



PERSONAL VALUES WORKBOOK

ABOUT THIS WORKBOOK

This workbook is about giving you the time and space to think about your values. Think about who you want to be at your best, think about how you make those hard decisions.

This is about supporting you to create insight and awareness.

Knowing my values has led me through tough times. They have helped me make decisions, that while not easy meant I held my head with a clear sense of why and purpose. Who you are is how you lead.

I'd encourage you to respect yourself by giving yourself the time and permission to think this through. It's an exercise I've repeated in various forms over the years, this is about who you are today and how you be your best self.

Enjoy the time, make a cuppa, put on the music, get out the sparkly pens, you do you and get into your groove.

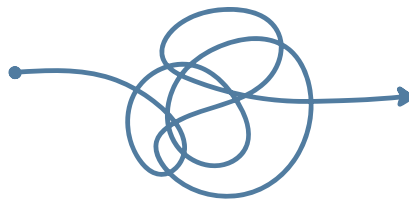


TABLE OF CONTENTS

INTRODUCTION

Values, what they are and why spend time
working them out

SECTION 1

Getting into the groove

Making the space in your head to get thinking about things

SECTION 2

Who lights up the room

Looking around at those you admire and respect

SECTION 3

Looking wider and deeper

Who else can prompt clues to your values

SECTION 4

What's standing out?

Some words are beginning to surface

SECTION 5

Start with a long list

Then refine and define

SECTION 6

Now the hard work

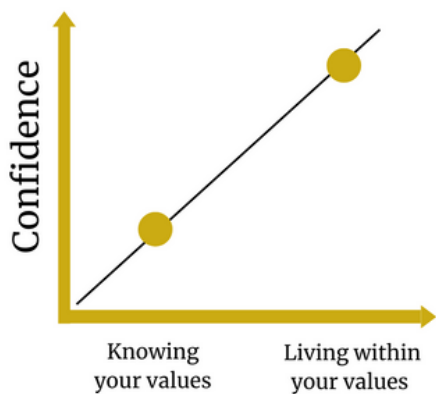
Take it to 2 core values

SECTION 7

What next

Some clickable links to delve deeper

VALUES



Any steps in leadership start with leading and knowing yourself and your values are a core part of who you are.

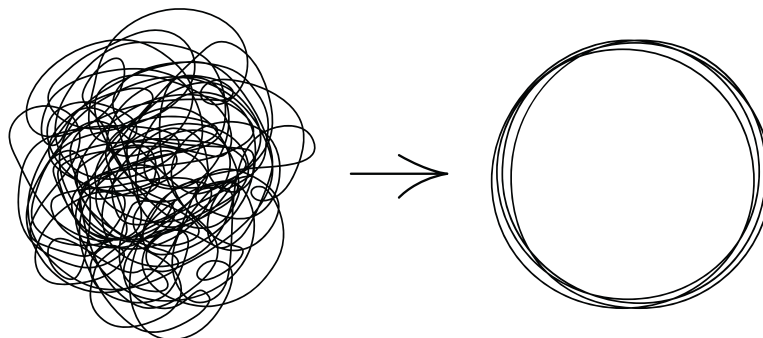
Your values are guideposts and when we are conscious of them, we can use them with intention. They are your base for bringing your authentic best self to the world.

You know that feeling when you're uncomfortable, itchy in your skin, triggered and have a sense of something not right. That's a sign that something isn't sitting well with your values. When you are aware of your values, you are clearer on the behaviours that matter to you.

When you are clearer on when things aren't aligned then you have a space to make choices about a response, rather than a reaction based on the itchy uncomfortable feeling.

When you take time to look at what you really value, it helps you align your work, your leadership and your decisions. When thinking about next career steps, re-looking and considering my values is always where I start.

VALUES



Values can take you from being lost and reactive to being clear and confident. The type of confidence that comes with a grounded sense of knowing who you are and what you stand for. Knowing your values is the first step - you can't live in alignment with your values if you can't name them. So taking time to uncover your values is time well spent.

