



The Core Values Workbook

Introduction to Core Values Workbook

The beginning is the most important part of the work.

Are you in a rush? Most people who download this workbook are. They want to work out their core values last week. If that's you, uncovering your values, aligning with them, so you can live them will serve you well, but what's the hurry? Take your time.

What are core values?

Values have been described as your guide, your compass, your true essence, your uniqueness, what you stand for, what matters, what's important... the thing is, you do already own a set, but the ones you are living may not be exactly guiding, helping, and directing you effectively in your life, they could be doing the exact opposite

The ones you currently are aligning with and living may not be your set, but a mishmash of values, and dearly held beliefs, principles and guidelines handed down and along to you by others.

So, to make the workbook easier to digest and get through it's split into 4 areas, which I've called Get REAL. The first sections is called Reflect, the second Explore, the third Align and the last Live. There's no big methodology to that, it's simply to help you along.

Get Real

In the section **Reflect** you will have the opportunity to explore if you're living values belonging to other people. This might be an eye-opener, but don't worry, then it's time for your own exploring.

In **Explore** you'll begin the process of identifying what matters to you, what rules and regulations you have sworn to live by, promises you've made yourself and vows you keep. You will work through lots of questions until eventually you are creating your own set of values before you move on to **Align**.

Once you've reflected back to explore which values aren't yours, explored your own and now you have them, you don't stop there. In the section **Align** you look at where you are, and more importantly, aren't living in alignment with your core values before you move onto the final part, **Live**.

How to get the best use of this workbook

If you can, please print it out & write your answers. Writing allows you space to think, it also means you are less likely to edit. Focus on being honest and truthful, not getting it right.

Prompts, questions and to-do's

There are many questions here, try not to skip any, they will help you when you get to the part where you choose a set of values. If need be, set it aside and come back to it.

Don't rush yourself, give yourself permission to complete _ you aren't writing a shopping list!

If you're ready, let's just begin, I will chat all the way through to you and keep you on track. Let's do this ...

The Challenge

Most of us live our lives living the values belonging to other people

We don't question our values and where they've come from. We **adopt and foster values, beliefs, scripts and so called 'truths' belonging to others:** our parents, peers, schools, education, cultural norms, popular consensus, media, anything that has touched us in our informative years.

I don't know about you but sometimes I think I was given to the wrong set of parents at birth, even they have said on occasion, *'Are you ours?'*. We have very different values (now): about life, work, relationships, careers, money, lifestyle choices, well...almost...everything.

This first section is all about **reflection**, looking at your past and doing a little deconstruction. It's painless, I promise. But you will discover what led you to believe and value what you do today.

Your Challenge

Identifying your core values is a challenge, but it's also inspiring and fulfilling.

They get ignored most of the time

Sure, we work on *Goals, intentions, words of the year and vision boards* but mostly we skip the values part - which are the foundations holding everything up - and then we wonder why we are in careers that don't make sense, relationships that don't fulfil us, struggling in business to work with the people we love to work with, and a whole lot of other paths that we have no idea why we are on.

Before you begin:

You are not your values. You have the potential to change, therefore so do your values. Your values aren't static, you're probably very aware of the values you held 10, 15 years ago that perhaps don't matter to you (as much) today.

Today, one my core values is *integrity*, it wasn't even a word I had in vocabulary until my 20's. Integrity to me means 'walk my talk', in work it means showing up as me, not with a mask or pretending. In relationships it's about being honest with feelings. In friendships and close relationships it's about being truthful, honest and there.

But how did it get there? Did it begin with the values my parents? Probably. I'm sure they had something to do with it. But that's what we need to find out, how you've got what you've got.

Ponder these first:

Why do you think knowing your values will help you make better choices and decisions?

Which values do you think you are living today are not your own but someone else's for you?

How much direction and control do you have over your life right now?

What do you think will change if you live in alignment with your core values?

Are your current goals in alignment with your core values? How does conflict play out in your life?

