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VALUES

COACHING TRAINNING

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THE TOP 5 VALUES

Instructions

The goal of this exercise is to increase awareness of what matters to you by identifying your top five live values. Values are the answer to the questions:

* What’s important to you in your life?
* What is your life purpose?
* What do you enjoy doing?
* When do you feel satisfied and fulfilled?

Being aware of your values by answering the above questions will help navigate your life in your chosen direction. You have the potential to live the life of your dreams, but how do you do this without looking inward? Understanding our core values helps guide us towards our passions and desires.

Please complete the five steps below:

1. Take ten minutes to brainstorm your values without referring to the list on the next page.

My values are:

1. Review the values list on the next page and check those values that resonate with you.
2. This list is always a work-in-progress. If you wish, you may add other values from your brainstorming session or those that emerge along the way through this process.

Values list

|  |  |  |
| --- | --- | --- |
| Acceptance | Exhilaration | Order |
| Achievement | Fairness | Passion |
| Advancement & Promotion | Fame | Peace |
| Adventure | Family Happiness | Personal Development |
| Affection | Fast Pace | Personal Expression |
| Altruism | Freedom | Planning |
| Arts | Friendship | Play |
| Awareness | Fun | Pleasure |
| Beauty | Grace | Power |
| Challenge | Growth | Privacy |
| Change | Harmony | Purity |
| Community | Health | Quality |
| Compassion | Helping Others | Radiance |
| Competence | Helping Society | Recognition |
| Competition | Honesty | Relationships |
| Completion | Humor | Religion |
| Connectedness | Imagination | Reputation |
| Cooperation | Improvement | Responsibility & Accountability |
| Collaboration | Independence | Risk |
| Country | Influencing others | Safety & Security |
| Creativity | Inner harmony | Self-Respect |
| Decisiveness | lnspiration | Sensibility |
| Democracy | lntegrity | Sensuality |
| Design | lntellect | Serenity |
| Discovery | lnvolvement | Service |
| Diversity | Knowledge | Sexuality |
| Environmental Awareness | Leadership | Sophistication |
| Economic Security | Learning | Speculation |
| Education | Loyalty | Spirituality |
| Effectiveness | Magnificence | Stability |
| Efficiency | Making a Difference | Status |
| Elegance | Mastery | Success |
| Entertainment | Meaningful Work | Teaching |
| Enlightenment | Ministering | Tenderness |
| Equality | Money | Thrill |
| Ethics | Morality | Unity |
| Excellence | Mystery | Variety |
| Excitement | Nature | Wealth |
| Experiment | Openness | Winning |
| Expertise | Originality | Wisdom |

1. Now prioritize your values and select five that are most important to you. List your top five values below:
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Take about five to ten minutes to think about, or discuss with a friend or your coach, what each of the above values means to you. Then, generate a definition that resonates and makes sense to you.

Value I: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Means to me: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is important to me because: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Value II: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Means to me: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is important to me because: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Value III: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Means to me: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is important to me because: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Value IV: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Means to me: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is important to me because: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Value V: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Means to me: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is important to me because: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Valued Living Questionnaire**

The goal of this questionnaire is to assess the extent to which clients live in line with a predefined selection of 1O areas of life.

**lnstructions**

Below are areas of life that are valued by some people. For this questionnaire, please focus on your quality of life in each of these areas. One aspect of quality of life involves the importance one puts on different areas of living. Rate the importance of each area on a scale of 1 to 1O, where 1 means that area is not at all important and 1O means that area is very important. Not everyone will value all of these areas, or value all areas the same. Rate each area according to how important that area is for you.

1. Not at all important

s.

6.

7.

8.

9.

1. Extremely important
   * Family (other than marriage or parenting)
   * Marriage/couples/intimate relations
   * Parenting
   * Friends/social life
   * Work
   * Education/training
   * Recreation/fun
   * Spirituality
   * Citizenship/community
   * Physical self-care (diet, exercise, sleep)

In this section, please rate how consistent you feel your actions have been with each of your values. We are not asking about your ideal in each area. We are also not asking what others think of you. Everyone does better in some areas than others. People alsodo better at some times than at others. We want to know how you think you have been doing during the past week. Rate each area on a scale of 1 to 1O, where 1 means that your actions have been completely inconsistent with your value and 1O means that your actions have been completely consistent with your value.

1. My actions have been completely inconsistent with this value

3.

4.

5.

6.

7.

8.

9.

1O. My actions have been completely consistent with this value

* Family (other than marriage or parenting)
* Marriage/couples/intimate relations
* Parenting
* Friends/social life
* Work
* Education/training
* Recreation/fun
* Spirituality
* Citizenship/community
* Physical self-care (diet, exercise, sleep)

**Values-Based Goal Setting**

The goal of this exercise is to help clients to take steps towards translating their most important values into committed actions. This exercise helps clients to generate feasible goals that enable them to live in line with their values. The larger goal of translating values into committed actions is to help the client live an authentic, purposeful, and intentional life.

**Instructions**

In this exercise, you are going to translate your personal values into goals. The idea is to reach these goals, so you start living more in line with your values.

