

# Values Clarifying Tool



First, ponder these questions and write your responses and thoughts down.

Remember that there is no 'right' set of values for everyone. You are unique in what you personally value. There are no 'shoulds'. Be 100% honest with yourself. Indulge yourself and step into what you truly do value in your life. No one will know. Only you...

Use the list of values at the end of the document if you need a bit of a jogger to get the words that are right for you. If the right word is not there, add it in.  
You decide what each word/value means to you.

Think of a time you were highly motivated to achieve a goal. How did that feel?

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What was important to you about that goal at that time?

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Think of a time when you have left a situation (e.g. a job, company, relationship). What was missing for you?

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And if that was present, what would make you to stay/return?

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Think about your best moments in your life. What 'values' were present?

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Think about your worst moments in your life. What 'values' were missing?

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Think about times where you were moved to tears or chills. What values were present?

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Think about the different parts of your life (this is where you can use the free self-coaching tool)  
What is important to you about each part? (e.g. career, family, relationships, health & fitness, personal growth, spirituality). Write down your answers.

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Using your answers from the above questions and the words that you may have used from the list below, list your values.

You might have 10, 20 or even 30. If so, notice if any of the words might mean the same to you and group them together. Then decide what word describes that value.

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Reduce your list down to your top 5-8 values.

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Now go back to the different parts of your life and reflect on where you are expressing these values most of the time.

Notice where you are not expressing them most of the time.

How does that part of your life feel? What is the impact on you and perhaps others where you are not being who you really are and living your own values?

What can you do to bring your values into all the parts of your life?

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**Take action.** You don't have to change everything overnight. Just decide on what small steps and changes you can make to start with. Small changes can often have the most profound impact.

Abundance	Acceptance	Accomplishment	Achievement
Acknowledgement	Adaptability	Adventure	Affection
Affluence	Agility	Alertness	Altruism
Ambition	Amusement	Appreciation	Approachability
Assertiveness	Attentiveness	Attractiveness	Audacity
Awareness	Awe	Balance	Beauty
Being the best	Belonging	Bliss	Boldness
Bravery	Brilliance	Calmness	Capability
Care	Celebrity	Certainty	Challenge
Charm	Cheerfulness	Clarity	Clear-mindedness
Cleverness	Comfort	Commitment	Compassion
Completion	Confidence	Conformity	Connection
Consciousness	Consistency	Contentment	Contribution
Control	Conviction	Conviviality	Cooperation
Courage	Courtesy	Creativity	Credibility
Curiosity	Daring	Decisiveness	Decorum
Delight	Dependability	Depth	Desire
Determination	Devotion	Devoutness	Dexterity
Dignity	Diligence	Discipline	Discretion
Diversity	Dominance	Dreaming	Duty
Dynamism	Education	Effectiveness	Efficiency
Elation	Elegance	Empathy	Encouragement
Endurance	Energy	Enjoyment	Enthusiasm
Excellence	Excitement	Exhilaration	Expectancy
Expertise	Exploration	Expressiveness	Extravagance
Exuberance	Fairness	Faith	Fame
Family	Fascination	Fearlessness	Fidelity
Fierceness	Firmness	Financial independence	Fitness
Flexibility	Flow	Focus	Fortitude
Frankness	Freedom	Friendships	Frugality
Fun	Generosity	Giving	Grace
Gratitude	Gregariousness	Growth	Guidance
Happiness	Harmony	Health	Heart
Helpfulness	Heroism	Honesty	Honour
Hopefulness	Hospitality	Humility	Humor
Imagination	Impact	Impartiality	Independence
Industry	Ingenuity	Inquisitiveness	Insightfulness
Inspiration	Integrity	Intelligence	Intensity
Intimacy	Intrepidness	Introversion	Intuition
Intuitiveness	Inventiveness	Investing	Joy
Justice	Kindness	Knowledge	Leadership
Learning	Liberty	Liveliness	Logic
Love	Loyalty	Majesty	Making a difference
Mastery	Maturity	Mellowness	Meticulousness
Mindfulness	Modesty	Motivation	Mysteriousness
Open-mindedness	Openness	Optimism	Order
Organization	Originality	Outlandishness	Outrageousness
Passion	Peace	Perceptiveness	Perfection

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Perkiness	Perseverance	Persistence	Philanthropy
Playfulness	Pleasure	Popularity	Practicality
Pragmatism	Precision	Preparedness	Presence
Privacy	Proactivity	Professionalism	Prosperity
Prudence	Punctuality	Purity	Reasonableness
Recognition	Recreation	Refinement	Reflection
Relaxation	Reliability	Resilience	Resolution
Resourcefulness	Respect	Rest	Restraint
Richness	Rigor	Sacredness	Sacrifice
Satisfaction	Security	Self-control	Selflessness
Self-reliance	Sensitivity	Sensuality	Serenity
Service	Sexuality	Sharing	Silence
Sincerity	Skillfulness	Solidarity	Solitude
Soundness	Speed	Spirit	Spirituality
Spontaneity	Stability	Stillness	Strength
Structure	Success	Support	Surprise
Synergy	Teamwork	Thoroughness	Thoughtfulness
Thrift	Tidiness	Traditionalism	Tranquility
Trust	Trustworthiness	Truth	Understanding
Unflappability	Uniqueness	Unity	Usefulness
Utility	Variety	Victory	Vigor
Virtue	Vision	Vitality	Vivacity
Warmth	Wealth	Willingness	Winning
Wisdom	Wittiness	Wonder	Zeal

Another important aspect to consider is how well aligned your personal values are to those of your workplace, be that your own business or large organisation. They don't have to be exactly the same, but there does need to be some alignment.

What are the Values of your business? Workplace?

That could be your next place to explore this – once you have ensured you are living your own personal values. Having said that, it might be difficult for you to see how to align or express your personal values in your workplace. If that turns out to be the case, then that is useful for you to have noticed. What is your solution?