taking conscious control over your life, setting goals and working to achieve them.
- Instead of reacting to events and waiting for opportunities, you go out and create your own events and opportunities.
- Instead of merely reacting to events as they happen, you consciously engineer your own events.



A proactive person is someone who takes initiative, anticipates needs, and actively works to prevent issues or create opportunities. They're forward-thinking and driven to make things happen rather than simply reacting to situations.

Conclusion

This Circle of Influence concept is simple to grasp and a fantastic tool for focusing our attention and taking meaningful action on the things we can control. Do you spend time in the Circle of Concern fretting about circumstances that are out of your control? What can you do now to widen your Circle of Influence and create a more uplifting environment in your life and at work?

When we are no longer able to change a situation – we are challenged to change ourselves.

Proactive Manager “Problem Preventer”






- ✓ Open to new ideas Trust among managers
- ✓ Open flow of information
- ✓ Support for people who show initiative
- ✓ Humanistic attitude toward staff and customers/service-users
- ✓ Clear and specific focus on staff and customer/service-user needs Higher level of staff satisfaction
- ✓ Participative and consultative decision-making style
- ✓ Entrepreneurial in acquiring resources
- ✓ Careful coordination of new initiatives with existing commitments
- ✓ Confident about keeping other managers – and their own staff

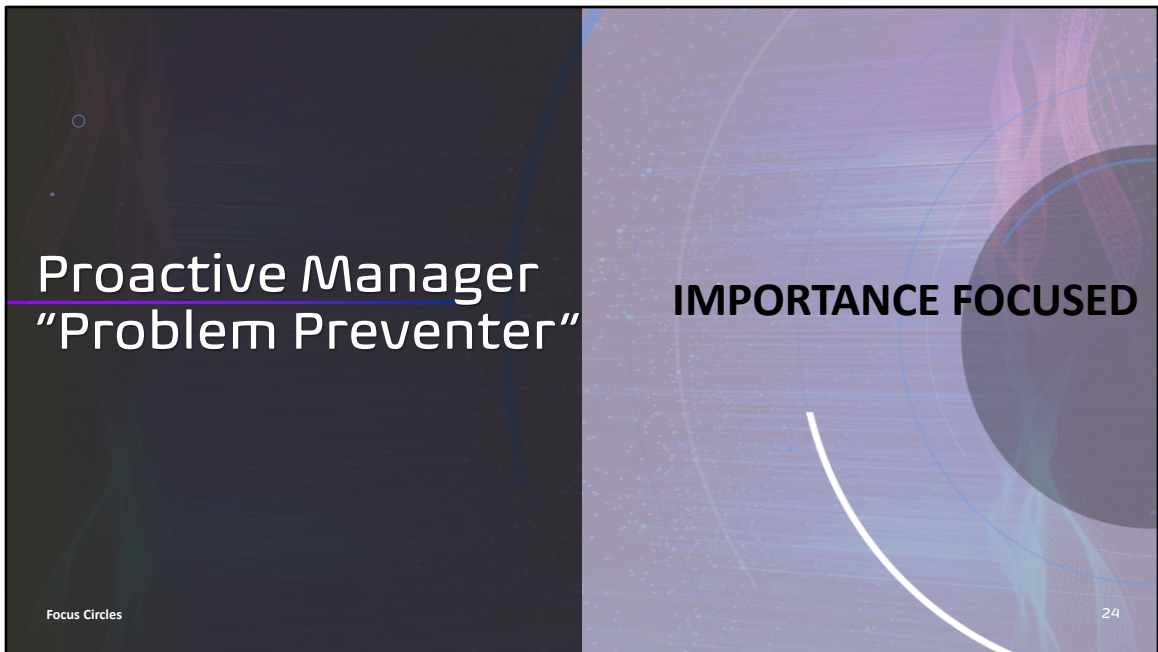
Focus Circles

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Understanding Proactivity

A **proactive person** is characterized by their ability to take initiative and anticipate needs. They are not passive observers but active participants in shaping their environment. They work persistently to **prevent problems** before they arise and to **create opportunities** for growth and improvement.

