



FREE TASTER

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The Learning Library

A free sample from our library of practical toolkits: The Circle of Control, for when there is more to worry about than you can act on

About 20 minutes on your own. You will need a current situation that is weighing on you.

Name

Date

STARBUCK & ASSOCIATES

COACHING & LEADERSHIP DEVELOPMENT

Practical tools for everyday work

The Learning Library is a collection of more than 200 toolkits, templates and practical resources for managers, leaders and anyone who wants to work more effectively. New resources are added regularly.

It is built for the moments when you need something useful quickly: a model for a difficult decision, a planner for a hard conversation, a game to open a workshop, a way to think through change. Each resource is short and ready to use, so you can pick one up on a Tuesday afternoon and put it to work the same week.

What is inside

AREA	WHAT YOU GET
Leadership and management	Tools for goal setting, delegation, feedback, values and influence, including the Leadership Development Plan.
Team effectiveness	Resources for running better teams, such as Team Sprint and 21 and a Half Workshop Games, Icebreakers and Exercises.
Resilience and wellbeing	The Burnout Proof Toolkit, The Circle of Control and Designing Your Ideal Work Week.
Personal performance	Time, motivation and decisions: The Personal Productivity Planner, the CLEAR Decisions Model and The Pareto Principle 80/20.
Coaching and reflection	The CAR Model Guide, the Growth Mindset Guide and the Emotional Intelligence and Self-Awareness Toolkit.
Planning and change	SWOT Analysis Templates, Start with Why (Golden Circle) and Understanding the Change Curve.
Conversations and careers	The Difficult Conversation Planner, The S.T.A.R. Model for interviews and the Boardroom Readiness Workbook.
Learning time and access	More than 60 learning hours, with access for a year.

HOW TO USE THIS TASTER

Read the model on page 3, then work through the exercise on page 4 using something that is on your mind right now. It takes about 20 minutes and works just as well in a one to one.

The Circle of Control

When pressure builds, most of us spend a lot of energy on things we cannot change. The Circle of Control helps you sort what is in front of you into three rings, so your effort goes where it can make a difference.

The idea builds on Stephen Covey's circles of concern and influence. This version adds a clear third response for what sits outside both: accept it, and stop spending energy on it.

RING	WHAT SITS HERE	YOUR RESPONSE
Control	Your own actions, words, priorities, preparation and how you respond.	Act. Decide what you will do and when.
Influence	Other people's decisions, your team's priorities, your manager's view, how a project goes.	Influence. Choose who to talk to, what to ask for and what to offer.
Accept	Market conditions, decisions already made, other people's feelings, the past.	Accept. Acknowledge it, then turn your attention back to the inner rings.

EXAMPLE

Priya's team has been told a budget cut is coming, but not how big. She has spent two evenings going over what might happen.

Sorted into the rings, it looks different. She controls how she briefs her team this week and which projects she protects. She can influence her director by asking when the detail will be shared and offering a view on priorities. She cannot control the size of the cut, so she accepts that for now.

Her next step is small and clear: a ten minute team update on Thursday, and one email to her director.

WORTH KNOWING

Accepting something is not the same as agreeing with it. It simply means you stop spending energy trying to change what you cannot, so you have more for what you can.

YOUR TURN

Sort your own circle

Pick one situation that is taking up your headspace at the moment. Be specific: a project, a change, a person, a decision.

Exercise 1: Sort it into the rings

RING	WHAT SITS HERE IN MY SITUATION	MY RESPONSE
Control		
Influence		
Accept		

Exercise 2: Where is your energy going?

MOST OF MY ENERGY GOES ON	WHAT I CONTROL	WHAT I CAN INFLUENCE	WHAT I CANNOT CHANGE
Right now, tick one	☐	☐	☐
Where I want it to go	☐	☐	☐

Exercise 3: Your next move

What is one action in my control that I will take this week?

Who could I influence, and what exactly will I ask for or offer?

What do I need to accept, and what would help me let it go?

A library you come back to

This taster is one resource. The full Learning Library gives you more than 200, across leadership, teams, wellbeing, personal performance and coaching, with new ones added regularly.

WHEN YOU NEED TO	RESOURCES YOU MIGHT REACH FOR
Make a decision	The CLEAR Decisions Model, SWOT Analysis Templates, The Pareto Principle 80/20
Prepare a difficult conversation	The Difficult Conversation Planner, the CAR Model Guide
Look after your energy	The Burnout Proof Toolkit, Designing Your Ideal Work Week
Lead your team through change	Understanding the Change Curve, Start with Why (Golden Circle)
Run a team session	21 and a Half Workshop Games, Icebreakers and Exercises, Team Sprint
Plan your own growth	The Leadership Development Plan, the Growth Mindset Guide

Who gets most from it

- Managers and team leaders who want ready made tools for real situations
- Coaches, trainers and HR colleagues building sessions and one to ones
- Anyone who likes to learn a little and often, one tool at a time

HOW PEOPLE USE IT

Some people keep the library open as a reference and reach for a tool when a situation comes up. Others choose one resource a week and try it out, or take a tool into a one to one and work through it together.

What I am going to do

Two or three small changes that you actually make will do more than a long list you never start.

My three actions

WHAT I WILL DO	WHEN	WHO I WILL TELL

Coming back to this

Put a date in your diary about a month from now and answer these three questions.

What has changed since I did this taster?

What did I not get to, and what got in the way?

What am I carrying forward?

READY FOR THE FULL HUB?

The Learning Library

More than 200 practical toolkits, templates and resources across leadership, teams, wellbeing, personal performance and coaching, with new resources added regularly.

£99 per person, per year, inc. VAT

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