



IDENTIFY YOUR PERSONAL VALUES

5 Step Workbook



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Introduction

This workbook helps you identify your personal values – what's most important to you in life. **Why does this matter?** Well, our values influence what we do, how we think and how we feel about the world around us. When we do or see things that go against our values we feel sad, bad or get mad! And when we live life in a way that aligns with our values we feel great - we're authentic, fulfilled and happy!

Knowing your values also enables you to understand what drives and motivates you AND clarifies what you may want to avoid in life. Once clear on your values, you can make informed life changes - because you'll be able to choose roles, activities and people that support and enhance your values - and avoid those that contradict them.



Your values change over time - and develop as you change. If you're training for a marathon or trying for a baby your value of "health" may be at the top of the list. But if you're going back to school then "learning" or "curiosity" might be up top somewhere! Your values are always moving with you. Something you loved in your twenties won't appeal in the same way in your forties and so on. This is why we sometimes 'outgrow' a job, activity or role that initially suited us. This exercise will only give you your values "for now".

Final Tip: The longer you spend and the more effort you put in, the more effective this values exercise will be.

Finally, before you get started, **write here what YOU would like to get out of this workbook:**

.....

.....

*If you have questions, please just ask me! **It's now time to begin - enjoy your workbook!***



The WHY of Behavior

ALL behavior serves a purpose and will **ONLY** continue if it is beneficial to us. This includes negative and at times harmful behavior. Behaviors such as overeating, cheating on a partner, going to work, allowing our child to misbehave all serve a purpose. On the surface there appears to be no benefit to any of those behaviors but let's think outside the box. *If I give my child that toy...the tantrum will stop, this is of benefit to me at this time.*

So now we understand WHY we continue with damaging behavior let's look at WHERE problems may stem.

There are four categories of problems resulting from;

- a. Our desire to control and dominate*
- b. Our desire to be loved*
- c. Our desire to love and protect others*
- d. Our desire to repent and forgive*

We create problems in a misguided attempt to protect, control, forgive and gain the love of others. In the process we create feedback loop that continues the dysfunctional behavior. *Child misbehaves – get's the toy – misbehaves again – get's the candy.....Get the Picture?*

Now that we understand problem categories, let's look at how misguided solutions to these categories of problems tend to make our problems worse.

There are three dysfunctional ways that we solve problems

- a. An action is necessary but not takeni.e. ignoring or giving in to a tantrum*
- b. An action is taken when it is not necessary.....i.e. overreaction, abusing a child*
- c. An action is taken at the wrong level.....i.e. family not reporting child abuse in order to solve it without law enforcement*

Remember that we attempt to resolve problems in ways that reinforce our own beliefs and values. Which is why it is important to understand what those beliefs and values are as we attempt to solve problems.

Now let's examine our communication style when we are under stress. It is important to reflect and understand roles that we have assumed in the past as these roles are merely a mask that we wear to keep us from exposing our true feelings or avoid addressing the issue.



The Role I Take and What I Am Feeling?

<i>Role</i>	<i>Verbalization</i>	<i>Body Language</i>	<i>Inner Feelings</i>
<i>Placater</i>	<i>"I just want you to be happy, Whatever you want"</i>	<i>Begging</i>	<i>I am desperate</i>
<i>Blamer</i>	<i>"People are always making me mad, People just can't get it right!"</i>	<i>Loud, Upset</i>	<i>I am afraid, I am lonely</i>
<i>Super-Reasonable</i>	<i>" Let's look at everything before choosing"</i>	<i>Stiff</i>	<i>I feel vulnerable</i>
<i>Irrelevant</i>	<i>" I just want to sit down and have dinner" (in the middle of a dispute)</i>	<i>Distracting</i>	<i>Things will not change and it is not worth it.</i>

What has your go to role been in your marriage, at work, with your children? What is the message that you are sending and does it reflect your TRUE beliefs and values?

So what do we do? How do we solve the issue?

Step 1. Acknowledge OUR role and/or how WE benefit by holding on to a grudge, bad relationship, etc.

