

VALUES

DEVELOP A SHORT LIST

Refer to the list of values that follows.

Create a list of your most important values, without trying to order them and you can do this by ticking/highlighting approximately 25 of the values listed that most call to you. You can, of course, add things or change the wording slightly – the list is by no means restricted. Or you might have a slightly different interpretation of a value. That's OK!

UNCOVER YOUR KEY VALUES:

- Write each value you have listed, or highlighted, on a post-it note. You may want to jot down thoughts on what the value means to you and how you put it into action. After all, the word on the list is only a label – what does it *mean to you*? For example, family might mean your parents and siblings, your kids, your partner, pets or maybe it is more about your community – close friends and people who 'get' you, in which case community or connectivity may be more meaningful to you.
- For each value you identify as important, think about what it looks and feels like when it is present in your life – make a note of this. You might also want to think about times when it has been absent and how that impacted you. For example, 'speaking out' and 'influence' might be core values and yet you had to stay quiet and follow rules that didn't quite sit well with you.
- On a large piece of paper, write out three headings – Extremely Valued, Very Valued and Valued.
 - Make a rough cut and try to place no more than 8 of your values in the 'Extremely Valued' category, a further 8 in the "Very Valued" column and the rest in the valued column. Some of the values you have identified might have very similar meaning to you so you might choose to group them under one label, it is your list so do what works for you.
 - If you think you have different values for personal and work which ones are most important to you? For example, you may have identified 'ambition/career growth' and 'health and wellbeing' as another value. If it came to a choice, what would you sacrifice right now – wellbeing OR working long hours to enable career growth? If both are important, what does this look like in everyday living? This isn't about judgement or about what you "should" prioritise, it is about what YOU prioritise right now.
- Now, double check! Compare the first two values in your extremely valued group, ask yourself if the first is relatively more important to you than the other. Place the more important one top.
 - Take the next value – is this more or less important to you than the top value? If relatively less important, is it more or less than the second highest value?
 - Work through each of your values in each of the columns in turn like this until you have them in the right order. Swap columns if you need to.

Ultimately you will have identified your top 6-8 values.

It is highly likely that these values are so important to you that if they are not present, or are compromised in any way, you will feel out of sorts – maybe stressed or depressed or frustrated. It may manifest itself as poor sleep, physical sickness (or dis-ease if you prefer) or maybe a nagging feeling that something isn't right. On the surface of it you are successful and 'should be' happy – but that is not how you feel.

To help you clarify your values, think about situations where you took action or made a choice, even if it was difficult, and the result left you feeling good, what were the underpinning values? What was the motivation or drive behind your actions?

- Or you might have chosen to volunteer for a lobby group or community organisation because its cause resonated with you.
- In thinking about your values, it can also be useful to think about your choices of where to spend your leisure time and the sorts of people you enjoy being around.
- Think about the times when you felt you have made choices that afterwards didn't feel right to you. Maybe it was due to social pressure or trying to please specific people or through fear, self-doubt, or the need to conform. It is highly likely that you have compromised one of your core values.

When you have identified your top 6-8 values, ask yourself:

- Do these feel right (listen to your gut-instinct)?
- Does this list of values provide me with direction and help me move forward?
- How do I express my values at work, at home and at play?
- Are my values aligned with what I do, socially and at work?
- Am I spending my time and resources in the right places/on the right things?
- What is missing in my life right now?
- Do I need to make any changes?