What will knowing your core values assist you with?

What will happen if you live your core values?

What won't happen?

On Authenticity

We all receive at birth the invitation to show up, take part fully and express who we really are. No exclusions.

You may not 'pick' authenticity as one of your core values. However, it's authenticity that is solid foundation for everything else that follows.

Authenticity: real, genuine, not a fake. One of the greatest things you can ever be in your life is the real, unedited, you.

As the quote says, "To be yourself in a world that is constantly trying to make you something else is the greatest accomplishment." On top of that we may find ourselves having to 'fake' our way through life because we have to 'fit in' or 'do what's expected'. We may also choose to pretend to be someone and something we're not to be more successful, earn more, have special relationships. If this is the life we choose we are constantly worried about failing, falling, screwing up or letting our masks slide and exposing the real 'us'. It's a horrible way to live. To constantly worry about others think about us and our lives is no picnic.

Authenticity means to be the 'author' of your own life.

Being authentic is a lifelong process. It's never something that anyone can give you, it's not something you learn from books, it's never a 'done once' affair. It's every moment of every day.

Authenticity is the willingness to constantly learn and develop as a human being. It takes a lot of thought, it requires you to ask many questions about what you are saying and who you are being. It's a never ending process. To constantly be who you say you are can only bring you greater joy, freedom and happiness.

If you've ever pretended to be someone and something you're not you don't need me to tell you how much angst and pain is involved in that.

And on the world that is constantly telling you to be something you're not, it's a courageous and very brave undertaking.

Never forget:

You were born authentic. You are not a copy. There is no-one like, nor has been, nor will be in the future. Your best self is your 'real' self. You were born with a mission and role to fulfil, which is simply: be who you are.

Don't be disheartened if you feel that you have veered away from yourself. It happens to the majority of us. You can always come back again. It doesn't matter where you are at, or what the past contains, your real authentic, 'born to be real' self is always waiting for your return.

Part One: Reflect

It is necessary to go away, sit on a rock and ask, 'Who am I? Where am I going? Where have I been?'

You weren't born with a set of .

You watched, you observed, you learned the norms, what was acceptable behaviour and wasn't. You learned the rules. Some times spoken, sometimes not. And usually this was in the family home.

Eventually you began to internalise them, and believed them as 'true for you'.

As well as what was happening in the home you grew up in, you also had others values, expectations and beliefs being given to you: grandparents, teachers, systems (school), peers, media _where you spent the most time and who with will have been a big player in the forming (and norming) of your value system.

On Feeling Lost

If you're 'feeling lost' in life (or your career or your business) it could possible be because you are not the author. It may well be you are living in alignment with values and beliefs that don't belong to you. It could be that you haven't got a clue who you are and what you stand for, and this has left you just following anything.

Exercise 1:

Looking backwards, to understand now.

Time Needed: One hour

Looking openly and honestly at your past is the first step in identifying the values that you adopted growing up. The following pages are about to take you a trip down memory lane. I have made them sentences - not questions so just complete the sentence. On each page, there is a box that asks you, '*How do you feel?*' _ you may not require it, but if there is a noticeable feeling jot it down and capture it and another that says 'Ah-ha Moment' _ if you get one, jot it in, they are just to help you when you get to Explore.

Language:

I've used Parents to represent the people who were your main carers, if this is different for you, substitute the word. You may have had a foster parent, grandparent or another.

Outcome:

To discover where you aren't the present author of your life.

Exercise 1: Reflect

What was your parents values about money? How was it taught? What values remain in your life today? Are they authentic?

What was your parents values about status? How was it taught? What values remain in your life today? Are they authentic?

What was your parents values about success & achievement? How was it taught? What values remain in your life today? Are they authentic?

What was your parents values about work? How was it taught? What values remain in your life today? Are they authentic?

What was your parents values about education and learning How was it taught? What values remain in your life today? Are they authentic?

What was your parents values about appearance? How was it taught? What values remain in your life today? Are they authentic?