Step 2. Clarify our values.....invaluable step in creating boundaries, stopping problem behavior

Step 3. Identify previous misguided attempts at solving the problem

Step 4. Identify the dysfunctional feedback loop and dysfunctional rules

Step 5. Change the loop, change rules



Your Values

- *Your Values are what is important to you in life. Knowing your Values helps you understand what drives you – what you enjoy, inspires you and would like more of. By **building a life and lifestyle around our values** we create a **life that is more satisfying and meaningful** to us.*
- *NB. Values change over time, and deepen as you understand yourself better – they are always moving. Your Values can also be situational - so what is true for you at work may not be true for you at home.*
- *Finally, the Values "List" below is ONLY to give you some ideas of example or sample values. We are each unique, so there will undoubtedly be words that are missing from this list, and different words that sum up your Value better. If so, feel free to add those words to the list below.*

- | | | |
|--------------------|-------------------|---------------------|
| 1. Accomplishment | 34. Focus | 67. Peace |
| 2. Accuracy | 35. Forgiveness | 68. Presence |
| 3. Acknowledgement | 36. Freedom | 69. Productivity |
| 4. Adventure | 37. Friendship | 70. Recognition |
| 5. Authenticity | 38. Fun | 71. Respect |
| 6. Balance | 39. Generosity | 72. Resourcefulness |
| 7. Beauty | 40. Gentleness | 73. Romance |
| 8. Boldness | 41. Groundedness | 74. Safety |
| 9. Calm | 42. Growth | 75. Self-Esteem |
| 10. Challenge | 43. Happiness | 76. Service |
| 11. Collaboration | 44. Harmony | 77. Simplicity |
| 12. Community | 45. Health | 78. Spirituality |
| 13. Compassion | 46. Helpfulness | 79. Spontaneity |
| 14. Comradeship | 47. Honesty | 80. Strength |
| 15. Confidence | 48. Honour | 81. Tact |
| 16. Connectedness | 49. Humour | 82. Thankfulness |
| 17. Contentment | 50. Idealism | 83. Tolerance |
| 18. Contribution | 51. Independence | 84. Tradition |
| 19. Cooperation | 52. Innovation | 85. Trust |
| 20. Courage | 53. Integrity | 86. Understanding |
| 21. Creativity | 54. Intuition | 87. Unity |
| 22. Curiosity | 55. Joy | 88. Vitality |
| 23. Determination | 56. Kindness | 89. Wisdom |
| 24. Directness | 57. Learning | 90. _____ |
| 25. Discovery | 58. Listening | 91. _____ |
| 26. Ease | 59. Love | 92. _____ |
| 27. Effortlessness | 60. Loyalty | 93. _____ |
| 28. Empowerment | 61. Optimism | 94. _____ |
| 29. Enthusiasm | 62. Orderliness | 95. _____ |
| 30. Environment | 63. Participation | 96. _____ |
| 31. Excellence | 64. Partnership | 97. _____ |
| 32. Fairness | 65. Passion | 98. _____ |
| 33. Flexibility | 66. Patience | 99. _____ |
| | | 100. _____ |

Remember: *When it comes to Values, there is no right or wrong – only who WE are!*



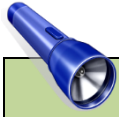
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Values Step 1 – Life Experience Review

This first exercise is simply to think about your life experience and use this to drive out some initial value ideas.

- 1) In the boxes below, simply write a list of a few things you Love, Like, Tolerate and Hate in each life area.
- 2) It doesn't matter how big, small, personal or even silly each item may seem – this is about how you FEEL and **what made a difference to your EXPERIENCE of life.** You can continue on a separate sheet if you like.



	LOVE	LIKE	TOLERATE	DISLIKE or HATE
As a young child	• • • • •	• • • • •	• • • • •	• • • • •
As a teenager	• • • • •	• • • • •	• • • • •	• • • • •
As an adult	• • • • •	• • • • •	• • • • •	• • • • •
At work	• • • • •	• • • • •	• • • • •	• • • • •
At home / leisure	• • • • •	• • • • •	• • • • •	• • • • •

So, what values and common themes do you notice? _____

If the things you tolerate/dislike are your values NOT being met, what values might you have? _____



Values Step 2 – Brainstorming

You've reviewed your life experience so far and now it's time for a fuller brainstorm of possible values. This brainstorm exercise is for you to learn about the REAL you so allow about 30 minutes to start with.

- 1) Aim for a list of 30-50 things which answer the question: **"What's most important to me in life?"**
- 2) Revisit your list after a minimum of 24 hours and write down anything else that comes to you.

DON'T:

- Worry about whether it's a 'value' right now, just use whatever words or phrases spring to mind!
- Judge your answers - or 'cherry-pick' values you think you should have!

DO:

- Consider some times when you've got angry/upset (often a value NOT being met).
- Think about times when you have been really happy or enjoying yourself (often a value being met).
- Consider words or themes that come up a lot for you as they may well be important!



