

Checklist for Personal Values

Adapted from C. Roberts, Fifth Discipline Field Book

This exercise is designed to help you reach a better understanding of your most significant values.

Step 1: What I Value Most...

From this list of values (both work and personal), **select ten that are most important to you.** Feel free to add any values of your own to this list.

Achievement	Friendships	Physical challenge
Advancement and promotion	Growth	Pleasure
Adventure	Having a family	Power and authority
Affection (love and caring)	Health	Privacy
Arts	Helping others & society	Public service
Challenging problems	Honesty	Purity
Change and variety	Independence	Quality of what I take part in
Close relationships	Influencing others	Quality relationships
Community	Inner harmony	Recognition (respect from others)
Competence	Integrity	Religion
Competition	Intellectual status	Reputation
Cooperation	Involvement	Responsibility and accountability
Country	Job tranquility	Security
Creativity	Knowledge	Self-respect
Decisiveness	Leadership	Serenity
Democracy	Location	Sophistication
Ecological awareness	Loyalty	Stability
Economic security	Market position	Status
Effectiveness	Meaningful work	Supervising others
Efficiency	Merit	Time freedom
Ethical practice	Money	Truth
Excellence	Nature	Wealth
Excitement	Being around honest people	Wisdom
Fame	Order (tranquility & stability)	Work under pressure
Fast living	Personal development	Work with others
Financial gain	Freedom	Working alone

Step 2: Elimination

A) Now that you have identified ten, imagine that you are only permitted to have five values. Which five would you give up? Cross them off.

B) Now imagine that you are only permitted **four**. Which would you give up? Cross it off.

C) Now rank order the four that are left. This will give you a clearer idea of what you care about most. **Are your work and personal life aligned with these values?**

Smart Goals

Specific - A specific goal has a much greater chance of being accomplished than a general goal. The more specific you are in scope and duration, the higher the probability that you'll succeed.

Example: A general goal would be, "Get in shape." But a specific goal would say, "Join a health club and workout 3 days a week."

Measurable - Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal. To determine if your goal is measurable, ask: How will I know when it is accomplished?

Attainable - You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps. Break your goals into smaller steps. This will give you a sense of where you're going and where you want to be. Goals that may have seemed out of reach eventually move closer and become attainable.

Realistic - Your goal is probably realistic if you truly *believe* that it can be accomplished. Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.

Timely - A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency. If you want to lose 10 lbs, by when do you want to lose it? "Someday" won't work. But if you anchor it within a timeframe, "by May 1st", then you've set your unconscious mind into motion to begin working on the goal.

MY GOALS

1. _____
2. _____
3. _____