

“Circle of Influence” Tool

This tool will help you overcome the barriers to getting the job and career you want. You might want to fill in several of these circles.

1. Write into the Circle of Concern the most important barriers to making your career contribution happen. Number them.
2. Insert into the Circle of Influence the numbers of those items you have some influence over.
 - Who would be willing to help you?
 - What are your key sources of knowledge — books, periodicals, blogs, Internet newsletters, and so forth?
 - What technology and tools can help you solve the problem?
 - Where can you qualify for budget, if necessary?
3. Make a plan to act on those items in your Circle of Influence, and watch the circle grow!