

# Coaching & Mentoring

## Controlling the Controllables

# Controlling the Controlables

Decision making – Clarity – Dealing with uncertainty – VUCA Skills



# Target Audience & Background

- During the COVID-19 pandemic we noticed that our coachees and mentees were overwhelmed by what is going on and they reported back a feeling of loosing control
- Concerns can slow us down or even hold us back doing something about an issue
- Controlling the Controlables (Covey, 2020) is a technique which helps to differentiate between thing we can control and influence and things which are concerns
- Especially in times of uncertainty or when concerns dominate our thinking this techniques invites to prioritise and focus on those things we can influence and control
  
- #VUCA #decision-making #uncertainty #concerns



# Description of Intervention

**Concerns** – represents everything that is on your mind

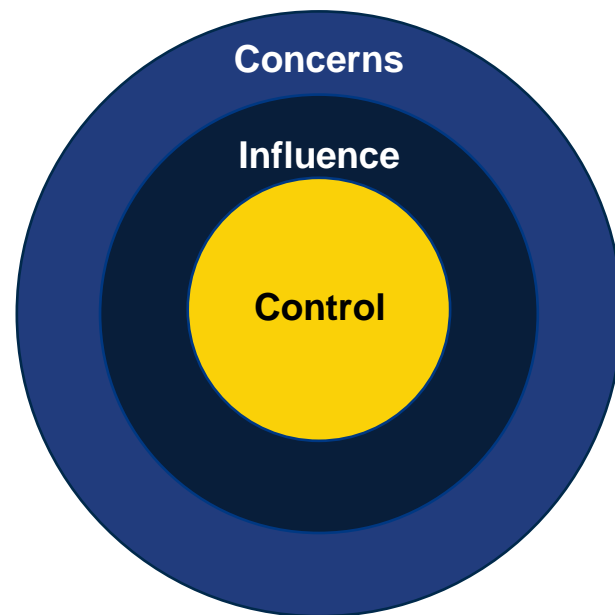
**Influence** – represents only those things you can influence

