



TAKE CONTROL

DISCOVER WHO AND WHAT IS SHAPING YOUR ADVENTURE INTO BECOMING YOUR BEST SELF, AND PUT YOURSELF IN THE DRIVING SEAT WITH THIS SIMPLE BUT POWERFUL TOOL.

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INTRODUCTION

At some point, pretty much everybody gets that feeling of overwhelm.

That sense that everything is out of control, that it's all coming apart at the seams, that the walls are closing in and there is no way out, or through. How you respond to that feeling of helplessness is key to the impact it has on your progress. Quite simply, you need to take back control, and you do that by following three simple steps.

STEP ONE

That feeling of overwhelm is real. But the things that are *contributing* to it may well be having more effect than they *should*. As your stress levels rise, you become more and more exhausted and your perspective goes out of the window. In fact, if you are able to take a step back you may find that those things that are creating the *biggest* part of the overwhelm you feel really *aren't* that bad at all.

That said, of course, there *may* be some issues that feel, and *are*, pretty major in there, too. Maybe you are facing being laid-off at work, or have some financial struggles that are threatening your security. Big challenges that potentially have big consequences.

Before you have any chance of putting yourself in control, however, you need to *identify* those things contributing to your sense of overwhelm. So, take a moment to quickly make a note of them in the box below.



STEP TWO

Knowing what is contributing to your overwhelm is only any use if you *use* that information to help you to take control of what is going on. And that's what this step is about.

Review each of the factors contributing to your sense of overwhelm and ask yourself how much *control* you have over it - in other words, to what extent are you able to *change* it? And then, for each factor...

- If you are in *complete* control - in other words, you can make whatever changes necessary to remove it or change it, and no-one else needs to get involved - then put it in the '**TOTAL CONTROL**' box on page five.
- If you have *some* control over it, or at least are able to exert some kind of *influence* over the part it plays in your life, make a note of it in the '**INFLUENCE**' box on page five.
- If you have absolutely *no ability* to affect the way it impacts your life, write it in the '**ZERO CONTROL**' box on page five.

STEP THREE

Finally, you need to do something about all that you have discovered.

So, take some time to review each of the items you wrote in the three boxes on page five, and identify the *evidence* that supports your assessment of how much control you do, or do not, have.

Then think about the steps you can take in the immediate *and* short-term in order to put yourself in control of what is going on in your life, reduce your sense of overwhelm, and start to make *real progress* towards building the future you actually want.

Start with the things you have *total control* over. For each one, identify one or more things you can do *right now* to shift the balance of power back in your favour, and make you feel more in control of your day.

This next step may take a little longer than the previous one, because you will most likely have to think a little harder. For the things that you can *influence*, or that you have at least a *little control* over, how can you exert (or even increase) that control or influence to start improving things? This *may* not be something you can do right away, but it should be something that you can ideally get cracking with *pretty soon*.

And then, *forget* about the rest. Seriously - worrying about things you cannot control or influence is a waste of your time and energy, so don't bother.



AN EXAMPLE TO GET YOU STARTED...

Here's an example of how that works...

Let's say you have a whole bunch of projects on the go. You are spinning more plates than you care to think about and you feel like you are sinking. You are short on energy, short on patience, and short on perspective. You *feel* like each project is equally important but you *know* that's not the case.

You are the one responsible for setting the timelines, but you have fallen into the trap of treating each project as if it was equally urgent, even though you know they are not.

So, the project timelines are, in fact, something you have *total control* over. You just need to *exercise* that control and put in some *realistic* time-frames. So, you could put 'project timelines' in the 'TOTAL CONTROL' box.

You also know you missed two deadlines (only by a whisker, but you still missed them), and it's really niggling you - to the point where it's actually hindering your progress. But, you can do *nothing* about what's done and dusted, so stop beating yourself up, and put 'missed deadlines' in the 'ZERO CONTROL' box.

You also know that you need to deliver on these projects in order to secure a new contract, but you have *some* say over what 'deliver on' actually looks like. So, although you *feel* that pressure from the other stakeholders, you *know* can influence the way the project is received by working on managing their expectations. So, you could put 'stakeholder pressure' in the 'INFLUENCE' box.

That was a fictional situation just to illustrate how this process works. Now, it's over to you and your *real* life situations.

So, start working through that process now, using the template on the next page.



TOTAL CONTROL

FACTOR	EVIDENCE OF CONTROL	ACTION I COULD TAKE RIGHT NOW

INFLUENCE

FACTOR	EVIDENCE OF INFLUENCE	ACTION I COULD TAKE SOON

ZERO CONTROL

FACTOR	EVIDENCE OF ZERO CONTROL	WHAT I CAN DO TO HELP ME LET GO

