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This will be a process of self-discovery! Everyone has a set of core values that are integral to who they are or even to who they profess to be. Our core values may change throughout the different seasons of our life but they are always with us. When we form an opinion, make decisions or judgments we are either honoring or dishonoring our core values in the process.

If you are honoring your core values you are more likely to be happy. If you are dishonoring your core values you are more likely to be miserable. Violating your own core values you will lead to burnout at your job, in your personal life and on living.

To be a person of honor is to possess and display integrity in one's beliefs and actions. This is most easily accomplished through one's core values. This is why everyone should take a Core Values Inventory.

Knowing ones core values will offer crystal clear insight as to who you are. This could be, should be, then used as a guide when making both the large and small decisions affecting your life.



We all make choices. All of us will experience consequences as a result of our choosing. If we choose poorly for ourselves the consequences are likely to be undesirable. Alternatively, choosing based on a true reflection of who we are will help to ensure more positive outcomes.

Core value guided decision making helps immensely when choosing a career, a particular job, a mate, friends, associations, even a home or a car. Deciding in this way, in favor of our own core values, promotes synergy between the individual and the life they chose to live and synergy promotes harmony.

Everyone has been confronted at some point in their life with a situation, decision or request from someone that dishonors or goes against their inner compass or core values. Think back in your own life to whenever this has occurred. You probably said or thought something like, "I can't do that" or, "This is not me" or, "That's not who I am."

If you decided in your own favor then you were honoring the core values which were being challenged. Afterward, you probably felt good about your decision.



If you went counter to what you were telling yourself at the time and made the decision to proceed against your better judgment then I am 100% certain you dishonored one or more of your core values.

Afterward, you probably felt bad about your decision. What was the ultimate outcome? How did decisions to dishonor your core values affect your life, positively or negatively?

Deciding counter to our core values can lead to lying, cheating, stealing, bankruptcy, relationship problems and all of the attendant negative consequences. Laboring in a career or at a particular job which violates our core values will ultimately lead to burnout. Burnout reflects immense personal dissatisfaction and unhappiness.

Self-inflicted or job related burnout is no state in which to live. It is impossible to live a life of purpose and passion burned out. The best way to avoid burnout is to celebrate and honor your own core values in everything you do and in every decision you make.



When you are getting ready to make a decision, large or small, consider first whether or not the decision or potential outcome is in line with your core values.

Determining your top five core values, and your #1 main core vale can be challenging but very enlightening and even enjoyable.

So, dive in and enjoy!



**Step #1.** On a piece of paper make a list of all of the values you hold dear, the values you would use to describe yourself as having, the values you honor within yourself.

Take your time and be thoughtfully introspective. Do this over the course of a day and a night. Your list might include values such as knowledge, happiness, curiosity, hope, love, friendship, joy, truth, passion, etc. List as many as you can think of that would apply to you.

Don't worry about putting them in any kind of order just now. Be careful when enlisting the help of others. They may give you values they think you have, or wish you had, rather than values you yourself actually possess.



**Step #2.** In back of this workbook there is an extensive list of common positive human values. Review this list just to see if you feel any of them apply to you.

If some of them resonate with you but do not appear on your list from Step #1 then go ahead and add them.

Skip over any that do not apply to you then move on to Step #3 once you have finished running the list.



| Step #3. Answer each the following questions on          |
|--|
| separate pieces of paper:                                |
| 1.) When I was a kid I used to LOVE to                   |
| Write down all of the things you used to love to do as a |
| child, the things you tried to do as often as possible   |
| which brought you joy, happiness and contentment.        |
| 2.) My strengths are                                     |
| List all of the strengths you see in yourself now as an  |
| adult.   |
| 3.) As an adult I LOVE to                                |
| List all of the things you LOVE to do as an adult which  |
| bring you joy, happiness and contentment.                |
| 4.) What two or three things or activities make you      |
| OVER-THE-TOP happy?                                      |



Now, for each of the questions above, write down all of the values that are being **honored** in each of your answers. The values you write down may be the same as some of the ones you generated in Steps #1 and #2 or you may come up with some different ones.

It's okay if some of them are the same. You may list more, or you may list less than in the first exercise. Just write down your impression of which vales are being **honored** in the answers to each of theses questions.

