

VALUES EXERCISE - EXERCISE

Exploring your Values

The following exercise invites you to explore your inner self and clarify key values and priorities that you believe are important for you to honour in your decision-making and life.

Examining your value system and finding your own voice will provide an inner compass by which you can navigate the course of your daily life and live your mission.

- You will find in the **Input** and **Resources Section** a list of extensive themes that will help you identify or re-discover the key values that guide your decision-making and life. You will find it useful to print this list.
- We are inviting you to do the exercise in steps, while allowing for some time between one step and the other. As you go through the list for the first time and highlight some resonant themes, take a break or go for a walk, then come back to the list. This will give you the time to change your thoughts and see things with fresh eyes.
- **Step 1:** Highlight all the values that you believe you need to honour and live by, to live a fulfilled personal and professional life. Try not to censor yourself, and highlight or circle any word that speaks to you.
- **Step 2:** After some time, go back to your list and continue proceeding by elimination to reach top 20*

Note: As you are starting eliminating some words from the list, keep in mind that this is not implying that the word is not important to you, but that you find other values more important for your own fulfilment and happiness. The question is "Which of these do I value most?" or "which of these is most important to me?"

- **Step 3:** Finally, fill out the following table following the instructions given to rank them according to your preferences.

Reflecting on your Values

- Can you think of situations and interactions where the core values that you have identified above were honoured? How did you feel?
- Can you think of situations that frustrated you a lot, or drained your energy? Which values were not met in these situations? Do they correspond to the list you have identified?

ADDITIONAL EXERCISES

We invite you to explore the links in the Resources section for more exercises and questions.

VALUES EXERCISE - INPUT

INTRODUCTION

Clarifying our own values is at the core of the process of internal self-discovery. It help us gain understanding on what guides our decision-making and drive our commitment. Also, it provides an internal guiding compass to navigate complex environments and conflicting demands. Aligning our actions with our values helps us convey confidence, earn credibility, exhibit an authentic leadership, and hold ourselves accountable.

MAIN IDEAS

Core values are traits or qualities that represent an individual's or an organization's highest priorities and core fundamental driving forces. They are at the heart of what we stand for.

Our values guide our choices. At the same time, our choices and decisions are channels that reveal our character and value system and help us clarify our standards. Whenever we are called to make a decision, our choices are opportunities to apply and live our values, even in the face adversity or temptation.

From the internal perspective, values are what truly move us and orient our lives. They are what we consider good, valid and most important to us. This perspective is distinct from the societal/moral understanding of values (as judgment of what is right or wrong).

When identifying our values we can easily confuse those values we perceive or would like to hold from those we really practice. Think about how many institutions proclaim values such as transparency that make them feel good about themselves but that they do not really honor. The daily examen helps us be more coherent and internally aligned.

The following pages offer an extensive list of themes that you can print out. Go through the list and choose the ones that are most important to you and rate them by importance. (Refer to the Exercise handout for the instructions)

EXPECTED LEARNINGS AND OUTCOMES

1. Tapping into the core values that move us to act in certain ways
2. Understanding what attitudes and dispositions guide our lives and the way we respond to situations
3. Getting to know our value compass

| | | | | |
|---------------------|------------------|------------------|-----------------|---------------|
| Accessibility | Character | Decisiveness | Excitement | History |
| Accomplishment | Chastity | Dedication | Experience | Honesty |
| Accountability | Cheerfulness | Delight | Experimentation | Honor |
| Accuracy | Citizenship | Dependability | Expertise | Hopefulness |
| Achievement | Clarity | Depth | Expressiveness | Hospitality |
| Action | Cleanliness | Desire | Exploration | Humility |
| Adaptability | Collaboration | Determination | Extravagance | Hygiene |
| Advancement | Comfort | Development | Extroversion | Idealism |
| Adventure | Commitment | Devotion | Fairness | Identity |
| Affection | Common Sense | Dignity | Faith | Image |
| Aggressiveness | Communication | Difference | Fame | Imagination |
| Agility | Community | Diplomacy | Family | Impact |
| Alertness | Compassion | Direction | Fashion | Improvement |
| Altruism | Competence | Discipline | Fast pace | Independence |
| Ambition | Competition | Discovery | Fearlessness | Individuality |
| Amusement | Completion | Discretion | Fidelity | Influence |
| Appreciation | Composure | Diversity | Financial | Information |
| Approachability | Concentration | Dominance | independence | Initiative |
| Approval | Confidence | Dreaming | Fitness | Inner Balance |
| Assertiveness | Confidentiality | Drive | Flexibility | Innocence |
| Attention to Detail | Conformity | Duty | Focus | Innovation |
| Attractiveness | Connection | Dynamism | Foresight | Insight |
| Availability | Consciousness | Eagerness | Forgiveness | Inspiration |
| Audacity | Consensus | Ease of Use | Fortune | Integrity |
| Authenticity | Consistency | Economy | Freedom | Intelligence |
| Authority | Contentment | Education | Friendliness | Intensity |
| Awareness | Continuity | Effectiveness | Friendship | International |
| Balance | Contribution | Efficiency | Frugality | Intimacy |
| Beauty | Control | Elegance | Fun | Introspection |
| Being the best | Conviction | Empathy | Generosity | Introversion |
| Belonging | Cooperation | Employees | Genius | Intuition |
| Bluntness | Cost- | Empowerment | Giving | Inventiveness |
| Boldness | consciousness | Encouragement | Global | Investment |
| Brilliance | Courage | Endurance | Goodness | Involvement |
| Calmness | Craftsmanship | Enjoyment | Grace | Joy |
| Capability | Creativity | Energy | Gratitude | Justice |
| Care | Credibility | Entertainment | Greatness | Kindness |
| Carefulness | Curiosity | Enthusiasm | Growth | Knowledge |
| Caution | Customer Focus | Entrepreneurship | Guidance | Lawfulness |
| Celebration | Customer Service | Environment | Happiness | Leadership |
| Certainty | Customer | Ethics | Hard work | Learning |
| Challenge | Satisfaction | Equality | Harmony | Legacy |
| Change | Decency | Excellence | Health | Listening |