-  **Takes Initiative:** Doesn't wait for instructions, starts tasks independently.
-  **Anticipates Needs:** Thinks ahead to prepare for future requirements.
-  **Prevents Issues:** Identifies potential problems and works to avoid them.
-  **Creates Opportunities:** Seeks out new possibilities for advancement.
-  **Reactive vs. Proactive:** Unlike reactive individuals, proactive people do not wait for situations to unfold before taking action.



A proactive manager is someone who takes initiative, plans ahead, and actively works to prevent issues while creating opportunities for their team. They are forward-thinking and focused on driving positive outcomes through active leadership and strategic decision-making.


Understanding Proactive Management

A proactive manager is characterized by their forward-thinking approach and their ability to anticipate and prevent issues before they arise. They are not just problem solvers but also opportunity creators for their team, driving positive outcomes through active leadership.

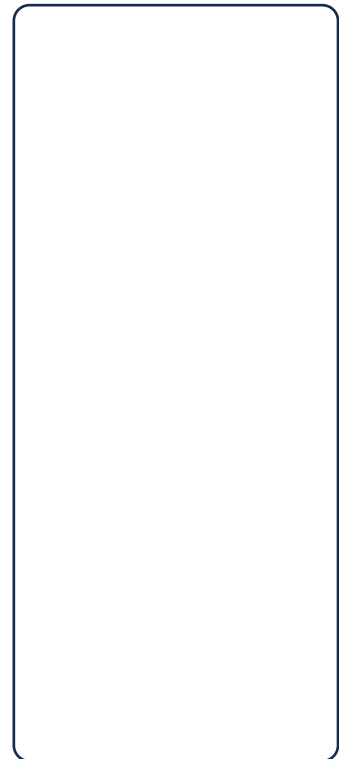
- **🎯 Takes Initiative:** Doesn't wait for problems to occur; acts to prevent them.
- **📅 Plans Ahead:** Consistently prepares for future events and possibilities.
- **🚫 Prevents Issues:** Identifies potential obstacles and mitigates them in advance.
- **🌟 Creates Opportunities:** Looks for ways to improve and grow the team's capabilities.
- **🕒 Strategic Decision-Making:** Makes informed choices that align with long-term goals.

Proactive people	Reactive people
<ul style="list-style-type: none">• Understand they are response-able• Don't blame genetics, circumstances or conditions for their behaviour	<ul style="list-style-type: none">• Affected by external environment• If the weather is good, they feel good• If the weather is bad it affects their performance and they blame the weather
<ul style="list-style-type: none">• Use proactive language• I can, I will, I prefer	<ul style="list-style-type: none">• Believe they are not responsible for what they say and do - they have no choice

Focus Circles



It is a waste of time thinking about all the things that you do not have any control over. You focus your time, energy, and mental peace over such things, and you never have enough of these to focus on the positive aspects



Proactivity and Reactivity

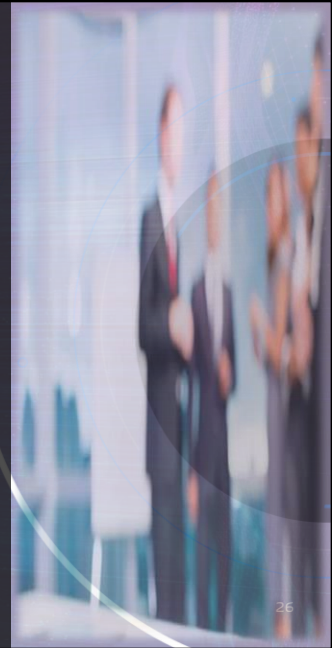
Proactive life is product of:

