



Values Activity

(inspired by/borrowed from www.mindtools.com)

Step 1: Think and/or journal about the following:

Identify times when you were at your happiest.

Identify times when you felt proud of yourself.

Identify times when you were felt truly fulfilled.

Try to come up with both personal and professional examples of each of the above.

Step 2: Determine your top values, based on your experiences of happiness, pride, and fulfillment.

Use this list of common personal values (below) to help you get started. Circle or highlight about values that really resonate with you. If a value/word isn't on this list, feel free to add your own.

Accountability	Diversity	Inclusion	Self-actualization
Accuracy	Effectiveness	Independence	Self-control
Achievement	Efficiency	Ingenuity	Selflessness
Adventurousness	Elegance	Inquisitiveness	Self-reliance
Altruism	Empathy	Insightfulness	Sensitivity
Ambition	Enjoyment	Intelligence	Serenity
Assertiveness	Enthusiasm	Intuition	Service
Balance	Equality	Joy	Shrewdness
Being the best	Excellence	Justice	Simplicity
Belonging	Excitement	Leadership	Speed
Boldness	Expertise	Legacy	Spontaneity
Calmness	Exploration	Love	Stability
Carefulness	Expressiveness	Loyalty	Strategic
Challenge	Fairness	Making a difference	Strength
Cheerfulness	Faith	Mindfulness	Structure
Commitment	Family	Mastery	Success
Community	Fidelity	Merit	Support
Compassion	Fitness	Obedience	Teamwork
Competitiveness	Focus	Openness	Temperance
Consistency	Freedom	Order	Thankfulness
Contentment	Fun	Originality	Thoroughness
Contribution	Generosity	Patriotism	Thoughtfulness
Control	Goodness	Perfection	Timeliness
Cooperation	Grace	Positivity	Tolerance
Creativity	Growth	Practicality	Traditionalism
Curiosity	Happiness	Preparedness	Trustworthiness
Decisiveness	Hard work	Professionalism	Truth-seeking
Dependability	Harmony	Reliability	Understanding
Determination	Health	Resourcefulness	Uniqueness
Devoutness	Helping society	Restraint	Unity
Diligence	Honesty	Results-oriented	Usefulness
Discipline	Honor	Rigor	Vision
Discretion	Humility	Security	Vitality



Values Activity, continued...

Step 5: Prioritize your top values.

Number your top 3 or top 5 values in order of priority to you, with #1 being your top value.

Yes—this is the hard part, but it's important! It can help to visualize a situation in which you would have to make a choice between two values. For example, if you compare the values of service and stability, imagine that you must decide whether to sell your house and move to another country to do valuable foreign aid work, or keep your house and volunteer with a nonprofit closer to home. Keep working through the list, comparing each value with each other value, until your list is ranked in the correct order.

Step 6: Share your values.

If it's comfortable for you, share your values with a family member, friend, or colleague. If they're open to it, they can also engage in Steps 1-5 above and you can each share your values with one another.

Discuss the following questions:

Was this activity confirming, surprising, or both?

Would other people be able to guess these are your top values?

Do your values show up more at home or at work?

How would you turn your value into an action? (E.g., If your value is generosity, what does that look like in action/practice?)

Do you feel comfortable living your values at work? Why or why not?

Do these values represent things you would support, even if your choice isn't popular?

If sharing your values with another person is not comfortable, think and/or journal about the questions above.

Step 7: Complete the worksheets on the next two pages.