What was your parents values about independence? How was it taught? What values remain in your life today? Are they authentic?

Exercise 1: Reflect (contd)

What was your parents values about hobbies and interest? How was it taught? What values remain in your life today? Are they authentic?

What was your parents values about sports, hobbies, free- time? How was it taught? What values remain in your life today? Are they authentic?

What was your parents values about love and relationships? How was it taught? What values remain in your life today? Are they authentic?

What were your parents values on sexuality? How was it taught? What values remain in your life today? Are they authentic?

What were your parents values on religion? How was it taught? What values remain in your life today? Are they authentic?

What behaviours did they not tolerate? How was it taught? What values remain in your life today? Are they authentic?

What values do you remember not trying to upset? How was it taught? What values remain in your life today? Are they authentic?

Exercise 1: Reflect (contd)

What was your parents values about hobbies and interest? How did you learn this?

What was acceptable and unacceptable to them about the world, cultures, life-styles? How did you learn this?

What do you remember the most about the environment you grew up in? How did you learn this?

Going out the home, what was the culture like you grew up in? Is there anything you significantly remember about the values of the time, the place, the people, the rules and what was acceptable and not?

Take a look back at what you've written. Please use the space below to jot down any insights you have about being the 'author of your own life'.

Accountability & Ownership

The hardest part is not wanting to make a difference. No, it's maintaining. Maintaining your values that inform your work. Values work is never ever done.

It wasn't until I became a solo business owner that I fully understood the extreme difference between accountability and ownership.

As an employee, I had to answer to (accountability) those I served, my employers, and my team because it was **expected of me**, and the reason why they paid me and what I was employed to do. As a small business owner, with nobody to answer to or hold me accountable this shifted into ownership because I had to **expect of myself**.

I have been very fortunate to work as an employee/volunteer/contractor in organisations with sound values. Where the culture, attitude and behaviour of all those involved have *done what they said on the tin*. I've also worked, with and for, a few others where little accountability was present, and almost no ownership. These places are easy to spot, I call them the *'But It's Not My Job'* organisations.

But It's Not My Job organisations can be filled with people taking accountability, but not so much ownership: People show up on time and do the work, they follow the rules, guidelines, policies and procedures, they get the results they are expected to get, they talk a good talk, they fulfill their job description and person specifications, they are polite and well, do what is expected of them.

And, yes, I know, sometimes that's all they can do if the organisation does not offer a culture that emotionally inspires or gives great (or any) reasons to engage with it, and, sadly, there are plenty of those. How can anyone take ownership when those leading the way are always getting lost or don't even value accountability? Let's leave that for another day.

Obviously accountability is necessary, otherwise, nothing would get done. But to only have accountability and no ownership, it doesn't make for an engaging place to work.

Accountability is *expected of me*. Ownership is, *expect of myself*: who am I being and what am I doing when nobody is looking?

Ownership is engaging with values, living them, being there, questioning, thinking again, knowing the reason why you are doing what you are doing (and changing it if it doesn't match the values), it's living and walking the talk and understanding it, it's being creative, it's doing what's expected because you expect it from yourself.

Ask of yourself, do you want to take accountability and ownership for the next stage of your life? Because to align with your values is more than working out what they are, to take ownership of them is no easy task and requires courage to insist on yourself.

Part 2: Explore

Don't let the past steal your present

It's about you.

You've done a little reflecting. Have you written down everything you want? Do you need to leave the workbook here for a bit, go and get a cuppa, and then come back? Do what's best for you.

The saying goes 'ask the right questions, and you'll get the right answers. So that's where you begin.

By the time you finish **Explore** you will have a 'set' of values (or a few). Complete all the questions before you start the process of creating sets.

Some people find these questions a challenge. Take ownership to complete them. It's just the beginning. To know yourself is constant Q and A session, it's lifelong.

Who Are You Really?

