

Make **PROGRESS**
by **IMPACTING**
What **YOU** Can
CONTROL

CONTROL

the controllables

A process of identifying what parts of a task you can influence.

What can you do about it?

1. Make a list of the high-priority tasks required of you.
2. Draw a chart with two boxes: "Controllable" and "Uncontrollable." Choose one specific task to work through.
3. In the box marked "Controllable," identify all parts of the task that can be influenced by you and are controllable.
4. In the box marked "Uncontrollable," identify all parts of the task that fall out of your control.
5. Develop strategies and specific actions to prioritize energy on the "Controllable" parts of the task.
6. Repeat steps 1–5 for all relevant tasks to gain control and take productive action.



**DIRECTORATE OF
PREVENTION, RESILIENCE
AND READINESS**

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