Write them down on the same separate pieces of paper as the answer to each question. Try not to look back at previous value lists.



**Step #4.** These are the last series of questions to answer. These serve to expand the capability of capturing a more accurate picture of your core values. Be sure to answer each question on a separate piece of paper.

| 1.) How would you answer this question? I am   |
|--|
| passionate about   |
| You can list more than one thing but list only the thing(s) you are truly passionate about in your life right now. |
| 2.) My career(s) have beenList all of them.  |
| 3.) This really, truly, undeniably TICKS ME OFF!!!   |
| Describe as accurately as possible what gets you maximally hot under the collar.                                   |

4.) Describe the worst day of your life that you can recall. As painful as it may be, write down what happened to make it the worst day of your life.



- 5.) Describe your perfect day. I mean YOUR PERFECT DAY! What would it look like? What would you do? Where would you go? What would you eat? Be as precise as possible and write it out in one paragraph.
- 6.) What is your favorite color? \_\_\_\_\_.
- 7.) Describe the best day you can remember as a child, your happiest day. What were you doing? What were you thinking? Were you by yourself or with someone? What made it so special? Answer this in one paragraph.
- 8.) Last one. If you could be any animal you could be, which one would you be? You could be a bird, a reptile or a mammal. So, what would you be?



**Step #5.** Now, go back to your answers to each of the last series of questions. Choosing only from the lists of values you generated in Steps #1, #2, and #3, write down the values that were either being **honored** or **dishonored** for each of your answers. There may be just one value or more than one value that is either being **honored** or **dishonored**.

Some values you will use once, some multiple times and others not at all. You should do this for each of your answers, even with the answer to the question of what animal you would be. For instance, as you picture yourself as the animal you chose, what values does that animal represent to you, which you would be honoring as that animal. For instance, I chose my favorite bird, the owl. To me, owls represent wisdom, knowledge and patience.

**Step #6.** Look back over all of the vale lists you have generated. You will notice some of them have been used twice, some have been used multiple times and some have only been used once. Make a new list of values using only the ones that have been used more than once and write beside each of them exactly how many times they have appeared in your lists. If a value has been used only once, we are done with it so do not include it on this new list. But do not throw them away.

You should now have at least five values that were used more than once. Pick the five values that appear most often in your lists. If there is a tie for the fifth value then choose which of the two fits you best. These are your top five core values. They have been your guide throughout your life. Although, you may not have honored or celebrated them as well as you might have. This will not be the case moving forward. From this point on, in all that you do, you should intentionally strive to honor your top five values.

**Step #7.** Now, just like a table has four legs for support, four of these values are the ones that support you and your main core value. Only one of them is your strongest, main core value. Just as the legs of a table can not stand alone without the table's top, your main core value is what binds the other four values all together. Once your top 4 core values are bound together by your main core value, they will in turn support it and You. Your main core value is supported by the four, and the MAIN ONE ties them all together so become enabled to offer you their support. These five core values are your mirror and your reflection. Together, they form a clearer image of who you are.

Now, if multiple values appear an equal number of times in your top five list then you will have to decide which among them is your main core value. You will do this by starting with any two and asking yourself, "If I can only keep one of these two values then I will keep \_\_\_\_\_\_. Keep doing this until you get down to the one main core value that you can not set aside. That will be your main core value.



#### My Top Four Core Vales Are:

| 1. | <br>• |
|----|-------|
| 2. | <br>· |
| 3. | <br>• |
| 4. |       |

### My Main Core Value Is:







| Ability             | Affluence       | Availability   |
|---------------------|-----------------|----------------|
| Abundance           | Aggressiveness  | Awareness      |
| Acceptance          | Agility         | Awe            |
| Accessibility       | Alertness       | Balance        |
| Accomplishment      | Aliveness       | Beauty         |
| Accountability      | Altruism        | Being-ness     |
| Accuracy            | Amazement       | Being the best |
| Achievement         | Amusement       | Belief         |
| Acknowledgement     | Anticipation    | Belongingness  |
| Action              | Appreciation    | Beneficent     |
| Activeness/Activity | Approachability | Benevolence    |
| Adaptability        | Approval        | Blissfulness   |
| Adequacy            | Artistry/Art    | Boldness       |
| Adoration           | Articulacy      | Bravery        |
| Adroitness          | Assertiveness   | Brilliance     |
| Advancement         | Assurance       | Briskness      |
| Adventure           | Attentiveness   | Buoyancy       |
| Affection           | Attractiveness  | Calmness       |