- Values, not feelings.
- Decisions, not conditions

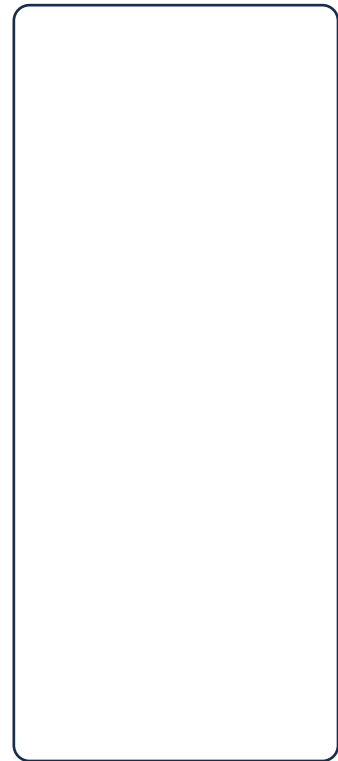
Reactive life is function of:

- Feelings
- Moods
- Impulses
- Other people's treatment

Focus Circles



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Reactive vs Proactive

Reactive language takes power away from you & gives it to someone or something else.

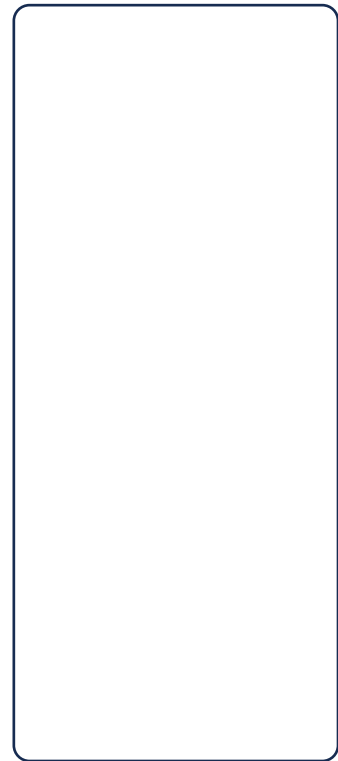
Proactive language gives YOU power and gives you the freedom to choose.

Focus Circles



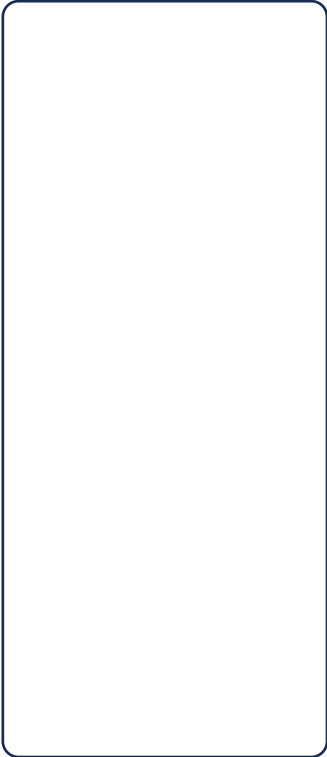
You need to focus your energy on things in your control. Things that you can influence and create an impact. These things demand your attention if you want to live a fulfilling life. Work on what you can and stop worrying about things that are not in your control.

People with a high Circle of Influence are regarded as positive influences. Conversely, people would avoid you when you have a low Circle of Influence since you will be considered a negative influence.





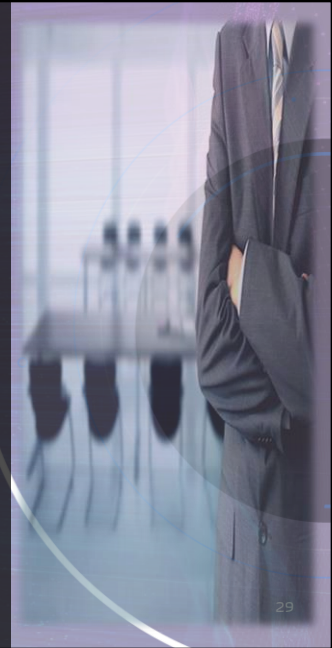
Being proactive is about taking control of situations. It's a forward-thinking mindset that focuses on preparing for future events and taking charge before they unfold.



