



The Values Vault (a values identification tool)

Values are those little things we do every day that exemplify who we are. The daily little impressions that add up to a huge permanent impression. Our most closely held and guarded, non-negotiable, behaviors that come from a place locked deep within (like a vault).

Values are powerful for many reasons, including the fact that they help us turn guesses into good decisions. Accordingly, it's important to be clear on your values and keep them in front of you in your professional and personal life. Follow these steps to do just that:

STEP 1: The Foundation. There's a reason why less than half of all adults can readily list their values – it's not like they automatically spring to mind for everyone. It requires laying a foundation to start, to get in the right mindset. Answer the 4 prompts that follow to get you warmed up:

1. Think of a peak experience or meaningful moment in your life. What was happening? What values were you honoring at the time? (write your answer below)

2. Think of when you were the happiest, most proud, or most fulfilled in your life. What was happening during those times? What factors were contributing to your happiness, pride, or fulfillment? (write your answer below)

3. Think of a time when you were particularly upset or frustrated. What was happening? What values were being suppressed or violated? (write your answer below)

4. Think of someone you love or admire. What values do they embody? (write your answer below)

STEP 2: Inspiration. Below are a set of common values, intended to help stimulate what yours might be. Circle any word that stands out as being extra important to you. Don't overthink it – just react.

Acceptance	Cleverness	Discovery
Accomplishment	Comfort	Discretion
Accountability	Commitment	Diversity
Accuracy	Common sense	Drive
Achievement	Communication	Dynamism
Adaptability	Community	Economy
Adventurousness	Compassion	Effectiveness
Alertness	Competence	Efficiency
Altruism	Competitiveness	Elegance
Ambition	Confidence	Empathy
Amusement	Connection	Empowerment
Assertiveness	Consistency	Endurance
Attentiveness	Contentment	Energy
Awareness	Continuous Improvement	Enjoyment
Balance	Contribution	Enthusiasm
Beauty	Control	Ethical
Being the best	Conviction	Equality
Belonging	Cooperation	Excellence
Boldness	Correctness	Excitement
Bravery	Courtesy	Experience
Brilliance	Creativity	Experimentation
Calmness	Credibility	Expertise
Candor	Curiosity	Exploration
Capable	Decisiveness	Expressiveness
Carefulness	Dedication	Fairness
Certainty	Dependability	Faith
Challenge	Determination	Family
Charity	Devotion	Fearlessness
Cheerfulness	Devoutness	Fidelity
Clarity	Dignity	Fitness
Cleanliness	Diligence	Focus
Clear-mindedness	Discipline	Foresight
Fortitude	Liberty	Resourcefulness
Freedom	Logic	Respect
Friendship	Love	Responsibility
Fun	Loyalty	Restraint
Generosity	Making a difference	Results-oriented
Giving	Mastery	Rigor
Goodness	Meaning	Risk-taking
Grace	Merit	Security
Gratitude	Motivation	Self-actualization
		Self-control

Greatness	Nature	Selflessness
Growth	Obedience	Self-reliance
Happiness	Openness	Sensitivity
Hard Work	Optimism	Serenity
Harmony	Order	Service
Health	Organization	Sharing
Helping Society	Originality	Shrewdness
Holiness	Passion	Simplicity
Honesty	Patience	Significance
Honor	Patriotism	Silence
Hope	Peace	Sincerity
Humility	Perfection	Skillfulness
Humor	Performance	Smart
Hustle	Persistence	Solitude
Imagination	Piety	Soundness
Improvement	Playfulness	Speed
Independence	Poise	Spirituality
Individuality	Positivity	Spontaneity
Ingenuity	Potential	Stability
Innovation	Power	Status
Inquisitiveness	Practicality	Strategic
Insightfulness	Preparedness	Stewardship
Inspiring	Productivity	Strength
Integrity	Professionalism	Structure
Intelligence	Prosperity	Success
Intensity	Prudence	Support
Intuition	Purpose	Surprise
Joy	Quality	Sustainability
Justice	Realistic	Teamwork
Kindness	Reason	Thankfulness
Knowledge	Recognition	Thoroughness
Lawfulness	Recreation	Thoughtfulness
Leadership	Reflective	Timeliness
Learning	Relationships	Tolerance
Legacy	Reliability	Vitality
Toughness	Uniqueness	Wealth
Traditionalism	Unity	Winning
Tranquility	Usefulness	Wisdom
Transparency	Valor	Wonder
Trustworthiness	Victory	
Truth	Vigor	Other:
Understanding	Vision	

STEP 3: Look for central themes. With the first two steps in mind, write down any central themes below:

STEP 4: List your Top 5 values. Write them below. As a check, ask yourself, “Is this truly a core value of mine that I live by, or just one that *should be* a core value?”

STEP 5: Pick the Top 2 driving values in your life. To narrow down from the list of 5, consider these questions:

- What values are *essential* to your life?
- What values are primary drivers of your behavior/how you strive to behave?
- What values represent your *primary way of being*?
- What values are essential to supporting your inner-self?
- What *must* you have in your life to experience fulfillment?

Now, write them below.

CORE VALUE #1:

CORE VALUE #2:

STEP 6: Share your top 2 values with your team/the group. How will they show up at work?

(*Note: It’s powerful when you share values with one another. You learn things about people you would have never known. It creates bonds *with* and deeper understanding *of* one another.)