

# Values & Priorities Workbook

## **Values:**

- Form your guiding principles.
- Determine behavior.
- Answer the question “Am I on the right path?”
- Help you define what things are non-negotiable in your life.
- Answer the questions, what’s most important to me and why?
- Become your measuring stick.
- Fundamental belief that guides your attitudes, actions and choices.

## **Priorities:**

- An ordered list of the things that are most important to you

## **Reasons for knowing your values and priorities:**

- Identify why you do what you do.
- Help you make decisions that are aligned with who you are.
- Help you avoid things that are not aligned with what is important to you.

## Task 1: Reflection Questions (10 minutes)

In general, what things in your life energize and inspire you?

What qualities would you look for in a partner or friend?

If you had to summarize who you are in 5 words—what characteristics would you list?

## Task 2: Values Sort (10 minutes)

Look at the list of values below. Cross out all of those that don't apply or resonate with you. Do it quickly and be honest, go with your gut. Do the exercise again and again until you are left with 10 or so values. You are welcome to combine values, or add any of your values that are not listed.

Abundance	Communication	Family Time	Honoring Elders
Authenticity	Community	Faith	Humor
Achievement	Competency	Fame	Influence
Adventure	Cooperation	Freedom	Inner Harmony
Ambition	Contribution	Friendships	Justice
Authority	Courage	Frugality	Kindness
Autonomy	Creativity	Fun	Knowledge
Balance	Curiosity	Generosity	Leadership
Beauty	Determination	Growth	Learning
Boldness	Diversity	Happiness	Love
Compassion	Education	Hard Work	Loyalty
Challenge	Enjoyment, fun, happiness & joy	Health	Meaningful Work
Change	Fairness	Hospitality	Nature
Citizenship	Family	Honesty	Order

Openness	Religion	Status
Optimism	Reputation	Teamwork
Peace	Respect	Time Together
Personal Development	Responsibility	Timeliness
Pleasure	Security	Tolerance
Poise	Self-Respect	Trustworthiness
Popularity	Service	Understanding
Recognition	Spirituality	Uniqueness
Recreation	Stability	Volunteering
Relationships	Strength	Wealth
	Success	Wisdom

### Task 3: Ranking your values (10 minutes)

Look at all your values from tasks 1 and 2. Add any values that you want from task 1 to your task 2 list. Choose your top 10 values and rank them in order of importance, starting with your most important value first.

1. _____	5. _____	9. _____
2. _____	6. _____	10. _____
3. _____	7. _____	_____
4. _____	8. _____	_____

### Task 4: Validating your values (5 minutes)

If you were to be described at your funeral using the values that you identified, would you be satisfied with the life you led?

Do you feel a sense of pride when you look at those values? Would you be willing to share them with friends and family you trust the most?

Make any adjustments you feel are needed to be comfortable with your most important values.

## LIFE PRORITIES



In this worksheet we are going to identify what's the **MOST** important in your life.

Tip - I have noticed that women are reluctant to put themselves on their priority list. You are one of your most important priorities, and probably should be near or at the top of your list.

Another thing I notice is that some women think everything is a priority. The definition of priority is that it is most important. Most women can't manage more than 5 or 6 priorities at a time.

You are your most important priority. What do you need to do for yourself so that you have the physical and emotional energy to take care of all your other priorities? What energizes and refreshes you? Examples include: spiritual development, friendships, exercise, yoga, meditation, prayer diet coke, time alone. When you put yourself at the top of your priority list, this is what it means to you.

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

Brainstorm a list of roles and priorities in this season of your life. Include everything.

Examples include: yourself, spouse, mother, grandmother, immediate family, job or work, large goals like losing weight, physical therapy, extended family, community work, hobby or church work.

From the above brainstorm, make a list your top five priorities and give them a number from 1-5 with #1 being your most important priority. Why did you put them in this order? Why is your #1 priority important to you?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