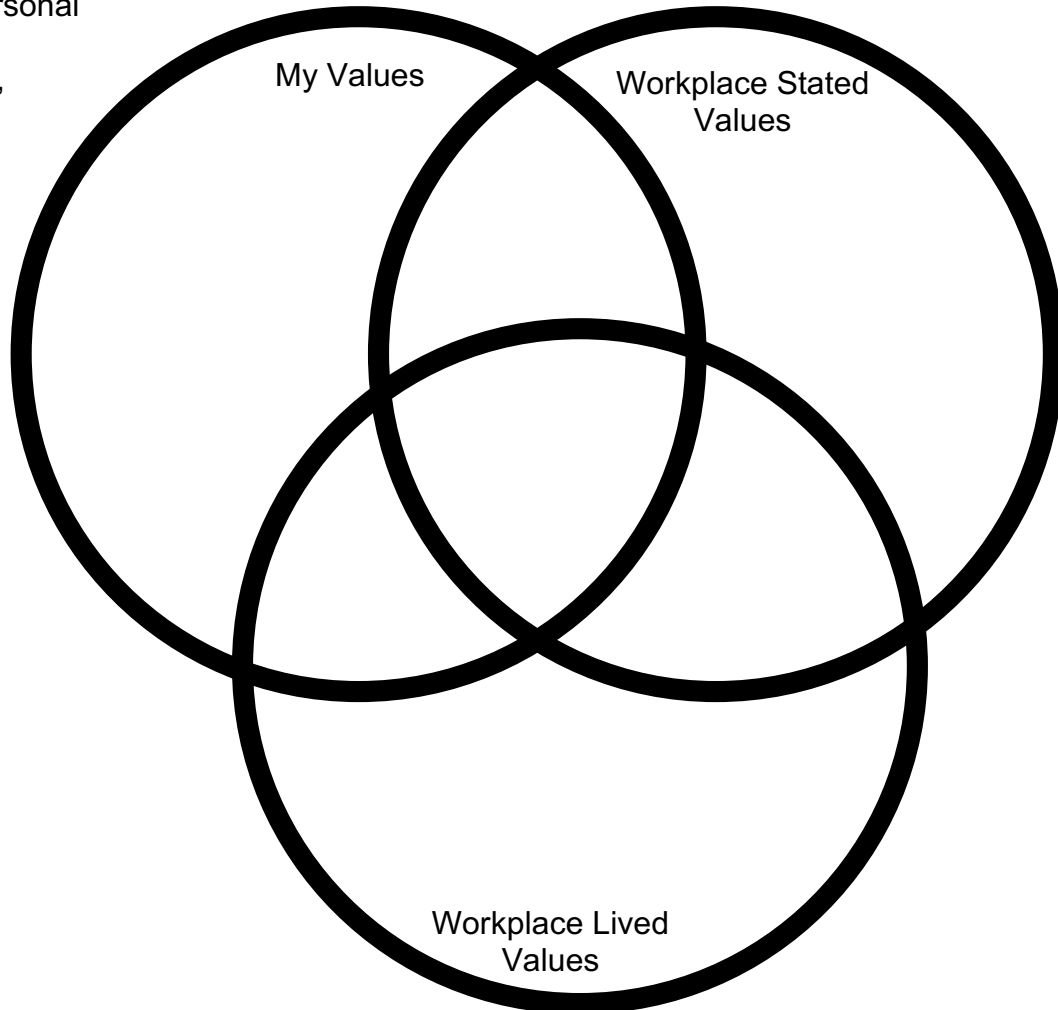
The first worksheet will help you to: 1) compare your personal values and the values of your workplace, and 2) craft a personal values statement.

The second worksheet will help you to: 1) assess where where and how you are living your values in various aspects of your life, and 2) think about where and how you might better align your values.



Comparing Values Worksheet

Complete this Venn diagram to get a better sense of where your personal and workplace values overlap, or not.