That grounded confidence gives you two things

Authenticity and Direction

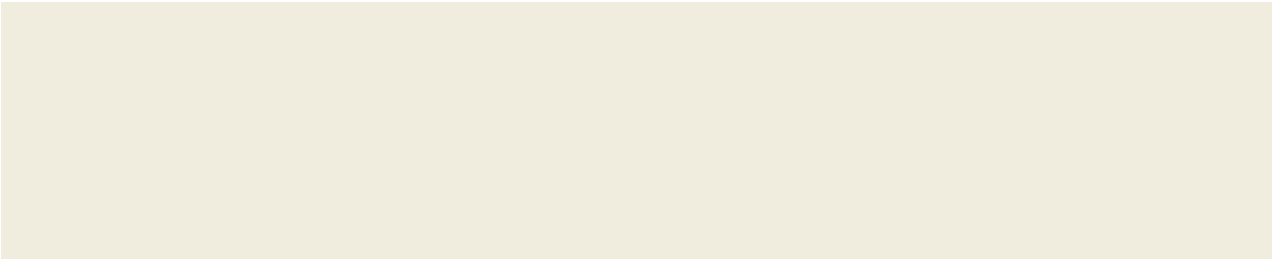
Being authentic drives connections and your relationships, it will draw people to you. It's how you define yourself at your best and let the world see that. It's the story of you

Having direction means having a filter for decision-making. A guidepost, or like a lighthouse in a storm or a map and compass when you are lost. It can be that whisper in the ear to tell you, you are going the right way, be courageous.

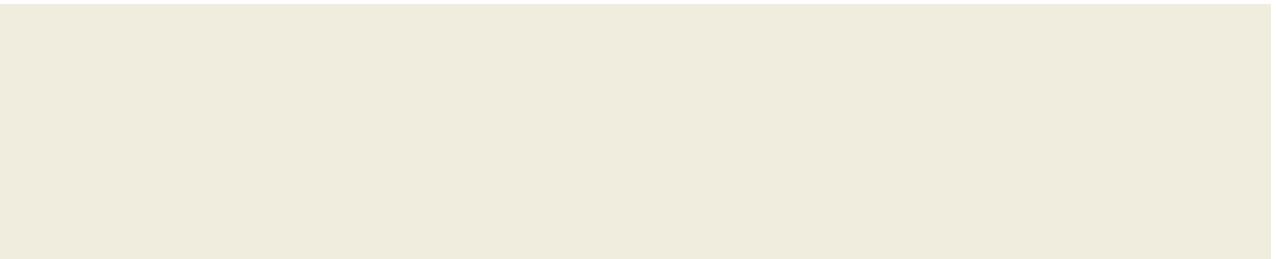
You'll end up with 2 values by the end of this workbook, though that really is just the start. I've collated more resources for you to delve deeper and they'll be at the end of the workbook.

GETTING INTO THE GROOVE

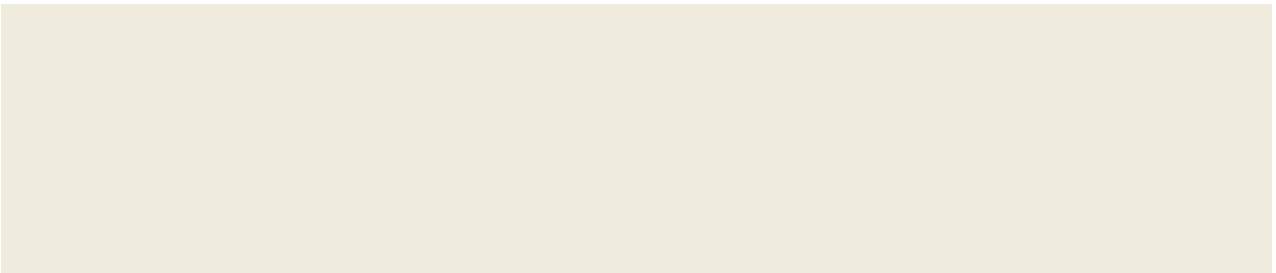
Think of your childhood and growing up, what were some of the significant events that you experienced? Not all childhoods have happy memories, go gentle with yourself or skip this section completely.



