



Five Steps to Clarifying & Living in Alignment with Your Values

A workbook produced by Best U Can B Inc.



Five Steps to Clarifying Your Values

Your values - the guiding principles of your belief systems - influence every aspect of your life. If you are unclear about your own values – what is most important to you – it’s easy to fall into living by the values of others, such as your family or people you admire.

This habit of living other people’s values will cause unease and discomfort in your life. For example, let’s say your father is a hard-working man who always says, “If you’re going to do a job, do it right.” You strive to follow his example and do everything with precision and accuracy, yet you are continually frustrated with nearly every task you take on. You’d rather be spending time with your family than spending hours getting everything ‘just right’. In this case, perhaps ‘hard work’ is an important value to your father, while ‘family’ is an important value to you.

Identifying which values are most important to you will help guide you in making day-to-day decisions. Being clear about your most important values will also help you determine whether or not you are living in alignment with your values. Using the example above, if you don’t spend nearly as much time as you *want to* spend with your family, you’ll feel unhappy. So re-prioritizing your time to align with your own values, rather than your father’s values, will make you feel at ease, comfortable and happy.

The following exercises will assist you in identifying and prioritizing your values.

STEP 1: Identify Your Values

The words below (*and on the next page*) are a list of commonly identified values. **Underline** the words that resonate for you. This exercise should only take a few minutes. Instead of deliberating over the words, quickly underline the words that immediately feel important to you. (*Having no more than 10 is ideal.*)

Accountability	Assertiveness	Bravery	Community	Daring
Abundance	Assisting	Build	Compassion	Decisiveness
Acceptance	Association	Calm	Competition	Dedication
Accomplishment	Attainment	Capability	Competitiveness	Delight
Accuracy	Attentiveness	Carefulness	Congruency	Democracy
Achievement	Attraction	Caring	Connection	Dependability
Acquisition	Augmenting	Causes	Consistency	Design
Activity	Autonomy	Certainty	Contentment	Destiny
Advancement	Awards	Challenge	Contribution	Details
Adventure	Awareness	Chance	Control	Determination
Adventurousness	Awe	Change	Cooperation	Dementedness
Affirmation	Balance	Cheerfulness	Correctness	Devotion
Alertness	Beauty	Class	Correlation	Diligence
Altruism	Being present	Clear-mindedness	Courage	Directing
Ambition	Being the best	Coaching	Courtesy	Direction
Articulate	Belonging	Collecting	Creativity	Discerning
Artistic	Bliss	Comfort	Curiosity	Discipline
Assemble	Boldness	Commitment	Danger	Discovery

Discretion	Gifts	Love	Prudence	Speed
Distinguish	Glamour	Loyalty	Purity	Spirituality
Diversity	Goals	Magnificence	Quality	Spontaneity
Drama	Goodness	Making a difference	Quest	Stability
Dream	Grace	Management	Quiet	Standards
Dynamism	Gratitude	Manners	Radiance	Stimulation
Ease	Growth	Mastery	Realization	Strength
Economy	Guidance	Merit	Refinement	Structure
Education	Happiness	Modesty	Regulation	Success
Effectiveness	Hard work	Modification	Rejuvenation	Superiority
Efficiency	Harmony	Movement	Relatedness	Supervision
Elegance	Health	Moving forward	Relationships	Support
Empathy	Helping	Novelty	Reliability	Synergy
Encouragement	Holiness	Nurturing	Religion	Teaching
Endowment	Home	Obedience	Resourcefulness	Teamwork
Energy	Honesty	Observation	Responsibility	Temperance
Enjoyment	Honoring	Open-mindedness	Restraint	Tenderness
Enlightenment	Humility	Openness	Results	Thankfulness
Enterprise	Humor	Options	Revision	The unknown
Entertainment	Imagination	Orchestration	Rigor	Thoughtfulness
Enthusiasm	Impact	Order	Risk	Thrill
Equality	Improvement	Originality	Romance	Timeliness
Excellence	Independence	Passion	Rules	Tolerance
Excitement	Influence	Patience	Safety	Touch
Exhilaration	Information	Patriotism	Satisfaction	Tradition
Experience	Ingenuity	Peace	Security	Traditionalism
Experiment	Innovation	People	Seeking	Transformation
Expertise	Inquisitiveness	Perception	Self-actualization	Trustworthiness
Explanation	Insightfulness	Perfection	Self-control	Truth
Exploration	Inspiration	Perseverance	Self-reliance	Truthfulness
Expressiveness	Inspiring	Persuasion	Self-worth	Understanding
Facilitation	Instructing	Physical Contact	Selfishness	Uniqueness
Fairness	Instruction	Piety	Sensation	Unity
Faith	Integration	Planning	Sensibility	Usefulness
Family	Integrity	Play	Sensitivity	Variety
Fidelity	Intellectual status	Pleasure	Serenity	Venture
Fitness	Intelligence	Politeness	Service	Vigor
Fluency	Intuition	Positivity	Sex	Vision
Fluidity	Invention	Power	Shrewdness	Visualization
Focus	Joy	Practicality	Simplicity	Vitality
Fortune	Justice	Preparedness	Sincerity	Vulnerability
Freedom	Laughter	Prevail	Social Status	Wealth
Fun	Leadership	Proactive	Socializing	Wellbeing
Friendship	Learning	Procedures	Soundness	Winning
Generosity	Legacy	Professionalism	Space	

If you feel that you have any additional values that aren't listed above, add them in the empty space in the chart above.