How One can be a Proactive

- Make small promises and keep them.
- Be a light, not a judge.
- Be a model, not a critic.
- Be part of the solution, not part of the problem.
- When you make a mistake, acknowledge it instantly, correct and learn from it.
- Don't get into blaming and accusing mode.
- Work on things you have control over.

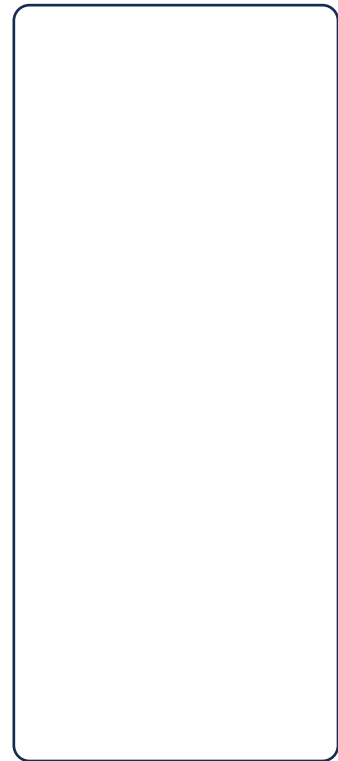
Focus Circles



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The next time you catch yourself worrying, take a moment to breathe. Take a deep breath and ask yourself, “How much control do I have over this? Then, ask, “What can I control to make this better?”

“And if you’re powerless over it? Instead of stressing about it, focus on something you can control.”

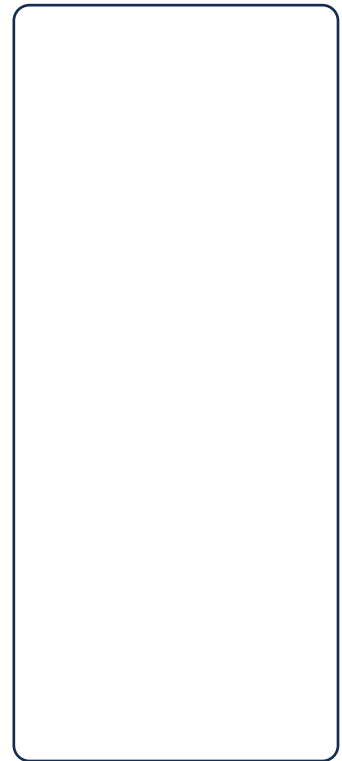


Building Trust



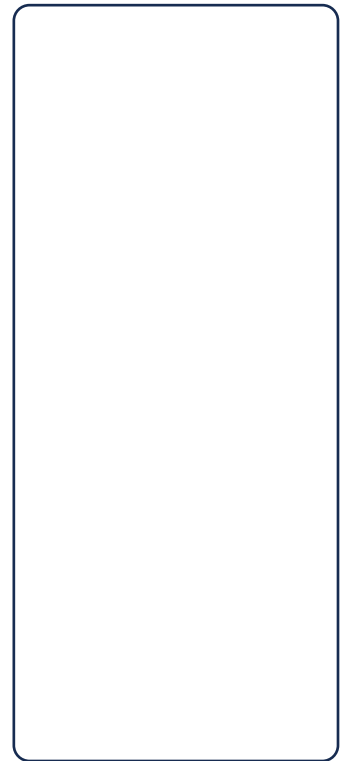
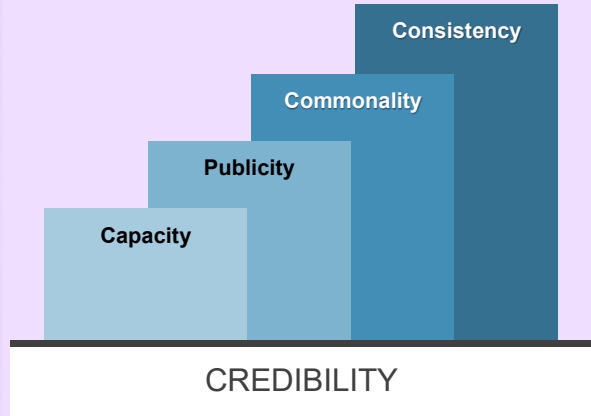
Credibility + Empathy =