There's a question. Many don't dare to ask, never mind answer. It can be a scary place to learn who you are, what you believe in, what you stand for and what really matters to you. What if what we thought we were isn't true? What if what we thought we stood for and believed in no longer matters to us?

You are going to change. You will develop, grow, have different thoughts and you will transform. The person completing this workbook today will not be the same person who completes a year from now.

So, we have to keep asking, 'Who am I?', is what I'm doing right now in alignment with who I want to be? Asking who you are gives you more options and choices.

Asking questions of yourself is constant learning. Asking questions allows you to get to the heart of the matter and give you a greater sense of meaning and purpose in your life. Asking questions can help you say no to what isn't for, and yes to what is.

The journey to discovering who you are is never ending. Discovering who you are is not something with a start and end date, the constant exploring allows you to learn more, to go deeper, to reach greater understanding and in turn leads to a more authentic (self-authored) life.

Exercise 2: Explore

Who has inspired you?

Why? What qualities do/did they have?

What traits and behaviours do you admire in others?

What makes you laugh?

What makes you upset?

What makes you angry?

What can't you tolerate?

Exercise 2: Explore

How do you like to be treated?

What personal boundaries are non negotiable?

To form a relationship with another, what must they know about you?

To understand you, others need to know ...

What boundaries are negotiable?

To form a relationship with another, what must they know about you?

To understand you, others need to know ...

Exercise 2: Explore

Where have your values changed over the years? What did you once believe as true but now see differently?

How would your best friends describe you?

What message do you express to the world?

Why do you get up in the morning?

What can't you live without?

What excites you? What bores you?

Exercise 3: Your Perfect Day

Who are you with?

What are you doing? What do you eat? Where do you go?

Who's enjoying your company? Who's company are you enjoying?

What does the environment look like?

What do you achieve?

How do you feel?

What are you saying? Who are you saying it to? How does it start? How does it end?

Your Values

Your writing the story of your life, one chapter at a time.

Okay, now you have reflected and explored. It's time to identify your own set of core values. On the last pages of the workbook are a list of value based words A- Z. **Points to remember:** you may find you have a group of similar values. You may see Safety as the same as Security and Stability. Choose the one that has more meaning for you.

List Here 20 Core Values

- | | |
|----|----|
| 1 | 11 |
| 2 | 12 |
| 3 | 13 |
| 4 | 14 |
| 5 | 15 |
| 6 | 16 |
| 7 | 17 |
| 8 | 18 |
| 9 | 19 |
| 10 | 20 |

Follow these next steps

Go through your list of 20 and ask yourself which values are more a priority than others. This is where people get 'stuck', they don't want to give any up. You will always know the full 20, they will always be available, ask yourself to go deeper.

Your reduced list:

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

Why did you choose those ten over the other? From the list of 10, choose only 5 of the most important.

My Core Value 1:

My Core Value 2:

My Core Value 3:

My Core Value 4:

My Core Value 5:

Part 3: Align

Who were you before the world told you who you should be?

And now we come to **Align**, people ask me 'How to I know I'm living my core values?' it can be answered in one I have one question, *'Are you happy?'*

The next questions in the workbook are for you to where, when, how you are living your core values today, this moment, this second.

If you're looking at your list of core values and thinking now, *'Ach, geez that's why I'm so unhappy, I'm not living any of those!'*

Breathe.

And start. Start now to consider them when you are making choices and decisions. Start now to remember them when you are setting goals for yourself, Start today to make a new commitment and vow to yourself that you will start to align yourself with your values.

Exercise 4: Align

Jot down your 5 core values in the boxes below:

--	--	--	--	--

What happens when that value isn't being lived?

Where are you living these values every day?

What makes them challenging?

How can you make them easier to live by?

Do you always practice these values?

Are you fully living your core values?

Exercise 4: Align

Jot down your 5 core values in the boxes below:

--	--	--	--	--

Do you ever substitute or let the value slide because it is too hard to practice?

How do you feel when that happens?

What can you change so that these values are a consistent in your life?

How can you practice these values in all areas of your life?