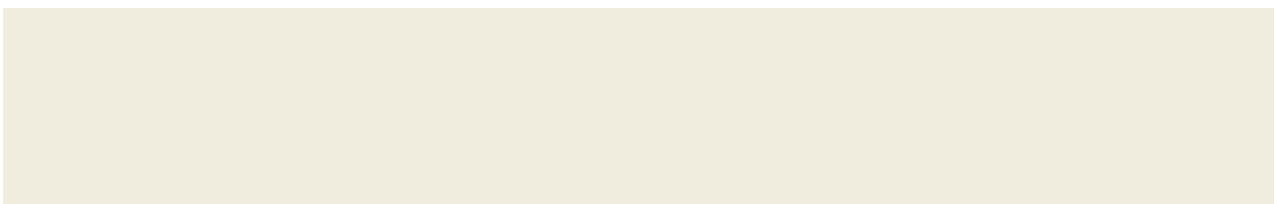
What values did you see play out, or demonstrated as you were growing up?



What were the activities, topics or projects that gave you a real buzz while you were growing up.

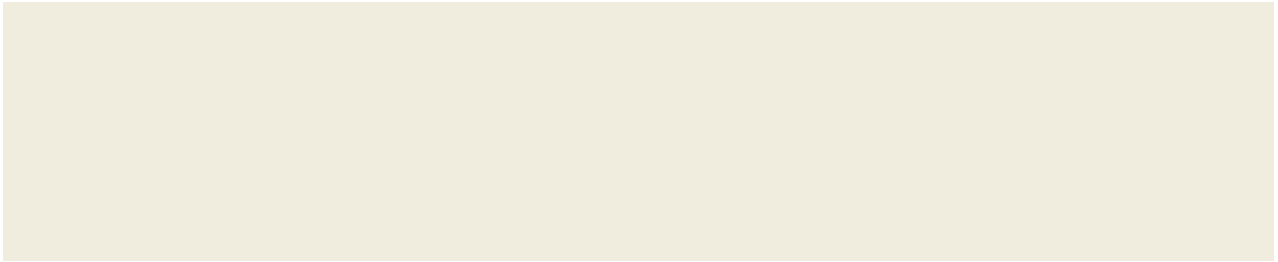


OTHER IDEAS THAT ARE COMING UP FOR YOU

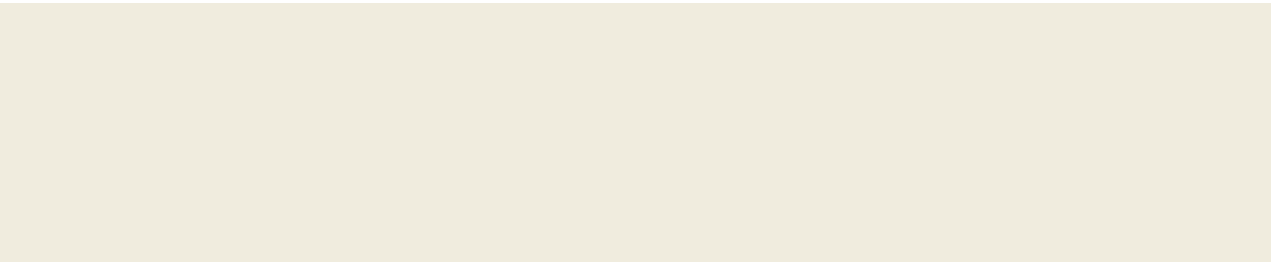


NOW HAVE A THINK ABOUT THE PEOPLE WHO LIGHT UP THE ROOM FOR YOU

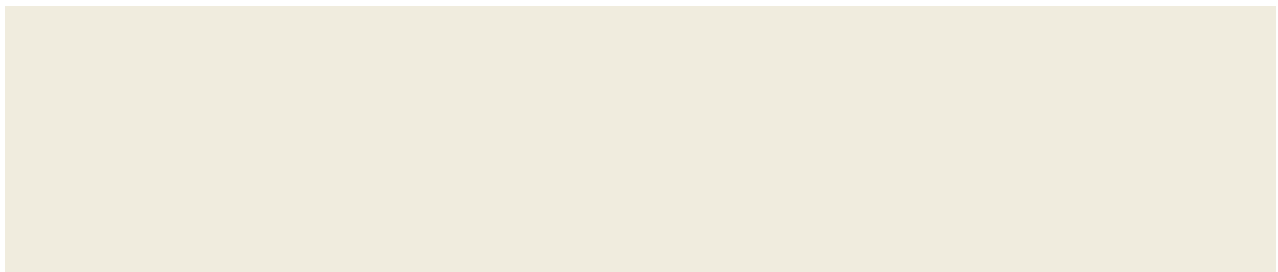
Let's get specific, name the people you admire and respect?