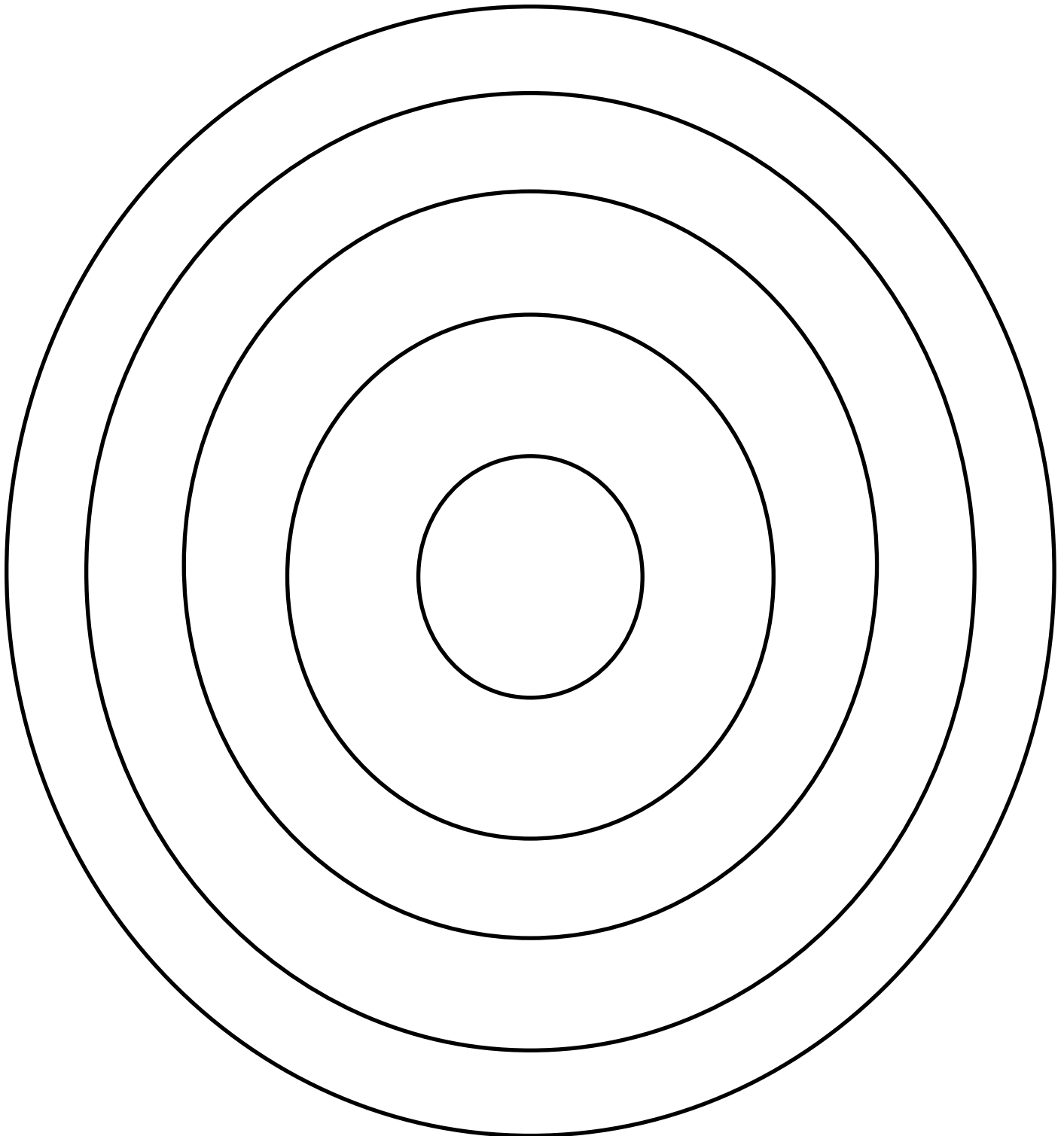
Think about how you have spent your time the past two weeks, 6 months and year. How are you spending your time, energy and money on your top priorities?



How are you not spending your time, energy and money on your top priorities?  
What is coming before what you think is most important to you?

What do you think you need to change or re-align?

I really love the visual of putting myself in the center of a circle and putting my lower priorities in widening rings around the circle, so I gave you some concentric circles to help you visualize your priorities. You could add some of the things that you do that prove it's a priority for you. Fill up those rings. You're welcome.



## VALUE & PRIORITY CARDS



Regularly reviewing your values and priorities will help incorporate them into your life. Fill out the below cards, print and cut them out. Place them someplace where you can see and review them daily.

**For Values**, I create a sentence that incorporates the value. For example my value was “influence”. My sentence reads, “As a leader in my family, my influence will be felt for generations”. Using the value in an inspiring sentence helps me remember why it’s important to me. I recite my values daily. It’s a yardstick I use when deciding how I want to use my time. **For Priorities**, I make a list of them in order of importance to me. As I review my priorities daily, I am making a personal commitment to myself to put first things first.

### LIFE VALUES

1.

2.

3.

4.

5.

6.

7.

8.

### LIFE PRIORITIES

1.

2.

3.

4.

5.

6.

7.