



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: Timing The longer you spend and the more effort you put in, the more effective this values exercise will be. This workbook is best completed over a period of a week or so. This allows space for reflection, for thoughts to unfurl and for different frames of mind to be present in the process.

To ensure you are committed to completing this workbook I suggest you put the following timings in your diary:

- Today: Steps 1 & 2 – (approximately 45 minutes)
- 2/3 days from today – Revisit Step 2 (30 mins)
- 1 week from today – Steps 2b & 3 (1 hour)
- 1 week from today – Steps 4 & 5 (1.5 hours - can be same time as previous step or a day or 2 later)

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!



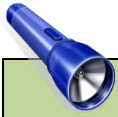
Identify Your Personal Values

5 Step Workbook

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?



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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 couple of days 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.

Now take a break: You are going to come back to this in 4 or 5 days time!



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.



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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.

- 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!).
- 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.**

- 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?*"
- Keep working your way down the list until an item beats A.
- 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).
- 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.
- 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

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

My Final Prioritised Top 10 Values

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



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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.