What is it about these people, what are the behaviours you see in them that makes that room light up?

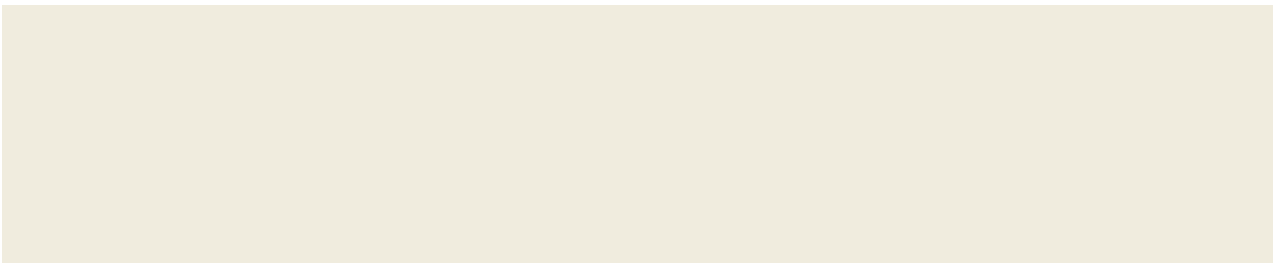


What are the core values that are expressed in those behaviours

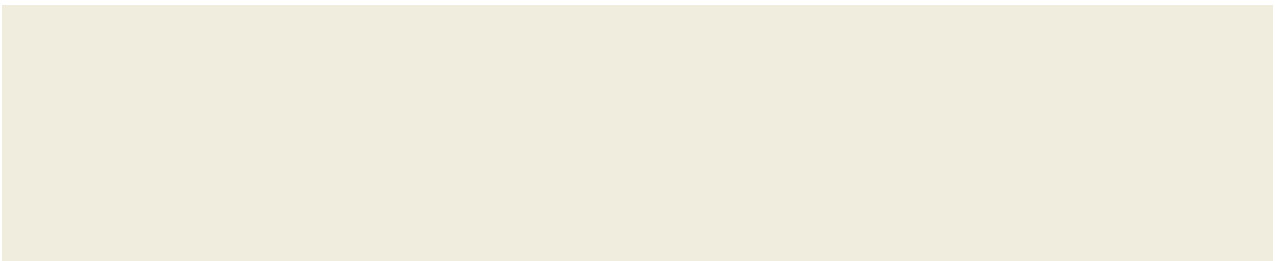


NOW LET'S THINK ABOUT THE IMPACT OF OTHERS ON YOUR LIFE AND WHAT YOU LEARN FROM THEM

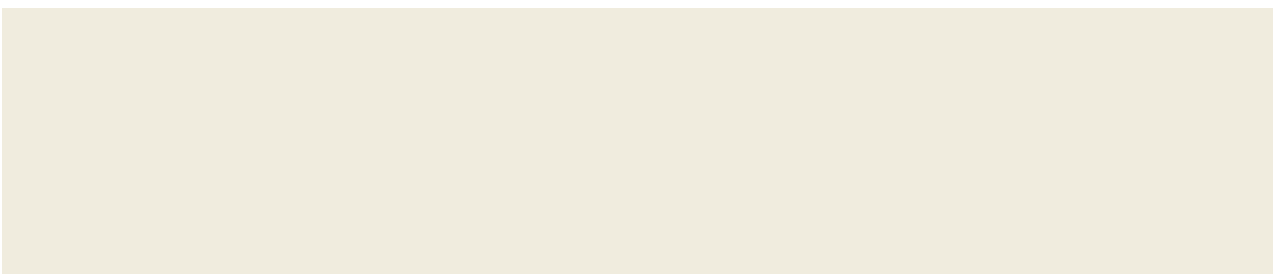
Who do you least respect, trust or admire, and what makes you feel this way?