STEP 1A: Identify your top ten structural values

From the list of words you underlined, choose the ten that you align with the most and write them here:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

STEP 2: Clarify Your Values

In the space provided below (*and on the next page*), write a clarifying statement of how your structural values are, or could be, evident in your life. Clarity leads to power. The greater the clarity you have around your values, the more powerfully they will guide your life. Your idea of any particular value may be entirely different than some else's. It's important that you understand specifically what *You* mean when you state your values. Be sure to write your values as a positive statement in the present tense. For example, if compassion and integrity are structural values for you, you might write, "I am a compassionate person, giving myself as much compassion as I give others," and "I live with complete integrity, doing what I say I will do."

Value from Step 1A: Statement:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Value from Step 1A: Statement:

STEP 3: Identify your core values

From the list of values you wrote in Step 2, choose the three that mean the most to you and write them here *(yes, you are only allowed three!)*:

STEP 4: Are you living your core values?

In the space provided below write 2 – 3 clarifying statements for each of your core values from Step 3, indicating how your core values are, or could be, evident in your life.

Core Value:

Statement:

<hr/>	<hr/>

Now, go back to your list of statements in Step 4 and place a big check mark beside any statement that you are honestly living most of the time in your life.

STEP 5: Living in Alignment with Your Values

To live authentically, you must live in alignment with your values. Review your list of core values and clarifying statements from Step 4. In the spaces below, list those core values that you feel you are *not* living in alignment with. After each value, list actions you can take in order to align with that value.

Core Value:

Value alignment action steps:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Values Alignment Goal/Intention

It's not enough to identify the action steps you can take to align with your values, you have to actually take the action! Set yourself up for success and set one goal, or intention, at a time. Choose the time period you will work on taking that action, and select a date by which you will complete the action... then do it by that date!

For the period of _____ to _____ **I choose to focus on aligning myself with the value of _____.**

I commit to completing the following step(s) _____

by _____ (date).

Today's Date: _____ Signed: _____

As soon as you complete the goal/intention you committed to, select another action step, either from that same value, or from another value. Use the following section to track your on-going commitments to yourself.

For the period of _____ to _____ **I choose to focus on aligning myself with the value of** _____.

I commit to completing the following step(s) _____

by _____ (date).

Today's Date: _____ Signed: _____

For the period of _____ to _____ **I choose to focus on aligning myself with the value of** _____.

I commit to completing the following step(s) _____

by _____ (date).

Today's Date: _____ Signed: _____

For the period of _____ to _____ **I choose to focus on aligning myself with the value of** _____.

I commit to completing the following step(s) _____

by _____ (date).

Today's Date: _____ Signed: _____

Structural Value:

Statement:

<hr/>	<hr/>

Now, go back to your list of statements in this Bonus Step and place a big check mark beside any statement that you are honestly living most of the time in your life.

Review your list of structural values and clarifying statements in the Bonus Step. In the spaces below, list those structural values that you feel you are *not* living in alignment with. After each value, list actions you can take in order to align with that value.

Structural Value:

Value alignment action steps:

<hr/>	<hr/>

As soon as you complete the goal/intention stated above, select another action step, either from that same value, or from another value. Use the following spaces to track your on-going commitments to yourself. *(Feel free to print multiple copies of this sheet, so you can continue this process.)*

For the period of _____ to _____ **I choose to focus on aligning myself with the value of _____.**

I commit to completing the following step(s)

by _____ (date).

Today's Date: _____ Signed: _____

For the period of _____ to _____ **I choose to focus on aligning myself with the value of _____.**

I commit to completing the following step(s)

by _____ (date).

Today's Date: _____ Signed: _____

For the period of _____ to _____ **I choose to focus on aligning myself with the value of _____.**

I commit to completing the following step(s)

by _____ (date).

Today's Date: _____ Signed: _____

We trust you have found great value in completing the exercises in this workbook. **If you have not completed these exercises because you have encountered challenges, we offer coaching sessions and healing Shin Dao (Heart Way) sessions to help you move past your blocks so you can move forward in your life.** Call us in Calgary at 403-285-5266 (outside area code 403, you can call toll free at 1-844-807-3925) to set up a time that works for you. *(Yes, we can do sessions on-line, so you can connect with us from anywhere in the world.)*