

## VALUES - READ

What are your values?

How would you define them?

Before you answer these questions, you need to know what (in general) values are, and why they matter.

Your values are the fundamental beliefs that help you determine what is important to you. They influence your choices in the way you live and work. They help you prioritise, and deep down, are probably the measures you use to tell if life is turning out the way you want it to. They're your internal compass.

When your actions and behaviours match your values, life is typically good, you're satisfied and content. But when they clash, things can feel wrong, this can then lead to unhappiness and internal conflict.

That is why making a conscious effort to identify your values is so important.

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Values exist whether you recognise them or not. However, life can become much easier when you do acknowledge them. For example, if you value family, but work 70 hours each week, you will you feel internal stress. **When you know your own values, you can use them to guide your decisions.**

As you move through life your values may change. E.g., when you start your career, success measured by money and status might be a top priority. But after you have a family, work-life balance may be what you value more.

As your definition of success changes, so do your personal values. This is why keeping in touch with your values is a lifelong exercise. Continuously revisiting and assessing your values is good practice, especially if you start to feel unbalanced and you can't quite figure out why.

As you go through this exercise bear in mind that values that were important in the past may not be relevant now.





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## VALUES - DO

### Defining your values

When you define your personal values, you discover what's important to you. A good way of starting to do this is to look back on your life – to identify when you felt really good, and confident that you were making good choices.

Identifying and understanding your values is a challenging and important exercise.

Your personal values are a central part of who you are and who you want to be. Therefore, by becoming more aware of these important factors in your life, you can use them as a guide to make the best choice in any situation.



### Step 1:

- Identify the times when you were happiest – give examples from both career and personal life to ensure balance from answers
- What were you doing?
- Who were you with (if anyone)?
- What other factors contributed to your happiness?

### Step 2:

- Identify the times when you were most proud – again use examples from career and personal life.
- Why were you proud?
- Did other people share your pride? Who?
- What other factors contributed to your feelings of pride?





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### Step 3:

- Identify the times when you were most satisfied and content – again use both work and personal examples.
- What need or desire was fulfilled?
- How and why did the experience give your life meaning?
- What other factors contributed to your feelings?

### Step 4:

- Now determine 10 values, based on your past and present experiences.
- Use the list of Common Personal Values to help you get started.
- Aim for 10 values. (As you work through, you may find that some of these naturally combine. For instance, if you value philanthropy, community, and generosity, you might say that service to others is one of your top values.)



## Step 5:

- Now prioritise and pick your top 5 values
- Write them down, not in any particular order.

## Step 6:

- Identify your deal breaker
- Look at your 5 values and ask yourself, "If I could satisfy only one of these, which would I choose?"
- Why is this your deal breaker?
- Why are the other values important to you?
- On a scale of 1- 10 how fulfilled are you with your top 5 values?
- What can you do to improve these?
- Are your values extrinsic or intrinsic?

## Step 7:

- Regularly review your values
- Use your knowledge of them to help you make life and work decisions.





# VALUES SUGGESTIONS

Truth, achievement, flexibility, integrity, justice, peace of mind, fulfilment, Innovation, freedom, strength, teamwork, Autonomy, sincerity, compassion, perspective, Independence, dependability, passion, Excitement, Challenge, Empowerment, Love, security, self-control, self-respect, patience, humour, peace, commitment, recognition, Excellence, Loyalty, Spirituality, Fun, Adventure, Creativity, Success, Trust, Learning, Helping others, Risk taking, Honesty, Fame, Financial security, Courage.