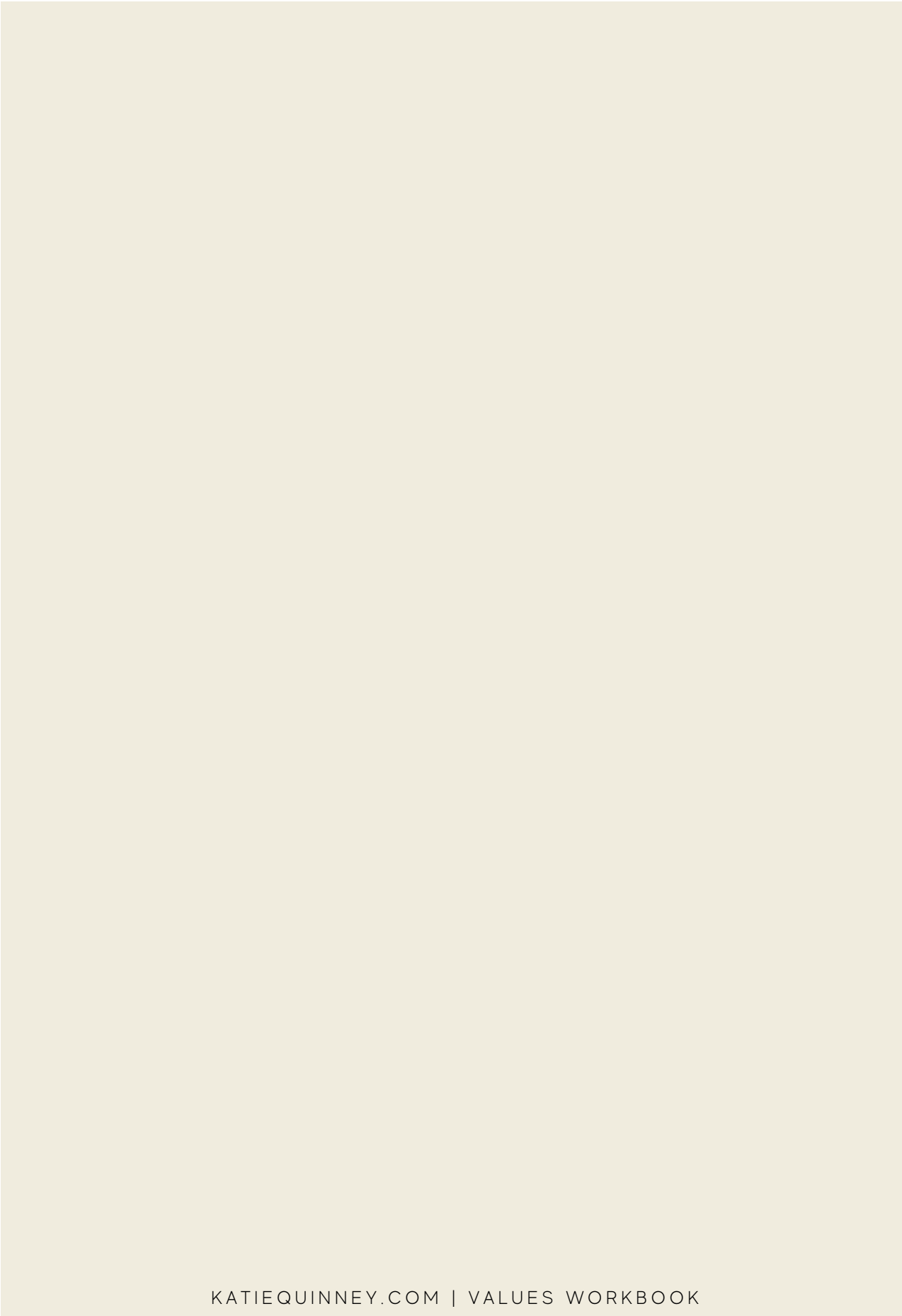
Who has been your best boss? What about your worst boss? What was it that made you feel that way about them?



Now think about those you mentor, or maybe think about raising your family. What behaviours do you most want to model and teach them? What don't you want to pass onto others?