TRUST





Demonstrate Credibility

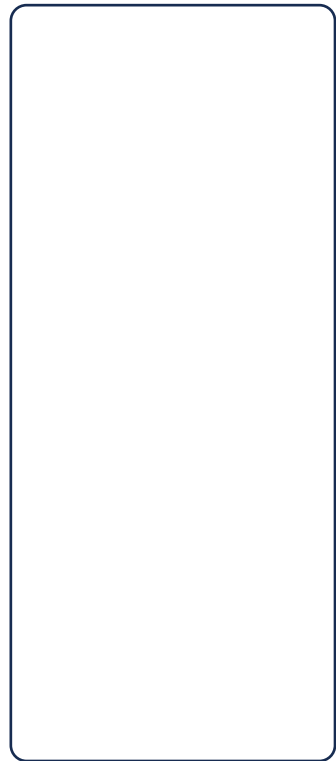


Trust *Building team confidence in the integrity and intentions of team members.*

Integrity, truthfulness, honesty: These are words that come to mind when thinking about **trust**. Without believing in each other's good intentions, people cannot develop healthy, effective working relationships.

To strengthen trust, ensure the following **enablers** are present:

- Safe environment for raising issues that hinder the team.
- Willingness to share thoughts, feelings, and rationale.
- Checking of assumptions before acting on them.
- Addressing of conflicts in a timely, respectful manner.

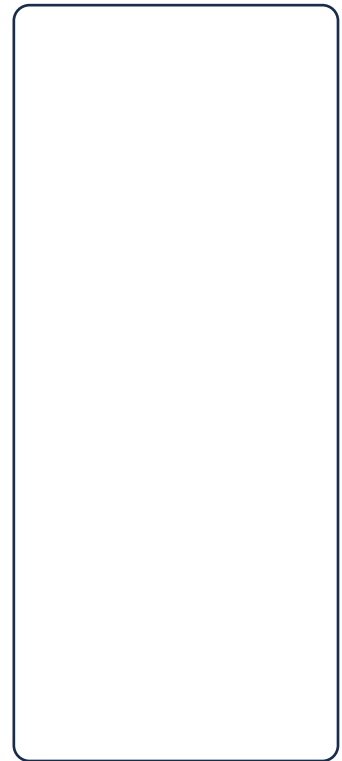


Exercise

- On your whiteboards, write down 5 reactive phrases.
- Below each reactive phrase, re-write it to become proactive.
- For example, you could write "I can't function early in the morning" as your reactive phrase.
- To make it proactive, you would re-write it to become "I will function early in the morning if I do the following"

Focus Circles

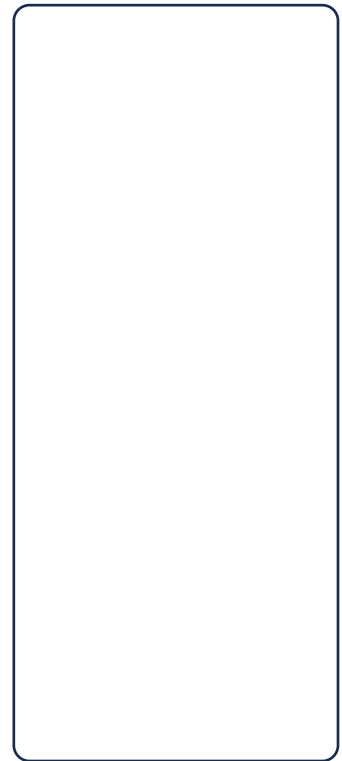
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Self Awareness - research

Self Assessment to be a Proactive

- How we Make and Keep Commitments?
- How do we handle traffic jam?
- How do we react to irate customer?
- How do you react to upset relative?
- How we view our problems?
- Where we focus our energies?