What would your life look like if you lived by these values consistently?

Are there any blockages you can see to living these values?

Exercise 4: Align

Jot down your 5 core values in the boxes below:

--	--	--	--	--

What is currently being practiced in your life that needs to be removed?

In your day to day activities do they fit with your value?

What can you do more of? What can you do less of?

Where are you 'out of alignment' with your core values?

What needs to happen next?

What will happen if nothing changes?

Part 4: Live

What would the real you do?

Statement of Intent:

An intention is a plan, what you intend to do in the future and how you want to feel.

Laws

We constantly are making new rules, terms, conditions and laws by which we agree to live by: make them matter.

New Agreement

Taking ownership of your own authority.

New Promise

Make one. How you allow yourself to make living in alignment with your values really matter.

Complete these:

Statement of Intent:

I intend to honour my core values by:

Law:

Whenever I feel I'm making choices and decisions that match or align with my core values I will return to authenticity by:

- 1.
- 2.
- 3.

New Agreement

I will revisit my core values often and ask more questions of myself because

And this will allow me to:

New Promise

My ongoing commitment to take ownership of my life looks like this, I promise to:

The End

What happens next?

Phew, that was a doodle and scribble marathon. But look, you have a shiny set of values to show for it.

I'll assume you arrived at this little workbook by visiting the website. If not, if someone sent it on to you. There are extra emails with the workbook, so if you would like them please nip to the [website and sign up](#).

Living Moxie is training and coaching to help you deploy the most authentic version of you into the world.

See, I have this crazy idea that being who you really are and doing what you love is a happier way to live. Strange but true.

And sometimes, we need help in the process.

This is just the beginning, I will be in touch over the next few days with the those extra note emails.

Speak soon,

Love.

Dawn

List of Core Values

A

Ability
Abundance
Acceptance
Accessibility
Accomplishment
Accuracy
Achievement
Acknowledgement
Activeness
Adaptability
Adoration
Adroitness
Adventure
Affection
Affluence
Agility
Alertness
Altruism
Ambition
Amusement
Anticipation
Appreciation
Approachability
Articulacy
Assertiveness
Assurance
Attentiveness
Attractiveness
Audacity
Availability
Awareness
Awe

B

Balance
Beauty
Best
Belonging
Benevolence

Bliss
Boldness
Bravery
Brilliance
Buoyancy

C

Calmness
Camaraderie
Candour
Capability
Care
Carefulness
Celebrity
Certainty
Challenge
Charity
Charm
Chastity
Cheerfulness
Clarity
Cleanliness
Clear-mindedness
Cleverness
Closeness
Comfort
Commitment
Compassion
Competence
Complacency
Completion
Composure
Concentration
Confidence
Conformity
Congruency
Connection
Consciousness
Consistency

Contentment
Continuity
Contribution
Control
Conviction
Conviviality
Coolness
Cooperation
Cordiality
Correctness
Courage
Courtesy
Craftiness
Creativity
Credibility
Cunning
Curiosity

D

Daring
Decisiveness
Decorum
Deference
Delight
Delicacy
Dependability
Depth
Desire
Determination
Devotion
Devoutness
Dexterity
Dignity
Diligence
Diplomacy
Direction
Directness
Discipline
Discovery
Discretion

List of Core Values Words

Diversity
Dominance
Dreaming
Drive
Duty
Dynamism

E

Eagerness
Economy
Ecstasy
Education
Effectiveness
Efficiency
Equality
Elation
Elegance
Empathy
Encouragement
Endurance
Energy
Enjoyment
Enlightenment
Entertainment
Enthusiasm
Excellence
Excitement
Exhilaration
Expectancy
Expediency
Experience
Expertise
Exploration
Expressiveness
Extravagance
Extroversion
Exuberance
Evolution