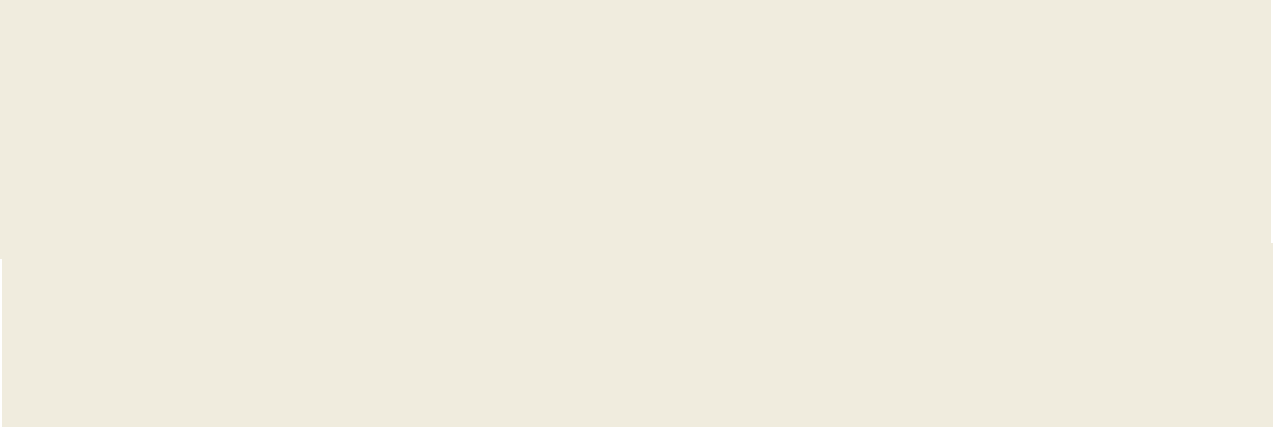


A PAGE FOR YOUR THINKING, SCRIBBLING AND DOODLING

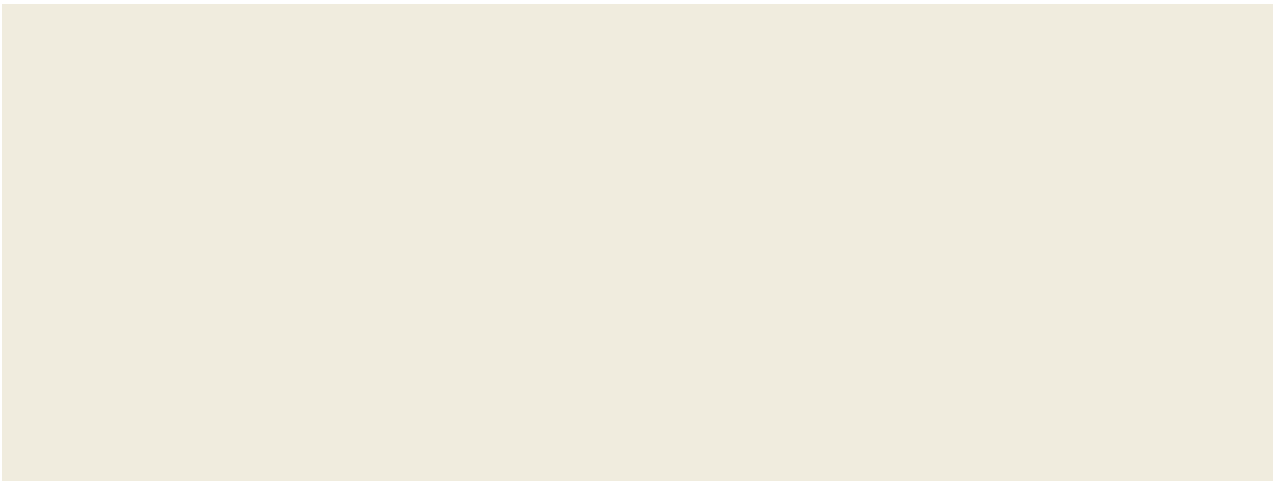


WHAT'S STANDING OUT

What are the things, values or issues that are close to your heart, the things that you know are important to you



Looking back over your answers to the questions, what's standing out? What is surprising you? Is there anything missing? List below the words and values that are standing out.