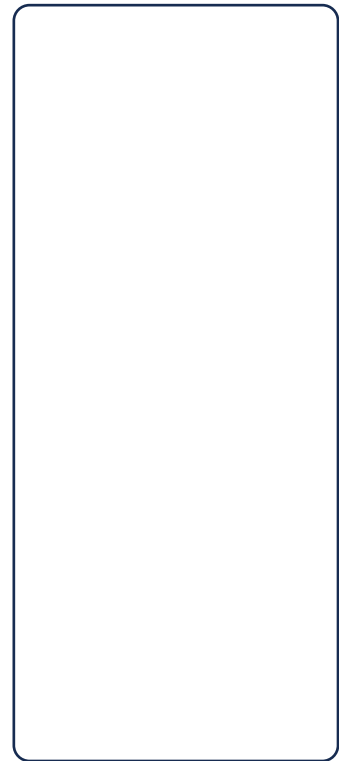
GET FEEDBACK

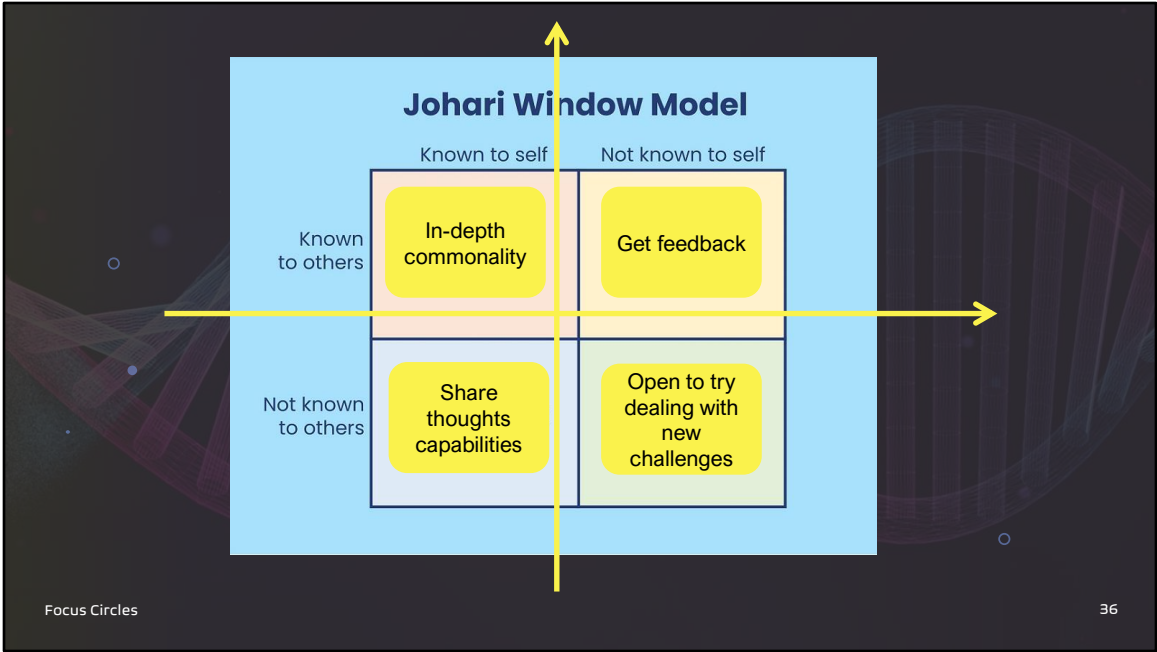
The Johari Window model



It's a simple and powerful model for guiding self-development.

Whether you're working on your own development, supporting a team, or coaching 1:1, the Johari Window model is a useful foundation for productive development planning.