**Control** – represents only those things you can actually influence and control

**Step 1:** Ask your coachee/mentee to write down all their concerns, thoughts feeling.

**Step 2:** Ask your coachee/mentee to identify what they can influence

**Step 3:** Ask your coachee/mentee to identify what they can actually influence AND control



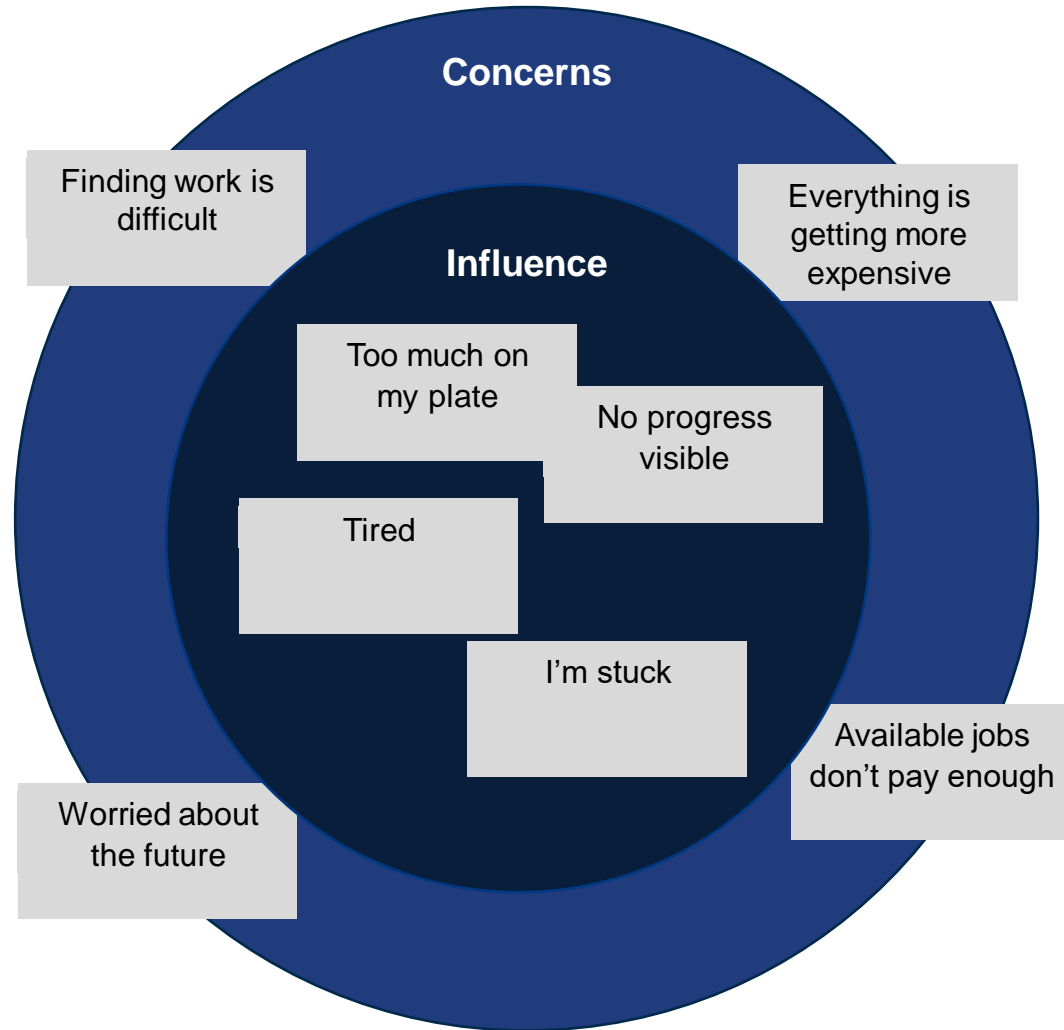
# Example – Step 1

- Ask your coachee/ mentee to write down all their concerns, thoughts feeling.
- Use one text field for one concern
- Online: use PowerPoint, Mural, Miro etc.
- **Offline:** use post-its or use a piece of paper (draw a circle or create a list)
- Use different coloured markers (i.e. red=concern; blue=influence; black=control)



