STEP 1 - BRAIN DRAIN

In the table below write a long list of everything you can control in the Controllable column and everything you can't control in the Uncontrollable column.

STEP 2 - PRIORITIZE

In The Priority column rank the top 3-5 things in your Controllable column by what has the biggest impact on your business.

PRIORITY	CONTROLLABLE	UNCONTROLLABLE

STEP 3 - DEFINE OUTCOMES

Define the desired outcome for each priority from your Controllable column.

Priority 1: _____

Priority 2: _____

Priority 3: _____

Priority 4: _____

Priority 5: _____

STEP 4 - ACTION STEPS

List out the actions you need to take to reach the desired outcome for each priority.

Priority 1: _____

Priority 2: _____

Priority 3: _____

Priority 4: _____

Priority 5: _____

STEP 5 - FOCUS ON WHAT'S IN YOUR CONTROL

Stop talking and spending energy on anything in the Uncontrollable column and instead focus on taking the action steps you just defined.