

Creating increased certainty

Work alone 5 mins

Think of a work situation that you are concerned about or that feels out of control.

List all the factors that will influence the outcome.

Place a tick in the appropriate column either “In my control” or “Not in my control”

Factors	Not in my control	In my control	Actions

Work with a partner for this part 10 mins

- 1) Now look at the “Not in my control” list and identify any factors that you can bring into your control with a reasonable amount of effort.

(Your partner’s role is to challenge you to ensure your list is complete and you have creatively identified how you can bring factors under your control.)

- 2) Now for each item in the “Control” list identify what you can do to take control.
- 3) Prioritise your actions.
- 4) Make a note of the first steps you will take.