| Camaraderie      | Closeness     | Consistency   |
|------------------|---------------|---------------|
| Candor           | Cognizance    | Contemplation |
| Capability       | Coherence     | Contentment   |
| Care/Caring      | Comfort       | Continuity    |
| Carefulness      | Commitment    | Contribution  |
| Celebrity        | Community     | Control       |
| Certainty        | Compassion    | Conviction    |
| Challenge        | Competence    | Conviviality  |
| Change           | Complacency   | Coolness      |
| Charity          | Competition   | Cooperation   |
| Charm            | Composure     | Copiousness   |
| Chastity         | Concentration | Cordiality    |
| Cheerfulness     | Confidence    | Correctness   |
| Clarity          | Conformity    | Country       |
| Classiness       | Congruency    | Courage       |
| Cleanliness      | Connection    | Courtesy      |
| Clear-mindedness | Consciousness | Craftiness    |
| Cleverness       | Conservation  | Creativity    |



| Credibility    | Dignity     | Economy          |
|----------------|-------------|------------------|
| Cunning        | Diligence   | Ecstasy          |
| Curiosity      | Diplomacy   | Education        |
| Daring         | Direction   | Effectiveness    |
| Decisiveness   | Directness  | Efficacy         |
| Decorum        | Discernment | Elation          |
| Dedication     | Discipline  | Elegance         |
| Depth/Deepness | Discovery   | Empathy          |
| Deference      | Discretion  | Encouragement    |
| Delicacy       | Diversity   | Endurance        |
| Delight        | Dominance   | Energy/Energetic |
| Dependability  | Dreaming    | Engagement       |
| Depth          | Drive       | Enjoyment        |
| Desire         | Durability  | Enlightenment    |
| Determination  | Duty        | Entertainment    |
| Devotion       | Dynamism    | Enthusiasm       |
| Devoutness     | Ease        | Equality         |
| Dexterity      | Eagerness   | Ethics/Ethical   |



| Euphoria       | Fame                | Formidableness |
|----------------|---------------------|----------------|
| Exactness      | Family              | Fortitude      |
| Excellence     | Fascination         | Frankness      |
| Excitement     | Fashion             | Freedom        |
| Exhilaration   | Fearlessness        | Free-thinking  |
| Expectancy     | Ferocity/Fierceness | Freshness      |
| Expediency     | Fidelity            | Friendliness   |
| Experience     | Financial freedom   | Friendship     |
| Expertise      | Fineness            | Frugality      |
| Exploration    | Finesse             | Fun            |
| Expressiveness | Firmness            | Gallantry      |
| Extravagance   | Fitness             | Generosity     |
| Extroversion   | Flexibility         | Gentility      |
| Exuberance     | Flow                | Genuineness    |
| Evolution      | Fluency             | Giving         |
| Facilitating   | Fluidity            | Goodness       |
| Fairness       | Focus               | Grace          |
| Faith/Faithful | Forgiveness         | Graciousness   |



| Gratefulness     | Humor           | Intelligence   |
|------------------|-----------------|----------------|
| Gratitude        | Hygiene         | Intellect      |
| Gregariousness   | Imagination     | Intensity      |
| Growth           | Immovable       | Intimacy       |
| Guidance         | Impact          | Intrepidness   |
| Happiness        | Impartiality    | Introversion   |
| Hardiness        | Impeccability   | Intuition      |
| Harmony          | Independence    | Intuitiveness  |
| Health           | Individuality   | Investing      |
| Heart            | Industry        | Inventiveness  |
| Helpfulness      | Influence       | Involvement    |
| Heroism          | Informative     | Joy/Joyfulness |
| Holiness         | Ingenuity       | Judiciousness  |
| Honesty          | Inquisitiveness | Justice        |
| Honor            | Insightfulness  | Keenness       |
| Hope/Hopefulness | Inspiration     | Kindness       |
| Hospitality      | Instinctiveness | Knowledge      |
| Humility         | Integrity       | Lasting        |