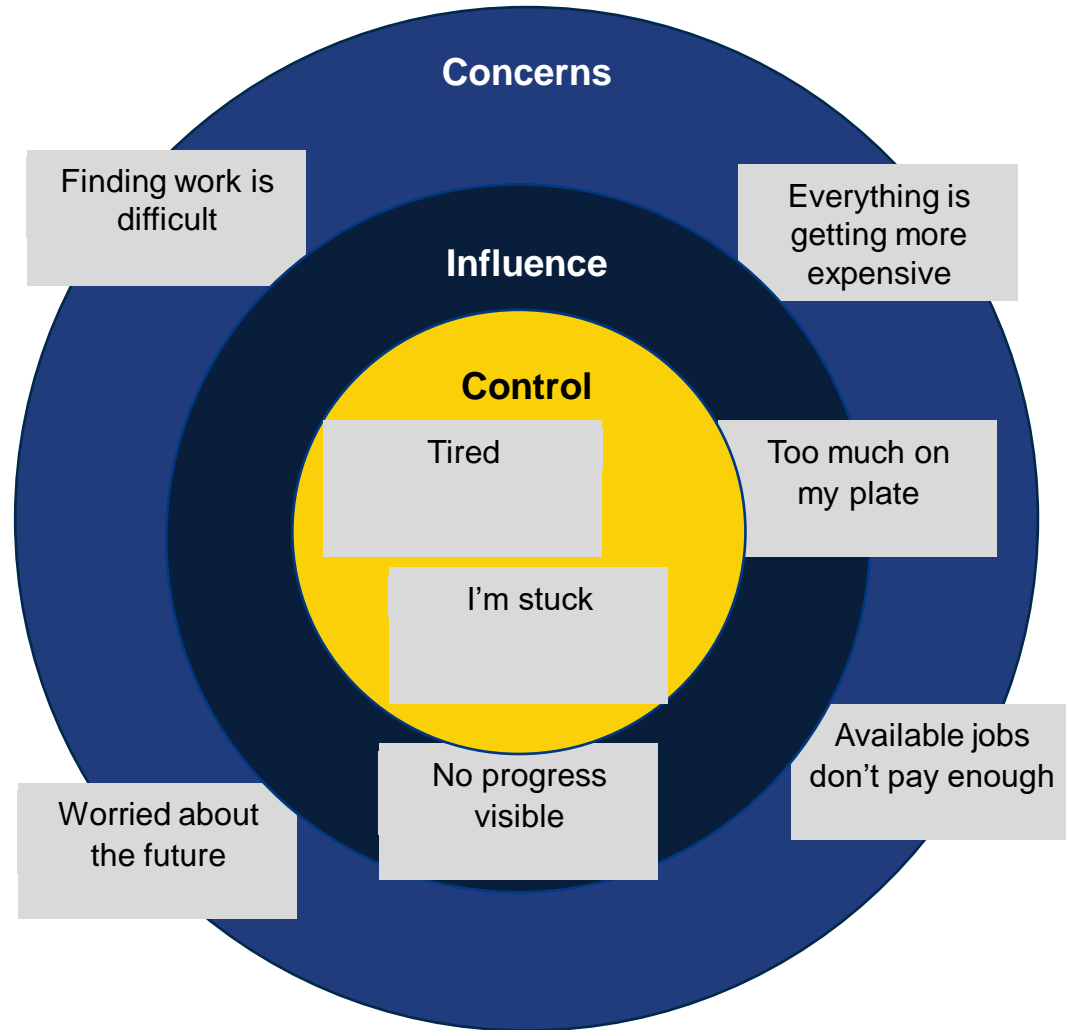
## Example – Step 2

- Add a second circle
- Ask your coachee/ mentee to identify those things from the list they can influence.
- Ask your coachee/mentee to move the text-field towards the appropriate circle
- **Offline:** use post-its or use a piece of paper (draw a circle or create a list)
- Use different coloured markers (i.e. red=concern; blue=influence; black=control)
- Use one text field for one concern



# Example – Step 3

- Add a third circle
- Ask your coachee/ mentee to identify those things from the list they can influence and control.
- Ask your coachee/mentee to move the text-field towards the appropriate circle
- **Offline:** use post-its or use a piece of paper (draw a circle or create a list)
- Use different coloured markers (i.e. red=concern; blue=influence; black=control)



# Example – Step 4

## Action planning

- Start with the inner circle (things you can control)
- Ask your coachee/mentee to identify activities which address the issue
- These issues should have top priority
- Ask your coachee/mentee to identify activities to address issues from the circle of influence
- In a last step ask your coachee/mentee if the issues in the outer circle can be addressed and how
- These activities have the lowest priority

## Tips & hints:

- You might have different ideas and would probably choose different actions. Invite your coachee/mentee to experiment. It is ok if things don't turn out as expected.
- This exercise is not about identifying the “right” actions but more about differentiating between things we can influence and control vs our concerns.





