

Stephen Covey's Model of Proactivity



The Circle of Influence

This is for things which we can do something about.

- How I talk about myself and others.
- Plans and routines I create.
- The choices and responses I make.
- How I challenge and reframe my thoughts.
- Where I get my news from and how much I watch.
- The people I follow and interact with on social media.
- When and who I ask for help.
- When it is time to say "No" or "Not Yet."
- When I take a break and how I look after my body.
- How I breathe when I feel worried.
- How kin di am to myself and others.

The Circle of Concern

This is for things which are outside of our control.

- What happened in the past.
- How other people choose to interpret what we say and do.
- What other people say and how they say it.
- The values and practices of a workspace.
- The actions of local & national governments.
- How the news is reported.
- The economy.
- The traffic.
- The weather.

How to Proactively Expand the Circle of Influence

- Plan and prioritise.
- Anticipate setbacks.
- Seek evidence for and against your worries.
- Listen and empathise, even if you disagree.
- Acknowledge and learn from mistakes.