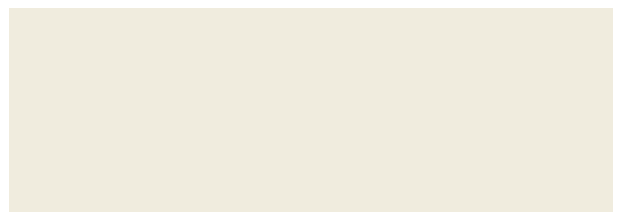
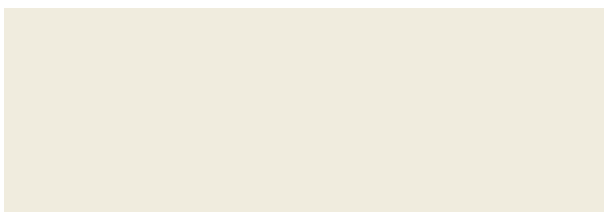
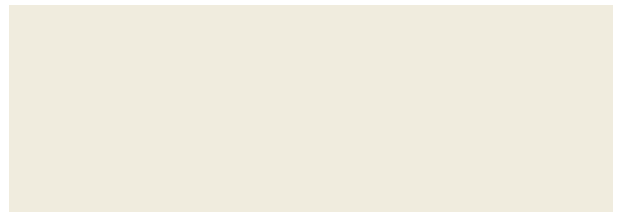
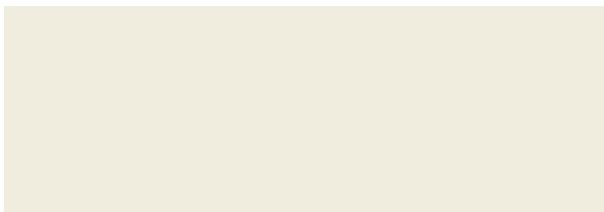
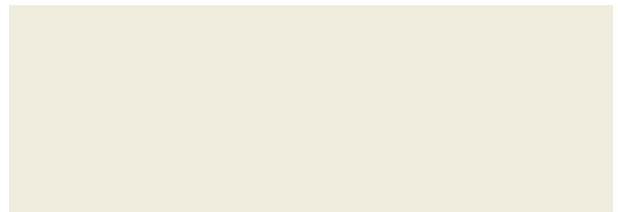
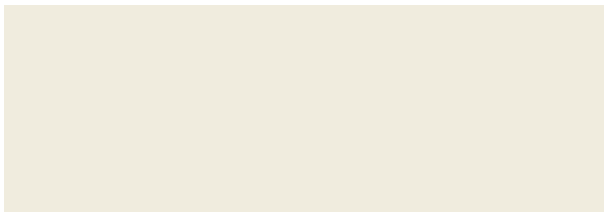
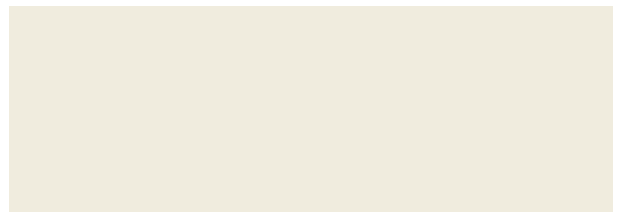
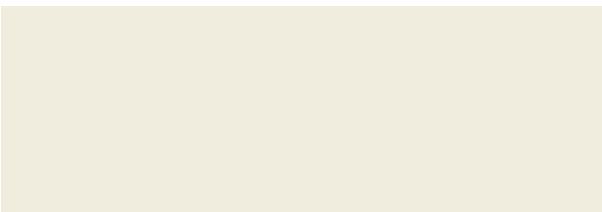
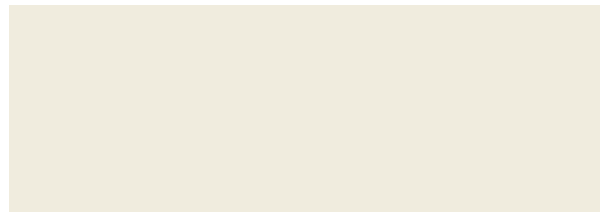
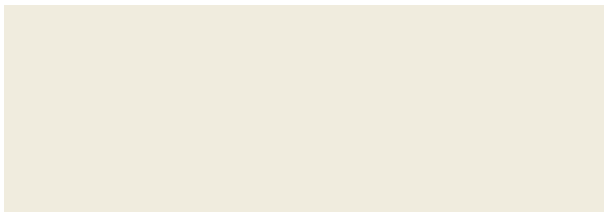
On the next page is a list of values, it's not a complete list, it's a place for more inspiration and ideas for you. Take a moment to glance over the list. What jumps out, highlight it, and add them to your list. There is a bit of gut reaction in this, trust yourself.

