
USING THE CORE VALUES PROCESS

The worksheets on the next several pages contain a process I use with my clients to help them uncover the values that bring them satisfaction and enjoyment. The worksheets were developed by Coach For Life™¹. You will use them to uncover your own unique success stories and to discover your personal Core Values. Your Core Values are life-giving to you as an individual and knowing them will help you make the choices that bring contentment, fulfillment, and success. To complete this exercise, I recommend printing out these pages and following the next 4 steps.

Step 1 is to answer the 8 core values questions shown on the following pages. Take your time and really enjoy whatever memory or story comes up for you as you think about each question. You might want to record your answers on blank pieces of paper so you have plenty of room to write. When you are done answering the questions, take a highlighter (blue, green, pink, yellow) of your choice and highlight the descriptive words (Example 1).

Step 2 is to transfer the words you have highlighted to the Summary List sheet. You will probably have 25-50 descriptive words on your summary sheet. If you only have a few, please feel free to go back and review the core values questions to see if you can bring forward an even deeper set of answers. As you move to step 3, remember that all your descriptive words are valuable and uniquely “you”. In the next steps, you will be able to see where they all fit in (Example 2).

Step 3 is to go through the list of descriptive words and choose the ‘1’ word of all those listed that is the most important to you. This can sometimes seem like a hard choice and that is okay. Just review the words until one of them really stands out or if you get stuck, just choose one and know that it is okay. Then, draw a line through that value and record it on the Values Cluster worksheet (Example 3).

Step 4 is to repeat Step 3 with the remaining words until you have identified the top 4 or 5 values from your Summary List and record them on your Values Cluster worksheet. These first 5 values will be known as your Primary Core Values. When you plan actions or adopt goals and strategies, alignment with your Core Values can help ensure you have both enjoyment and success. Remember that all the words recorded on your Summary List sheet are important. Use as many of the remaining values in the list, as well as additional descriptive words you feel are needed, to fully describe the essence of each of the Core Values you choose.

Your Core Values are very important to the success and enjoyment you experience setting and achieving your personal goals. When you check a new idea, career opportunity, or service program for alignment with your Core Values you have a very powerful tool for

ensuring success and enjoyment. Make a personal commitment to use your core values to make life choices and notice how your personal satisfaction expands!

Core Values Inquiry Questions – Example 1

Answer the following questions:

Remember a time when you were happiest

Describe the essence, the feelings or quality of life being expressed.

I remember the day that my 1st child was born. The awe of a newborn, the love and total acceptance I felt were wonderful. I felt completely, emotionally full and surrounded by love. I knew in that moment that nothing else would compare to the wonder I felt at the miracle of this new life. I was 100% engaged in “being a mom”.

What have you always known to be true?

Describe the essence, the feelings or quality of life being expressed.

I know that life is sacred and that each one of us has the capacity to “be” our perfect selves. That might mean that we’re not perfect in the world’s eyes but in the eyes of the Divine Presence (which I experience as God) we are perfect. We are all God’s children. Like my own family, each one is an individual, and each one has strengths. However, we are equal and no one is better than or greater than another. This is true of the world too. We have the capacity and the calling to shine our light on the pathway of life so that other’s, perhaps lost ones, can find their own way. People are good, life is good, the universe is benevolent.

What is it about you that makes other people want you in their lives?

Describe the essence, the feelings or qualities.

I feel that people want me in their lives because I am interested, with a child-like wonder, in who they really are. I also bring my own brand of wisdom and am happy to share my thoughts without feeling the need to have my listener adopt my idea(s). I tend to be happy & bright. I enjoy having fun (in fact without it I feel compelled to create it).

What makes you want to include other people in your life?

Describe the essence, the feelings or quality of life being expressed.

I like to be around people who are confident and upbeat. I also like intelligence, especially if coupled with honest humility. Speaking of honesty, I like authentic people who know who they are and are comfortable “in their skin”. I like people who are interested in my ideas whether or not they agree. Mostly, I think that I like free-thinkers who have a sense of wonder and awe at the magnificence of the world and universe.

SUMMARY LIST – EXAMPLE 2

awe	intelligent	
love	honest humility	
total acceptance	authentic people	
emotionally full	comfortable “in their skin”	
surrounded by love	free-thinkers	
wonder	sense of wonder and awe	
miracle of life	magnificent world & universe	
100% engaged	etc.	
being a mom		
life is sacred		
”be” our perfect selves		
we are perfect		
God’s children		
individual		
strength		
equal		
shine our light on the pathway of life		
people are good		
life is good		
benevolent universe		
interested		
child-like wonder		
wisdom		
sharing my thoughts		
happy & bright		
enjoy fun		
confident & upbeat		

VALUE CLUSTER WORKSHEET – EXAMPLE 3

Step 1. List your **Core Values** in priority order on the bold lines below.

Step 2. Add the **Clarifying Values**

Step 3. Rate how fully you are living and honoring each of these **Value Clusters** in your life now. Use the scale of 0 to 10. (0 = Not honoring this value at all, 10 = Fully honoring this value in my life now)
Write that number on the bold line to the right identified as **Now**.

<u>Core Values</u>	<u>/ Clarifying Values</u>	<u>Now</u>
1. <u>child-like wonder</u>	/ in awe _____ / wonder _____ / interested _____ _____ / _____ / _____	<u>7</u>
2. <u>total acceptance</u>	/ emotionally full/ life is sacred / surrounded by love ____ _____ / _____ / _____	<u>6</u>
3. <u>light on the pathway of life</u>	/ sharing my thoughts / (keep on working with the list) _____ / _____ / _____	<u>5</u>
4. <u>enjoy fun</u>	/ confident _____ / upbeat ____ / (keep on working with the list) _____ / _____ / _____	<u>7</u>
5. <u>free thinkers</u>	/ (keep on working with the list)____ / _____ / _____ _____ / _____ / _____	<u>4</u>

Date: _____

Signature: _____

Core Values Inquiry Questions

Answer the following questions:

Remember a time when you were happiest

Describe the essence, the feelings or quality of life being expressed.

What have you always known to be true?

Describe the essence, the feelings or quality of life being expressed.

What is it about you that makes other people want you in their lives?

Describe the essence, the feelings or qualities.

What makes you want to include other people in your life?

Describe the essence, the feelings or quality of life being expressed.

What qualities are most evident when you are being most powerful?

Describe the essence, the feelings or quality of life being expressed.

Describe your most passionate, joyous moment.

Describe the essence, the feelings or quality of life being expressed.

What are the most unique things about you?

Describe the essence, the feelings or quality of life being expressed.

What qualities does your definition of Divine Presence consist of?

Describe the essence, the feelings or quality of life being expressed.

[illegible]

VALUE CLUSTER WORKSHEET

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	<u>Core Values</u>	<u>/ Clarifying Values</u>	<u>Now</u>
1.	_____	/ _____ / _____ / _____	_____
		_____ / _____ / _____	
2.	_____	/ _____ / _____ / _____	_____
		_____ / _____ / _____	
3.	_____	/ _____ / _____ / _____	_____
		_____ / _____ / _____	
4.	_____	/ _____ / _____ / _____	_____
		_____ / _____ / _____	
5.	_____	/ _____ / _____ / _____	_____
		_____ / _____ / _____	

Date: _____

Signature: _____

¹ www.coachforlife.com