*Step l: Choosing a life domain*

The domain of life I choose to work on is (choose one domain):

* Work / Career / Passion / Purpose
* Financial
* Health
* Education
* Social
* lntimate partner
* Family / Parenting
* Spiritual
* Community
* Environment
* Leisure / Adventure / Hobbies
* Personal growth

*Step 2: Desired change*

In Step 1, you choose a domain of your life to work on. Enter the name of the domain in Table 1 on p. 8. Now think of what you would like to change in this domain. Ask yourself: "What would I like to do differently in this area of my life?" List these changes in the first column of the same table.

*Step 3: The importance of change*

Take a look at the things you wish to change in the life domain (Step 2). Ask yourself: "Why is it important for me to change these things?" Use Table 1 on p. 8 to write down why you consider each change to be important. You may list several reasons per thing you would like to change.

*Step 4: Connecting change with values*

Values are the things we consider to be important in life. "Values are our heart's deepest desires for the way we want to interact with the world, other people, and ourselves.

They're what we want to stand for in life, how we want to behave, what sort of person we want to be, what sort of strengths and qualities we want to develop." (Harris, 2009; p. 191). Examples of values are: creativity, honesty, freedom, etc.

Now consider the reasons you provided for the desired change. Try to translate these reasons into values. For example, you have chosen to work on the life domain "intimate partner."

One thing you would like to change is having more quality time together. This is important to you because you love your partner, you like spending time with him/ her, and spending more time with him/her would create a healthier balance between work and private life.

The values underlying these reasons may be love, positive experiences and work/private life balance respectively (see the example of a completed form below).

*Table 1. Overview of desired changes,* motivation *and values*

# Name of domain:

|  |  |  |
| --- | --- | --- |
| **Thing I would like to change in this domain:** | **Why is this important to me:** | **The value that underlies the desire change:** |
| 1. |  |  |
| 2. |  |  |

*Table 2. Example of completed form*

# Name of domain: *Intimate relationship*

|  |  |  |
| --- | --- | --- |
| **Thing I would like to change in this domain:** | **Why is this important to me:** | **The value that underlies the desire change:** |
| Have more “quality time” with my partner | * I love her, she is important to me * I like spending time with her * It creates more balance between private life and work. | * Love * Positive experiences * Work/private balance |

*Step 5: Goal setting advice*

In the next step, you will be asked to set some concrete goals for the future. Before continuing to the next step, please read the guidelines below. These guidelines will help you to set proper goals. We use a SMART acronym far goal setting here. Goals need to be:

S = Specific

M = Meaningful

A= Adaptive

R = Realistic

T = Time-framed

* *Short-and long-term goals:* Create both short-term and long-term goals. Long­ term goals are more abstract, fuzzy visions of the future. An example of a long­ term goal is: "I will spend more time with my kids." Short-term goals, on the other hand, are more direct and concrete than long-term goals. Short-term goals include specific actions you will take, when and where you will do so, and who or what is involved. This is a short-term goal: "I will take the kids to the park on Saturday afternoon to play baseball."
* *Meaningful:* The goal should be genuinely guided by your personal values as opposed to fallowing a rigid rule, trying to please others, or trying to avoid some pain. Make sure the goal has a sense of meaning or purpose.
* *Approach:* The goal should not be formulated as movement away from an undesirable state. For example, "! will be less stressed about work." Avoidance goals do not provide a specific outcome target. lnstead, the goal should be formulated as a movement toward a specific state or objective (i.e. "! will enjoy a fulfilling balance between work demands and personal relaxation").
* *Realistic:* The goal should be realistically achievable. When setting goals, consider your health, competing demands on your time, financial status, and whether you have the skills to achieve it.
* *Time-framed:* The goal should be specific. Therefore, it is important to set a day, date, and time for it. lf this is not possible, set as accurate a time frame as you possibly can.

*Step 6: Setting values-based goal(s)*

Take a look at the values you listed in Step 4. How can you translate these values into concrete goals? For instance, if "positive experiences" is a value that underlies the desired change in your intimate relationship, you may set the concrete long-term goal of regularly engaging in fun activities with your partner.

Use Table 3 on page 11 to set both long-term and short-term goals. Use the space next to "LT Goal" (long-term goal) to formulate a long-term goal. You may set several long­ term goals.

Next, underneath every long-term goal, use the space next to "ST Goal" (short-term goal) to formulate a series of short-term goals.

Think of something both small, simple, and easy that you can do in the next twenty-four hours and think of things you can do over the next few days and weeks. For instance, in order to realize the goal of regularly engaging in fun activities with your partner, you may plan to go to the movie theatre or having dinner.

Make your short-term goals are specific enough so that you can easily tell whether or not you've achieved it.

*Step 7: Evaluation*

Discuss the following questions with your client.

* Are these really 'your' goals (or is it something someone else thinks you should achieve)?
* Are these goals important to you and if so, why?
* Do these goals excite, energize, or inspire you?
* What will you feel as if you have gained something when you have achieved them?
* On a scale of 1-1O, how confident are you that you will be able to achieve your

goals?

* How confident are you in your motivation to achieve your goals?
* How are the goals moving you in the direction of the bigger picture you have for your life?

*Table 3. Overview of long- and short-term goals*

|  |
| --- |
| LT goal: |

|  |
| --- |
| ST goal: |
| ST goal: |
| ST goal: |
| ST goal: |
| ST goal: |