Core Values List

AUTHENTICITY	FAMILY	POISE
ACHIEVEMENT	GROWTH	PLEASURE
ACCOUNTABILITY	GENEROSITY	POWER
ADVENTURE	GRATITUDE	PRIDE
AUTHORITY	HAPPINESS	RECOGNITION
AMBITION	HONESTY	RELIGION
AUTONOMY	HUMOUR	REPUTATION
BALANCE	HEALTH	RESPECT
BEAUTY	HOME	RISK-TAKING
BOLDNESS	HARMONY	RESPONSIBILITY
BELONGING	INFLUENCE	SECURITY
COMPASSION	INTERGTYRY	SELF-RESPECT
CARING	INCLUSION	SELF-EXPRESSION
CHALLENGE	INDEPENDENCE	SERVICE
CITIZENSHIP	JUSTICE	SPIRITUALITY
COMMUNITY	JOY	STABILITY
COMPETENCY	KINDNESS	SIMPLICITY
CONTRIBUTION	KNOWLEDGE	SPIRITUALITY
CREATIVITY	LEADERSHIP	SUCCESS
CURIOSITY	LEARNING	STATUS
CONNECTION	LOVE	TRUSTWORTHINESS
DETERMINATION	LOYALTY	TEAMWORK
DIVERSITY	MAKING A DIFFERENCE	TRUST
EFFICIENCY	MEANINGFUL WORK	TRUTH
EXCELLENCE	NATURE	UESFULLNESS
EQUALITY	OPENNESS	VISION
FAIRNESS	OPTIMISM	VULNERABILTY
FAITH	ORDER	UNDERSTANDING
FAME	PEACE	WEALTH
FRIENDSHIPS	POPULARITY	WELLBEING
FUN		WISDOM

CREATE YOUR LONG LIST

Look back over your answers to the first questions and the words that stood out from the values list. What other words are calling to you that aren't on the list? What describes you on your best day resonates with what you know about yourself right now. Group them together, which ones connect and feel similar. Does one word sum up a number of other words? Remember, this is about what the word means to you.



REFINE AND DEFINE

Take the long list and make it shorter, which words have similar meanings? What one word can wrap up several words together? Think about the word and what it means to you, write your definition description and understanding of the word - for you

Value	Definition

NOW IT'S BUSINESS TIME

Take your refined list and get down to 2

I was aghast the first time I tried this, so this isn't supposed to be easy. We're talking about getting to the core of who you are and whom you want to be at your best.

Why 2?

You know the saying - When you have more than 2 priorities, you will struggle to know the actual priorities. The same applies to values. It is difficult, so if you end up with a couple more, there is no judgment. This is yours to work with. I know that when I put in the thinking to get to 2 it really crystallised things for me.

When looking at your list of words, ask yourself

- Does this define me?
- Is this who I am at my best?
- Is this what matters to me?
- Is this a filter that will help me make hard decisions?

VALUE:

VALUE:

WHAT NEXT?

My work with values has evolved over a number of years and dipped into different tools and resources. One of the best places to look is the work of Brené Brown. She was the person that challenged me to get to two over 5 (or more).

Brené Brown has tools and writing on working with values as an organisation or a team that are free to download from her website. Her Unlocking Us podcast has a great episode called 'the worst feedback' where she discusses how you know when you are stepping outside of your values. It's a conversation with her sister and is well worth a listen.

My own website katiequinney.com has several blog posts that reference values and how they play out in how we show up at work.

Another person to look at for work on values is Susan David. Her book Emotional Agility is about navigating life's twists and turns and aligning with your values to keep you walking in the right direction.

Knowing your values is a way to share your story, who you are and what matters to you. As you come together in teams, listening and hearing each other's stories and sharing what matters creates a sense of belonging and connection. A place where you are all held with dignity and respect.

Now you can tell your story with your values, I'd encourage you to share with those you work closely with, building a stronger connection and greater understanding. That sense of belonging you will all hold will support you on your way to becoming a high-performing team.

THANK YOU

Thank you for giving yourself the time to explore and learn more about your values. These are the steps that build leadership awareness and capabilities, that put you on the map for changing the way it feels to work in healthcare.

I hope you've enjoyed the workbook and gained something from it.

I'd love to hear from you, how was it for you, what surprised you, what are you more clear about? Drop me an email at

hello@katiequinney.com

or check out the website for more ways we can work together

www.katiequinney.com

