

Clarifying Your Personal Values

What is Important to you?

Your personal values play a significant role in how you “show up” in your life and work. As a starting point in discovering what is truly important to you, examine the following sample list of possible values and identify your top 6 values. Remember this is not a “shopping list” approach where one chooses those values that would be nice/like to have/should have. It is a deeper look at what is so – right now in your life. Uncovering values is a key step in being “true to yourself”. As you think about your values, recall and capture real examples of when you exhibited these values in action.

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| <ul style="list-style-type: none"> ☐ Acceptance - being accepted and liked by people that are important to me ☐ Accomplishment – completing tasks and getting results ☐ Acknowledgment – being appreciated and rewarded for efforts ☐ Adventure – bringing excitement and new experiences to my life ☐ Aesthetics - having beauty in my surroundings ☐ Autonomy - to have freedom of thought and action; taking charge of my life ☐ Career/Work - my career provides fulfilment ☐ Caring – considering the feelings and needs of others, our society and our planet ☐ Creativity – producing original or unusual ideas, or making something new/imaginative ☐ Family - creating my life to include those most meaningful to me ☐ Flexibility - adapting to new information and situations with personal integrity ☐ Holistic Well-Being - living according to my deeply held beliefs and internal signals as to what is healthy and nurturing for me; having the freedom to create a supportive environment and space ☐ Integrity - living by ethical standards ☐ Involvement - engaging people in ideas, insights, and energy ☐ Learning and Education - continued growth in knowledge and skills; feeling I am competent to deal with life ☐ Loyalty - maintaining important connection and commitments ☐ Open Dialogue - respectful two-way conversation with sincere listening, interest and curiosity for others ☐ Openness - being honest and forthcoming with people I care about and work with ☐ Organization – planning and carrying out logical and structured procedures | <ul style="list-style-type: none"> ☐ Parenthood - having and taking care of children as a source of fulfilment ☐ Physical Well-Being - taking good care of my body; taking care of my personal appearance ☐ Pleasure/Joy/Fun - enjoying pleasure and fun in business and personal life ☐ Power/Prestige - having authority and influence ☐ Quality Relationships - interaction that is a source of meaningful, fulfilling contact ☐ Responsibility - actively defining and committing to who I am and what I do; recognising and responding to the consequences ☐ Recognition – becoming well known, obtain awards or special status ☐ Spirituality – having a special connection with your spirit and/or religious practice ☐ Security – having protection in personal and financial situations ☐ Specialization - focused attention to specific area/service ☐ Sports and Hobbies - having special interests or activities ☐ Success/Achievement - doing and achieving things really well ☐ Teamwork - amalgamating the appropriate resources to accomplish a task ☐ Tranquillity – having inner peace and quiet and life with few personal conflicts ☐ Uniqueness - being my own individual self ☐ Variety – having a life with many different experiences but few rules and set routines ☐ Wealth – achieving financial independence and control in personal and business settings ☐ Other? |
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Declaring Your Top 3 Values:

Start with the identification of your top six values. (Remember, you don't have to stick to the ones on the sample list.) Write them here:

1. Now imagine that you are only permitted to have five. Which one would you give up?
2. Now give up another one and bring that list of down to four...
3. Give up one more to bring your list down to three values...
4. Now, sort your final three into a priority order. Which one do you consider the most important? Which one forms the foundation of all your other values?
5. Take a look at your top three values and ask:
 - Why did I “keep” these three values?
 - What do these values actually mean for me and how do they shape my behaviour at work and at home?
 - How do my personal values align with my organisation's values?