



— TEMPLATE —

# The Control Check

*Manager Practice*

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TEMPLATE

# The Control Check

PURPOSE

A thirty-second gut-check for any situation that is eating you, borrowed from the oldest practical philosophy ever written for high-pressure work. Ask: is this in my control? Sort hard into two columns — up to me / not up to me. Put your energy entirely in the left column, do the small next right thing, and consciously set the right column down. Repeat as often as the day requires; some days that's hourly. Adapted from Chapter 1, "The Job Nobody Described to You," of The Career Association Manager (FOAM Book 1), published by Quorum Press.

SECTION 01

## The Situation

What is eating me right now

SECTION 02

## Column One: Up To Me

My decisions, my effort, my preparation, my tone, my next action. This column gets all of my energy.

- 01 \_\_\_\_\_
- 02 \_\_\_\_\_
- 03 \_\_\_\_\_
- 04 \_\_\_\_\_

SECTION 03

## Column Two: Not Up To Me

Other people's reactions, board votes I don't cast, the weather, the past, the outcome once I've done my part. Name it so you can set it down.

- 01 \_\_\_\_\_
- 02 \_\_\_\_\_
- 03 \_\_\_\_\_

04 \_\_\_\_\_

SECTION 04

## The Next Right Thing

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One small, concrete action — drawn only from Column One.

My next right thing \_\_\_\_\_

When I will do it \_\_\_\_\_

- I have consciously set Column Two down
- Repeated as often as the day required

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*This worksheet is an educational resource for professional practice. It does not constitute legal, accounting, or medical advice.*