



## Values Worksheet

### Description

Our values represent the attributes and qualities of life that we prize most highly. When individuals, teams and organizations have clarity regarding their deeply held values, the most fulfilling work and achievement become an expression of and consistent with those values. Alternately, discovery that objectives and activities are at odds with deeply held values can serve as a catalyst for important change. The *Values Worksheet* supports discovery, clarification, and prioritization of values for individuals and groups.

### Instructions

To use the *Values Worksheet*:

1. Review the sample list of values and notice any additional values that come to mind that may not be on the list.
2. Circle all of the values that seem particularly important for you (or your team). Then, identify the “Top 10” values that are most deeply held and important.
3. List these values on the Worksheet in the space provided.
4. Rank each Value from 1 (low) to 10 (high) based on the degree to which you believe that actions are an expression of and consistent with the value.
5. For each Value that you want to honor more, note the ideas you have to give that Value greater emphasis in your worklife.

## Sample Values List

Review the list below and add any values that seem to be missing for you. Circle all of the Values that seem most important to you (or your team). From the circled Values, identify your “Top 10” — those Values that are most deeply held and important. List these on the next page.

Values				
Humor	Accomplishment	Collaboration	Beauty	<b><i>Others:</i></b>
Directness	Orderliness	Learning	Elegance	-----
Partnership	Bold Action	Teamwork	Vitality	-----
Productivity	Honesty	Courage	Assertiveness	-----
Service	Success	Self-Expression	Timeliness	-----
Contribution	Accuracy	Trust	Quality	-----
Excellence	Risk-Taking	Authority	Profitability	-----
Free Spirit	Authenticity	Individuality	Security	-----
Focus	Zest	Relationship	Loyalty	-----
Innovation	Tradition	Power	Excitement	-----
Recognition	Growth	Integrity		-----
Harmony	Participation	Creativity		

## Values Clarification Worksheet

Value	Score 1–10	Ideas to Increase
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		