| | | | | |
|---------------------|-----------------|---------------------|-------------------|----------------------|
| Logic | Philanthropy | Resourcefulness | Surprise | Top 20 values |
| Long-term thinking | Planning | Respect | Sympathy | _____ |
| Love | Persistence | Responsibility | Synergy | _____ |
| Loyalty | Playfulness | Responsiveness | Sustainability | _____ |
| Making a difference | Pleasure | Restraint | Talent | _____ |
| Marriage | Poise | Results-orientation | Teamwork | _____ |
| Mastery | Politeness | Rest | Tenacity | _____ |
| Maturity | Popularity | Rigor | Tidiness | _____ |
| Meaning | Positivity | Risk | Timeliness | _____ |
| Mercy | Power | Sacrifice | Tolerance | _____ |
| Mindfulness | Practicality | Safety | Toughness | _____ |
| Moderation | Pragmatism | Security | Traditionalism | _____ |
| Modesty | Promotion | Self-control | Training | _____ |
| Money | Precision | Selflessness | Tranquility | _____ |
| Motivation | Preparedness | Self-respect | Transformation | _____ |
| Mystery | Presence | Sense of humor | Transparency | _____ |
| Networking | Pressure | Sense of urgency | Trust | _____ |
| Non-Conformism | Pride | Sensitivity | Truth | _____ |
| Novelty | Privacy | Sensuality | Understanding | _____ |
| Obedience | Proactivity | Serenity | Uniqueness | _____ |
| Objectivity | Professionalism | Seriousness | Unity | _____ |
| Open-mindedness | Promotion | Service | Universality | _____ |
| Openness | Profits | Sexiness | Usefulness | _____ |
| Opportunity | Progress | Sexuality | Value | Top 10 values |
| Optimism | Prosperity | Sharing | Variety | _____ |
| Order | Prudence | Shrewdness | Victory | _____ |
| Organization | Punctuality | Significance | Vision | _____ |
| Originality | Purpose | Silence | Vitality | _____ |
| Outdoors | Quality | Simplicity | Volunteering | _____ |
| Ownership | Rapidity | Sincerity | Warmth | _____ |
| Patriotism | Rationality | Skillfulness | Wealth | _____ |
| Partnership | Reach | Solitude | Welcoming | _____ |
| Patience | Realism | Speed | Willpower | _____ |
| Passion | Reason | Spirituality | Winning | _____ |
| Peace | Recognition | Spontaneity | Wisdom | _____ |
| People | Recreation | Stability | Wittiness | _____ |
| Perfection | Reflection | Status | Wonder | Top 5 values |
| Performance | Relationships | Stewardship | Work-life balance | _____ |
| Perseverance | Relaxation | Strength | Youthfulness | _____ |
| Perspective | Reliability | Strictness | | _____ |
| Personal Growth | Religiousness | Structure | Other: | _____ |
| Perspicacity | Reputation | Success | | _____ |
| | Resilience | Support | | _____ |

VALUES EXERCISE - RESOURCES

GENERAL RESOURCES

| Title | Author | Publisher | Year | Link |
|---|----------------------------------|-------------------------|------|----------------------|
| Life Values Inventory | Brown, Duane, and R. Kelly Crace | | 1996 | |
| Personal Values Inventory | | UQ Power | | Link |
| Values Exercise | Carnegie Mellon University | | | Link |
| Mindtools Values Inventory | Mindtools | Mindtools | | Link |
| 7 Steps to Discover Your Personal Core Values | Scott Jeffrey | | | Link |
| Core Values List | James Clear | | | Link |
| When Your Values Clash With Your Company's | Charalambos Vlachoutsicos | Harvard Business Review | 2013 | Link |
| Making Decisions on Values, Not Biases | Jonathan Doochin | Harvard Business Review | 2010 | Link |
| Manage Stress by Knowing What You Value | David Brendel | Harvard Business Review | 2015 | Link |

QUOTES

- For where your treasure is, there your heart will be also.- Matthew 6:21
- “Values are the essence of who we are as human beings. Our values get us out of bed every morning, help us select the work we do, the company we keep, the relationships we build, and ultimately, the groups and organizations that we lead. Our values influence every decision and move we make, even to the point of how we choose to make our decisions” - Robert Hue
- “It’s not hard to make decisions once you know what your values are.” - Roy E. Disney
- “Anything that changes your values changes your behaviour.” - George Sheehan
- “Personal leadership is the process of keeping your vision and values before you and aligning your life to be congruent with them.” - Stephen Covey