| Lavishness          | Meekness       | Obedience          |
|---------------------|----------------|--------------------|
| Leadership          | Meaningfulness | Objective          |
| Learning            | Mellowness     | Open-mindedness    |
| Legacy              | Mercy          | Openness           |
| Liberation          | Meticulousness | Opportunity        |
| Liberty             | Mindfulness    | Optimism           |
| Lightness           | Moderation     | Opulence           |
| Liveliness          | Modesty        | Order              |
| Logic               | Motivation     | Organization       |
| Longevity           | Mysteriousness | Originality        |
| Love                | Nature         | Outdoors           |
| Loyalty             | Neatness       | Outlandishness     |
| Majesty             | Neighborly     | Outrageousness     |
| Making a difference | Nerve          | Partnership        |
| Malleable           | Nimble         | Passion            |
| Marriage            | Noble          | Patience           |
| Mastery             | Non-conformity | Peacefulness/Peace |
| Maturity            | Nurturing      | Perceptiveness     |



| Perfection       | Potency         | Qualifications |
|------------------|-----------------|----------------|
| Performance      | Power           | Quietness      |
| Perkiness        | Practicality    | Quickness      |
| Perseverance     | Pragmatism      | Rationality    |
| Persistence      | Precision       | Realism        |
| Personable       | Preeminence     | Readiness      |
| Persuasiveness   | Preparedness    | Reason         |
| Philanthropy     | Presence        | Reasonableness |
| Piety            | Pride           | Recognition    |
| Planning         | Privacy         | Recreation     |
| Playfulness      | Proactivity     | Refinement     |
| Pleasantness     | Proficiency     | Reflection     |
| Pleasure         | Professionalism | Relaxation     |
| Plenty/Plentiful | Prosperity      | Reliability    |
| Poise            | Prudence        | Relief         |
| Polish           | Punctuality     | Religion       |
| Politeness       | Purity          | Reputation     |
| Popularity       | Purpose         | Resilience     |



| Resolution      | Self-control       | Skillfulness   |
|-----------------|--------------------|----------------|
| Resolve         | Selflessness       | Smartness      |
| Resourcefulness | Self-realization   | Sophistication |
| Respect         | Self-reliance      | Solidarity     |
| Responsibility  | Self-respect       | Solidity       |
| Restfulness     | Self-sufficiency   | Solitude       |
| Restraint       | Sensitivity        | Sophistication |
| Reverence       | Sensuality         | Soundness      |
| Richness        | Serenity           | Speed          |
| Rigor           | Service            | Spirit         |
| Sacredness      | Sexuality/Sexiness | Spirituality   |
| Sacrifice       | Sharing            | Spontaneity    |
| Sagacity        | Shrewdness         | Spunk          |
| Saintliness     | Significance       | Stability      |
| Sanguinity      | Silence            | Status         |
| Satisfaction    | Silliness          | Stealth        |
| Science         | Simplicity         | Stillness      |
| Security        | Sincerity          | Strength       |



| Structure      | Thrift          | Valor            |
|----------------|-----------------|------------------|
| Sturdiness     | Tidiness        | Variety          |
| Substantiality | Timeliness      | Victory          |
| Success        | Togetherness    | Vigor            |
| Sufficient     | Toughness       | Virtue           |
| Superiority    | Tradition       | Vision           |
| Support        | Tranquility     | Vitality         |
| Supremacy      | Transcendence   | Vivacity         |
| Surprise       | Tribe           | Volunteering     |
| Sympathy       | Trust           | Warm-heartedness |
| Synergy        | Trustworthiness | Warmth           |
| Tactfulness    | Truth           | Watchfulness     |
| Teaching       | Understanding   | Wealth           |
| Teamwork       | Unflappability  | Wholesomeness    |
| Temperance     | Uniqueness      | Willfulness      |
| Thankfulness   | Unity           | Willingness      |
| Thoroughness   | Usefulness      | Winning          |
| Thoughtfulness | Utility         | Wisdom           |



| Wittiness        |
|------------------|
| Wonder           |
| Worthiness       |
| X - ?            |
| Youthfulness     |
| Zeal             |
| Zen              |
| Zest             |
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