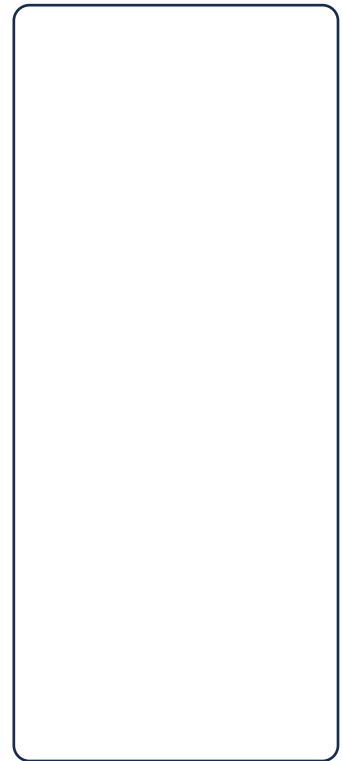
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INFLUENCE



Stephen R. Covey

Being proactive rather than reactive means to control a situation rather than letting it control you.



All we need are 3 requests

“God, grant me the serenity to accept the things I cannot change, the courage to change the things I can, and the wisdom to know the difference.”

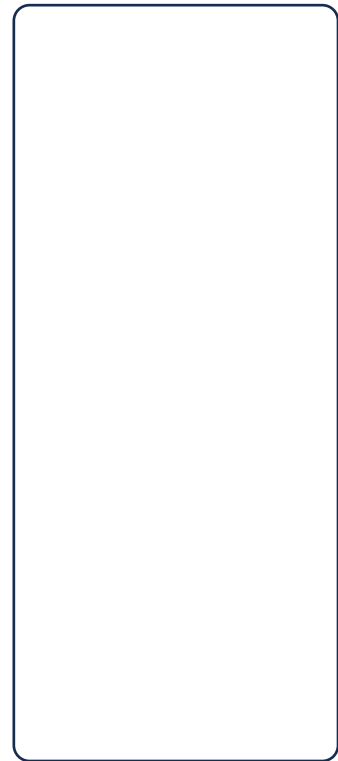
Focus Circles



One step further – The Circle of Control

Our issues might be categorized into one of three categories:

1. **direct** control: issues relating to our own actions (inside the Circle of Influence or Circle of Control)
2. **indirect** control: issues regarding the conduct of others (Circle of Influence)
3. **no** control: issues we have no control over (Circle of concern)



To Conclude

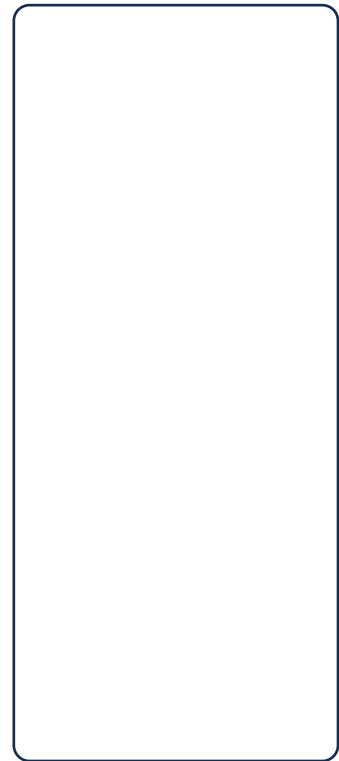
It's natural for us to focus on threats and dangers, it's part of how our brain is wired.
Refocus on your Circle of Influence, you'll realize you can influence more than you first imagined!

This focus will give you a greater sense of control, and the motivation to take actions.

At the same time, you can further expand your Circle of Influence by cultivating the skills that will help you.

Learn to network more effectively, build relationships, listen, and ask questions, get feedback, cultivate your purpose and your mindset!

You'll soon be more productive, learning, growing, and happier too!



Thank you

Take
Responsibility

Focus Circles

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