1.	18.	35.
2.	19.	36.
3.	20.	37.
4.	21.	38.
5.	22.	39.
6.	23.	40.
7.	24.	41.
8.	25.	42.
9.	26.	43.
10.	27.	44.
11.	28.	45.
12.	29.	46.
13.	30.	47.
14.	31.	48.
15.	32.	49.
16.	33.	50.
17.	34.	51.



Values Step 2b – Brainstorming (wrap-up)

To wrap-up your brainstorming, AT LEAST a week after completing Step 2, complete these final actions:

- Review your brainstormed list from Step 2 and **add any new items** that have come up since.
- Anything you can DO or HAVE is probably not a value: Look over your brainstormed items and if it is **something you can do or have ask, "What does that give me?" until you get to the value underneath.** Eg. Travel could be Adventure and/or Learning, Colour could be Beauty and Food could be Fun or Community. Cross out the old word and write your new "value" word in the same spot.

Values Step 3 – Review and Condense

Next we want to review and condense the values, ideas and words you've come up with so far – to about 10 key factors or values that you will work with going forwards.

- 1) Now **look for and group similar items** together.
- 2) Finally, **pick the most meaningful word** from each group to place at the front and place all the similar items after the most meaningful word, separating each item with a ' / ' and list them below.
For example: If Integrity was your most meaningful word, then honesty, trust and truth might all fit alongside like this: **Integrity/honesty/trust/truth**

NOTE: Don't worry about putting your Top 10 items in priority order - we do the prioritization next in Step 4.



My Top 10 Values

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.



Values Step 4 – Prioritisation

Now this part – the prioritisation – takes a bit of thought. And it's totally worth it, because this is where you get to see what's REALLY important to you. You may well be surprised by your final value priorities - and if so that's great, because now you'll have a new *more meaningful* way of looking at your life.

- 1) Using just the first word from your Top 10 list items in Step 3, roughly prioritise your list in the left-hand column below (QUICKLY – this a 1 minute job!).
- 2) Now, take the first value (A) on your list below and compare it to the second item (B). Do this by answering this question below:

**"If I had to choose between having (A) and NOT (B),
OR having (B) and NOT (A) for the rest of my life - which would it be?"**



Think carefully: You're going to be without one of these *forever* - so **use your heart to mindfully choose.**

- 3) If (A) wins, compare (A) to the next item (C) on your list. Use the same question, "Would I rather have (A) and NOT (C), or (C) and NOT (A) for the rest of my life?"
- 4) Keep working your way down the list until an item beats A.
- 5) If you get to the bottom of your list and nothing beats (A), then (A) is your top value: Write (A) in the number (1) spot in the right-hand column and start the process again with (B).
- 6) If an item, say (E) beats (A), simply continue the question process down the list using the new 'most important' value of (E). Continue from where (A) got to - if (A) beat all the items above then (E) will too!
 - If you get to the bottom of the list and nothing beats (E), then (E) is your top value: Write (E) in the number (1) spot in the right-hand column.
 - Then return to (A) and repeat the process down the list (from (F) forwards) to see if anything else beats (A).
 - If (A) now beats all your other values, it is your second most important value: Place it in the number (2) spot.
- 7) Repeat this process until you have a prioritised order for your values.

NOTE: This may sound complicated, but it's much easier to do than it is to describe, so just get started!

My Initial Top 10 Values

My Final Prioritised Top 10 Values

- A.
- B.
- C.
- D.
- E.
- F.
- G.
- H.
- I.
- J.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.



Values Step 5 – Review and Wrap-up

Congratulations! You now have your Top 10 Personal Life Values! Here are some final questions to help you improve your life and gain the most from completing this workbook.



1. What did you **learn about yourself** during this Values exercise?

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.....
.....

2. What were your biggest **surprises**?

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.....
.....

3. What could you do differently to align your life (even) more with your values?

- What could you **stop** doing?
- What could you **do less** of?
- What could you **do more** of?
- What could you **continue** doing?
- What could you **start** doing?

4. What is **ESSENTIAL** to have in your life?

5. What must I **AVOID** in my life?

6. Finally, what would have happened **in 3 years time** so that life is spectacular and you feel magnificent about yourself and your life?

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.....
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Congratulations. You've finished!



Please use the space below to brainstorm or make notes:

Remember that your values change over time - just as you do!
So, feel free to return to this workbook at any time to redo or simply review your values.
Especially if you're looking for ideas, or are feeling bored, tired, fed up or frustrated in your life.