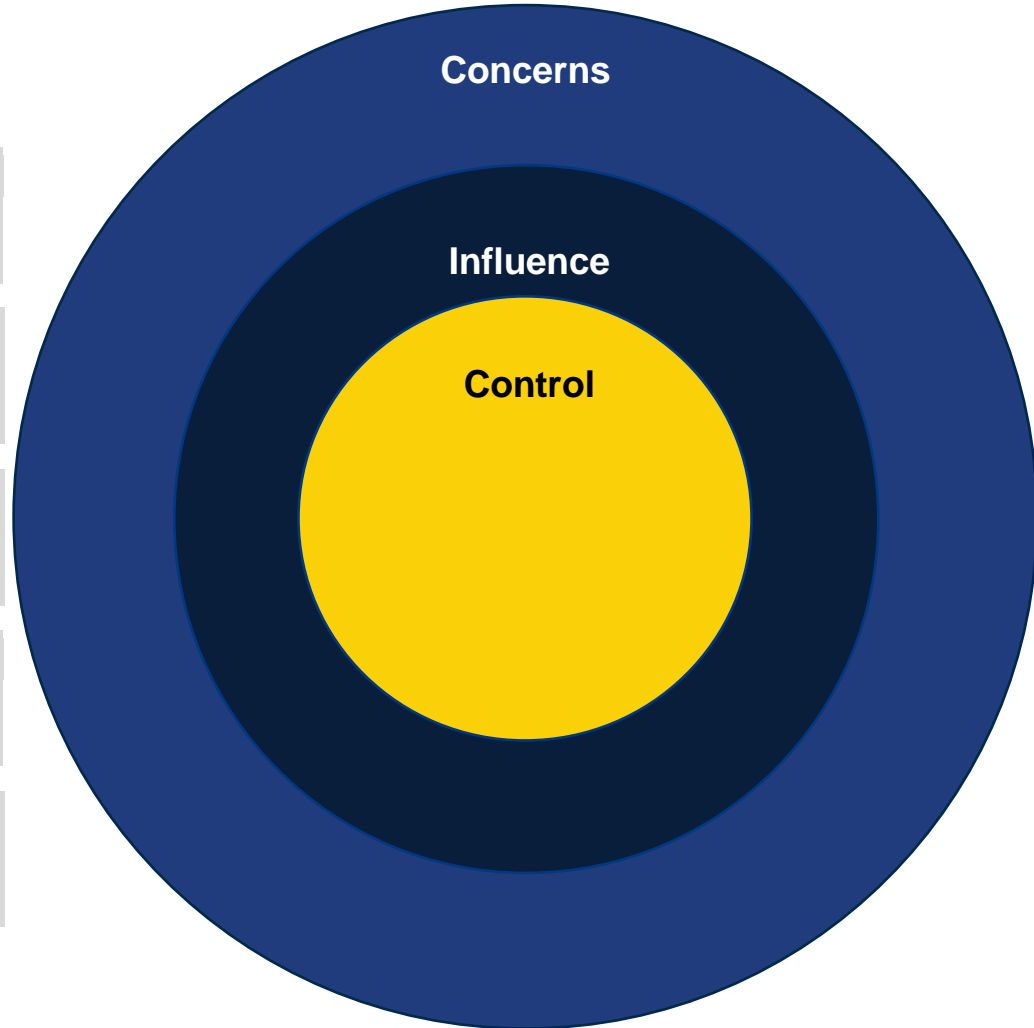
# What next?

- It is important to address all issues your coachee/mentee has identified
- Discuss a plan or a strategy with your coachee/mentee how and when to find solutions or a way to deal with them
- Address the topics your coachee/mentee has identified in future sessions
- Invite your coachee/mentee to experiment, it is not about finding the one solution but about identifying different options and opportunities
- Help you coachee/mentee to identify activities in the here and now to get into action
- Invite your coachee/mentee to identify other persons who might be able to help with an issue
- Ask your coachee/mentee to identify other persons who should be involved/informed



# Template

text	text	text
text	text	text
text	text	text
text	text	text
text	text	text



**Avoid jumping to conclusions. Offer time and space to really think *it* through.**



# Additional resources:

Covey, S. R. (2020) *The 7 habits of highly effective people : powerful lessons in personal change*. Revised and updated. 30th anniversary edition. New York: Simon & Schuster.

# More information: YES! Thinking Space

<https://youngentrepreneursucceed.com/thinking-space/>