F

Facilitating
Fairness
Faith
Fame
Family
Fascination
Fashion
Fearlessness
Ferocity
Fidelity
Fierceness
Financial independence
Firmness
Fitness
Flexibility
Flow
Fluency
Focus
Fortitude
Fluidity
Frankness
Freedom
Friendliness
Frugality
Fun
Gallantry
Generosity
Gentility
Giving
Grace
Gratitude
Gregariousness
Growth
Guidance

H

Happiness

Harmony
Health
Heart
Helpfulness
Heroism
Holiness
Honesty
Honour
Hopefulness
Hospitality
Humility
Humour
Hygiene

I

Imagination
Impact
Impartiality
Independence
Industry
Ingenuity
Inquisitiveness
Insightfulness
Inspiration
Insinctiveness
Integrity
Intelligence
Intensity
Intimacy
Intrepidness
Introversion
Intuition
Intuitiveness
Inventiveness
Investing

List of Core Values Words

J

Joy
Judiciousness
Justice
Keeness
Kindness
Knowledge

L

Lavishness
Leadership
Learning
Liberation
Liberty
Liveliness
Logic
Longevity
Love
Loyalty

M

Majesty
Making a difference
Mastery
Maturity
Meaningful
Meekness
Mellowness
Meticulousness
Mindfulness
Moderation
Modesty
Motivation
Moxie
Mysteriousness

N

Neatness
Nerve

O

Obedience
Open-mindedness
Openness
Optimism
Order
Organization
Originality
Outlandishness
Outrageousness

P

Passion
Peace
Perceptiveness
Perfection
Perkiness
Perseverance
Persistence
Persuasiveness
Philanthropy
Piety
Playfulness
Pleasantness
Pleasure
Poise
Polish
Popularity
Potency
Power
Practicality
Pragmatism
Precision
Preparedness
Presence
Privacy
Proactivity
Professionalism
Prosperity

Prudence
Punctuality
Purity

Q

Qualification
Quietness
Quickness

R

Realism
Reason
Reasonableness
Recognition
Recreation
Refinement
Reflection
Relaxation
Reliability
Religiousness
Resilience
Resolution
Resolve
Resourcefulness
Respect
Rest
Restraint
Reverence
Richness
Rigor

S

Sacredness
Sacrifice
Saintliness
Sanguinity

List of Core Values Words

Satisfaction
Security
Self-control
Selflessness
Self-reliance
Sensitivity
Sensuality
Serenity
Service
Sexuality
Sharing
Shrewdness
Significance
Silence
Silliness
Simplicity
Sincerity
Skillfulness
Smartness
Solidarity
Solitude
Sophistication
Soundness
Speed
Spirit
Spirituality
Spontaneity
Spunk
Stability
Stealth
Stick-to-it-ness
Stillness
Strength
Structure
Substantiality
Success
Support
Supremacy
Surprise
Sustainability
Sympathy
Synergy
Teamwork

T

Temperance
Thankfulness
Thoroughness
Thoughtfulness
Thrift
Tidiness
Timeliness
Traditionalism
Tranquility
Transcendence
Trust
Trustworthiness

U

Understanding
Unflappability
Uniqueness
Unity
Usefulness
Utility

V

Valour
Variety
Victory
Vigor
Virtue
Vision
Vitality
Vivacity

W

Warmth
Watchfulness
Wealth
Wholesomeness
Willfulness
Willingness
Winning
Wisdom
Wonder
Worthiness

Z

Zeal
Zest
Zing

Extra: Journal Prompts

Honesty is the first chapter in the book of wisdom

Here are a few extra journal prompts for you. You might find them useful if you get 'stuck' on a question and need to refocus yourself.

When I remain true to myself life is...

I remember when I said yes and wanted to say no...

The most memorable time when I didn't feel like me was...

My legacy.

What's is your gift that nobody else has been given?

Change is...

If my values guide me, where am I going?

I no longer believe that...

Write your own 'Invitation to Life' that you would give your 5 year old self.

What would you say to yourself?

I'm not looking through new eyes when...

When I don't understand I...

10 things that no longer serve me...