COMMON VALUES

Achievement	pushing yourself to succeed, actions/work that yield results
Adventure	needing new experiences and risky, potentially dangerous activities
Altruism	concern for the welfare of others without reward
Artistic expression	expressing yourself through art - painting, music, writing, dancing etc
Authenticity	being real, no pretence
Authority	having the power to influence & command thought, opinion and behaviour
Autonomy	receiving little or no supervision, doing things your way
Balance	maintaining equilibrium, nothing in extreme
Beauty/aesthetics	pleasing visual qualities in a person, object, surroundings
Caring	nurturing and being nurtured, physically and emotionally
Challenge	performing tasks/learning things that are difficult or new
Championing	vigorously supporting or fighting for a cause or person,
Collaboration	co-operating, working with others, sharing ideas
Communication	ensuring everyone is part of the conversation and has the relevant info
Community	a sense of unity with others through interests, attributes, characteristics
Competition	energised by a sense of rivalry, to be the first or to win, excel
Conceptual	enjoying exploring theory and abstract ideas
Contribution	freely giving time and/or skills to a cause or to others
Control	having authority/influence over people, resources, processes
Creativity	original thought, using your own ideas, solving problems
Curiosity	a strong desire to know 'why' and 'how'
Detail	ensuring l's are dotted and t's are crossed
Diversity	variety of backgrounds, culture, ideas and opinions
Duty	sense of responsibility to follow established rules/codes
Education	acquiring knowledge through a systematic process
Encouragement	providing words or actions to support and give hope, to build confidence
Endurance	perseverance despite discomfort to achieve a goal or outcome
Equality	treating people the same, ensuring the same opportunities for all
Excitement	activities that create a feeling of thrill and anticipation
Experimentation	wanting to try out new ways
Expertise	being seen as a leader in your field
Fact-based	preferring concrete, tangible ideas as against concepts and theories
Fairness	no discrimination or favouritism, treating everyone the same
Faith	commitment to a cause/religion/belief system
Family	spending time and resources with family
Financial security	knowing you have enough money to live the life you want
Flexibility/adaptability	enjoying unpredictability and the need to adapt to changing circumstances
Freedom	being able to follow your own path rather than conform
Friendship/connection	people who 'get you', mutual support, sharing of ideas.
Fun/play	engaging in enjoyable activities, amusement, using imagination
Gratitude	appreciation and thankfulness
Health and wellbeing	prioritising physical and mental wellbeing
Helping others	aiding individuals or groups
Humour	seeing the funny side of situations, laughing at absurdities
Independence	living life your way without influence of others
Influence	having the ability to affect people's opinions and ideas

Innovation	finding new or better systems/process/products
Integrity	doing what you say you will, trustworthy
Job security	needing a high probability that you will remain employed
Justice	ensuring fairness, equality of treatment
Knowledge/insight	seeking out new facts/truths, seeking out 'ah-ha' moments
Leadership	motivating and inspiring others, providing direction
Learning	gaining new knowledge for the joy of it, increasing understanding
Leisure	time away from work to re-set
Loyalty	providing faithful support and allegiance to another or a cause
Making a difference	improving outcomes and processes, adding value
Management	planning and organising resources, including people
Mastery	Having outstanding skill in a specific field
Membership	pride in belonging to a group/organisation/club
Mental challenge	solving problems, stretching your brain
Natural environment	needing time with nature
Obedience	complying with rules and moral/legal obligations
Openness	transparency, no secrets
Organisation	enjoying creating order from chaos, wanting things to be in their place
Originality	expressing your uniqueness and creativity
Patience	accepting delays and difficulties calmly and stoically
Peace/harmony	maintaining a state of calm and agreement, an absence of disquiet
Personal growth	growth through self-awareness and development
Physical challenge	pushing your body, wanting to be stronger/fitter
Planning	establishing processes and agendas to best utilise time and resources
Practicality	down to earth, the tried and tested methods
Privacy	not sharing personal info, keeping your affairs out of the public eye
Prosperity	financial success and wealth
Quality	the need to do things properly, not cut corners
Rationality	using logic and analysis, reason before emotion
Recognition	receiving attention and credit for your achievements and ideas
Research	systematic investigation, collecting information, digging to find facts
Respect	caring about how your words and actions impact on others
Risk-taking	activities/making decisions that are dangerous and could go wrong
Routine	no surprises, having certainty and fixed ways of doing things
Self-expression	showing your true self through words, behaviours, actions
Solitude	having time by yourself to recharge
Speaking out	expressing your opinions or feelings publicly
Spirituality	personal connection to something bigger than ourselves
Stability	continuity, dislike of too much change
Status	social or professional standing relative to others
Strategy	creating the vision and setting direction, connecting the dots
Success	achieving, being popular
Sustainability	meeting current needs without compromising future generations
Teamwork	getting things done with others
Tradition	long standing customs and practices
Truthfulness	honesty with self and others
Variety	having a range of activities, tasks, roles