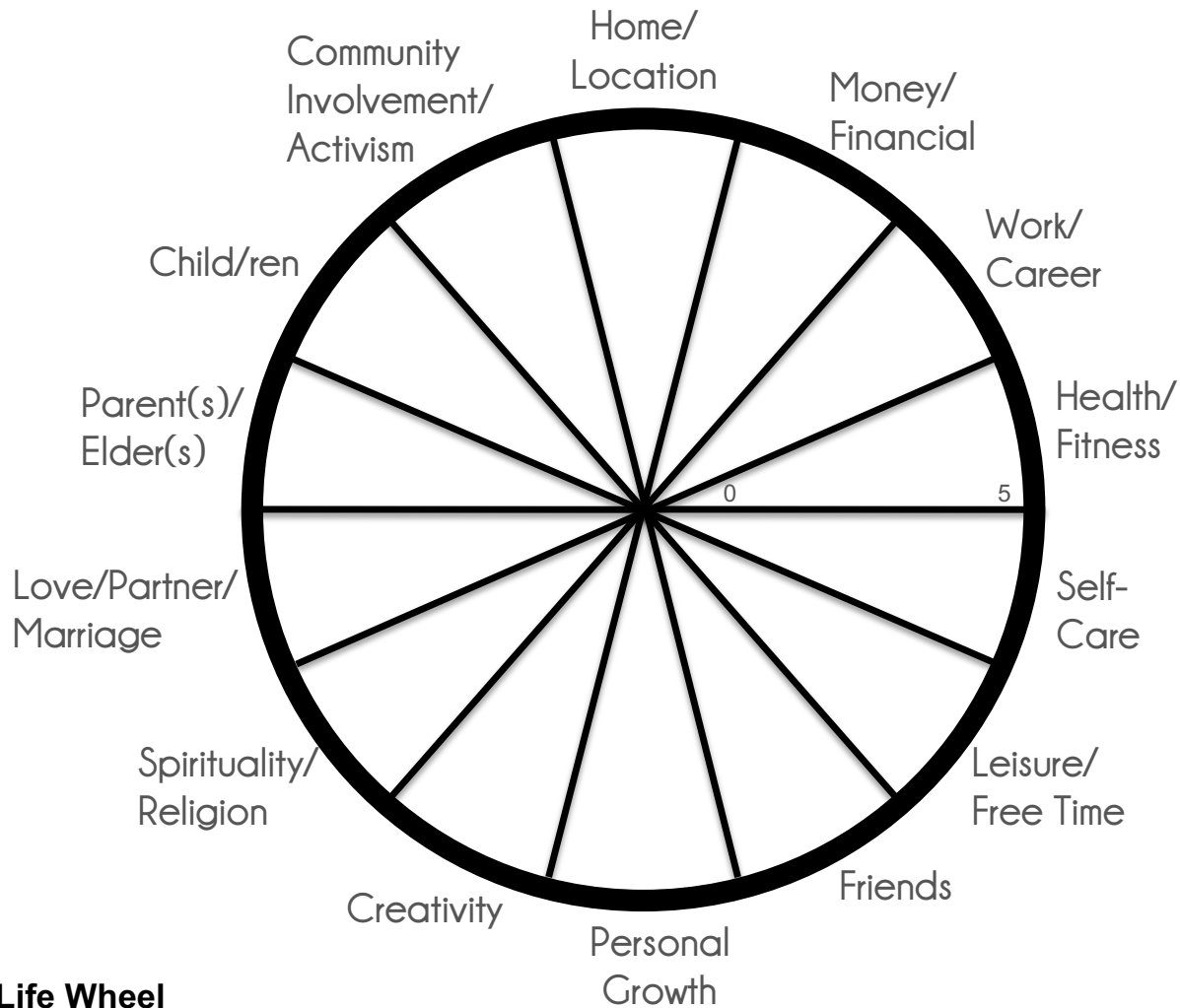
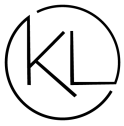


Writing a personal values statement:

- 1) Review your list of core values (ideally no more than 3-5)
- 2) Rank them in order of importance and list in descending order (i.e., Value 1, 2, 3, 4, and 5)
- 3) Define each value and why it's important to you; write a sentence or a paragraph for each value:
"I value _____ because _____."

For example, "I value creativity because it connects me deeply to myself and others; this brings me new ideas and is my antidote to negativity and feeling stuck. Creativity brings joy into my work."

- 4) Read it out loud. Share with friends or family. Revisit every 6-12 month and revise as needed.



Life Wheel Values Worksheet

Activity Instructions:

- 1) Review the 14 categories.
- 2) Imagine the center of the wheel represents "0" and the outside edge of the wheel represents "5." Another way you can think about this is that the center of the wheel is "not at all" and the outside edge is "in every single way."
- 3) Consider where you are right now—today—from "0" to "5" when it comes to living your personal core values in each category. (Please feel free to skip any category that does not apply to you.) For example, when you consider your self-care, do you embed your values in your choices and decision-making?
- 4) Draw a line across each segment (or piece of the pie) to represent where you are right now in each category. For example, if you feel you are mostly living your values in your leisure/free time, but there's a little room for improvement, you might draw a line across that segment near the outside of the wheel (where "4" might be).
- 5) Write the score for each category alongside each line you drew. TIP: Use the first number that comes into your head, not the number you think it *should* be or that you'd like it to be in the future.

Questions to Consider After Completing:

- 1) How do you feel about where you are right now—today—in each area?
- 2) Were there any surprises as you completed the activity?
- 3) What would a score of "5" look and feel like in each category?
- 4) Which, if any, categories do you feel satisfied with, just as they are right now—and how might you celebrate that?
- 5) Where would you like to be in each category, if it's different than where you are now?
- 6) How could you make space for these changes in your life in 2020? What help and support do you need?
- 7) What is one action you could take today in each area to get you closer to where you want to be?