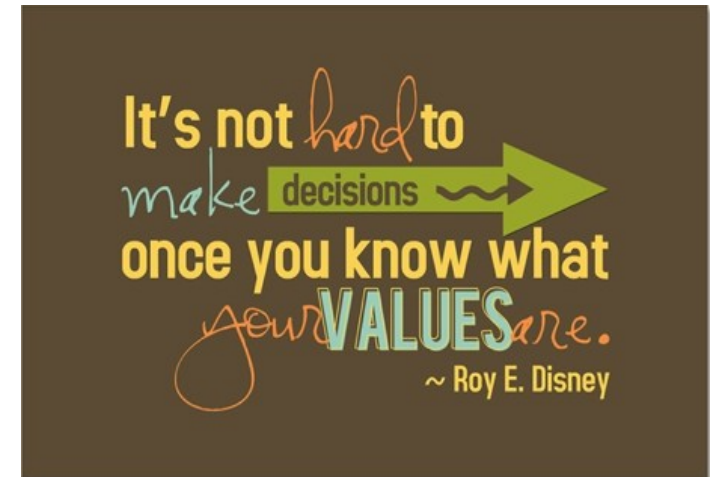


Defining your values  
prevents you from  
making bad choices;  
it makes life simpler.



#### Exercise

1. On the following page you have the list which will help you to identify your top 10 core values, things that are MOST important to you.
2. This is a proposed list for a beginning. You are welcome to add other things important to you.
3. Mark with a letter next to each value: V – very important, Q – quite important, and N – not important. Make sure to score at least ten of them as very important.
4. Once you select your top ten values, prioritize each one into the following categories:
  - Most important to me.
  - Very important to me.
  - Least important to me.

The exercise reveals the kind of person you want to be, the way you want to treat others and yourself, and what you want to stand for in life?

## Your values

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Family          | <input type="checkbox"/> Friendship        | <input type="checkbox"/> Honesty            |
| <input type="checkbox"/> Integrity       | <input type="checkbox"/> Forgiveness       | <input type="checkbox"/> Collaboration      |
| <input type="checkbox"/> Flexibility     | <input type="checkbox"/> Tolerance         | <input type="checkbox"/> Resuylt            |
| <input type="checkbox"/> Caring          | <input type="checkbox"/> Understanding     | <input type="checkbox"/> Knowledge          |
| <input type="checkbox"/> Advancement     | <input type="checkbox"/> Flexibility       | <input type="checkbox"/> Love               |
| <input type="checkbox"/> Work            | <input type="checkbox"/> Being accountable | <input type="checkbox"/> Making money       |
| <input type="checkbox"/> Professionalism | <input type="checkbox"/> Being the best    | <input type="checkbox"/> Financial security |
| <input type="checkbox"/> Understanding   | <input type="checkbox"/> Constancy         | <input type="checkbox"/> Goodness           |
| <input type="checkbox"/> Analysis        | <input type="checkbox"/> Recognition       | <input type="checkbox"/> Respect            |
| <input type="checkbox"/> Communication   | <input type="checkbox"/> Sharing           | <input type="checkbox"/> Faith              |
| <input type="checkbox"/> Inclusion       | <input type="checkbox"/> Supporting        | <input type="checkbox"/> Compassion         |
| <input type="checkbox"/> Involvement     | <input type="checkbox"/> Helping growth    | <input type="checkbox"/> Cheerfulness       |
| <input type="checkbox"/> Listening       | <input type="checkbox"/> Creativity        | <input type="checkbox"/> being at peace     |
| <input type="checkbox"/> Innovation      | <input type="checkbox"/> Fun               | <input type="checkbox"/> Doing              |
| <input type="checkbox"/> Education       | <input type="checkbox"/> Wisdom            | <input type="checkbox"/> Success            |
| <input type="checkbox"/> God             | <input type="checkbox"/> God               | <input type="checkbox"/> Service            |
| <input type="checkbox"/> Security        | <input type="checkbox"/> Sel-reliance      | <input type="checkbox"/> Spirituality       |
| <input type="checkbox"/> Freedom         | <input type="checkbox"/> Humor             | <input type="checkbox"/> _____              |
| <input type="checkbox"/> Authenticity    | <input type="checkbox"/> Adventure         | <input type="checkbox"/> _____              |
| <input type="checkbox"/> _____           | <input type="checkbox"/> _____             | <input type="checkbox"/> _____              |
| <input type="checkbox"/> _____           | <input type="checkbox"/> _____             | <input type="checkbox"/> _____              |

# Reality check - for personal and business use

## PREFERRED VALUES

Prioritize your identified values in how you want to live them.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## ACTUAL VALUES

Now order how you usually live these values from most important to least important.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

It's not unusual to find you're not living your values in your preferred manner. Sometimes your core values don't even make it to your actual list. When this happens your decisions tend to get made based on circumstances and social pressures and you end up feeling frustrated and bad.

Getting clear on your values reinforces and solidifies how you choose to spend your time...right here, right now. Your time isn't replaceable. There are NO re-do's on yesterday. Work on living your life based on what is most important to you...it eliminates bad decisions and creates an internal knowing that your life is on purpose. What could be better than that?

## Examining what are priorities in your life (exercise)

1. List the three material items you value most in the world.

A.

B.

C.

2. List the 3 beliefs or values that are most dear to you.

(For example: honesty, God, freedom)

A.

B.

C.

3. List the 3 relationships that you value the most.

A.

B.

C.

after Dr. Debbie Ohl, Personal Strategic Planning

# You have now a total of nine items listed

Take the 9 items and prioritize them in terms of importance to you.

#

9. \_\_\_\_\_

8. \_\_\_\_\_

7. \_\_\_\_\_

6. \_\_\_\_\_

5. \_\_\_\_\_

4. \_\_\_\_\_

3. \_\_\_\_\_

Last to be dropped from your life

2. \_\_\_\_\_

1. \_\_\_\_\_

- Take the nine items and prioritize them in terms of importance to you.
- If you were in a desperate, a very difficult situation, and had to give up one items each day, what would be the first to go and what would be the last?
- Take the time to actually prioritise your list.

# Your personal mission statement includes two parts

1<sup>st</sup>

What you wish to do

To accomplish and contribute.

2<sup>nd</sup>

Who you want to be

The character strengths and  
qualities you wish to develop.

## Creating the mission statement

1. Pick the 8 words you relate to most or feel a strong attraction to. If there are words missing that you would like to use add them.
2. Now select from your list only the 3-4 words that are most important for you.

- |                                      |                                      |                                     |                                    |                                      |                                   |                                    |                                     |
|--------------------------------------|--------------------------------------|-------------------------------------|------------------------------------|--------------------------------------|-----------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Accomplish  | <input type="checkbox"/> Compliment  | <input type="checkbox"/> Engineer   | <input type="checkbox"/> Family    | <input type="checkbox"/> Lead        | <input type="checkbox"/> Practice | <input type="checkbox"/> Rely      | <input type="checkbox"/> Team       |
| <input type="checkbox"/> Acquire     | <input type="checkbox"/> Compose     | <input type="checkbox"/> Enhance    | <input type="checkbox"/> Generate  | <input type="checkbox"/> Light       | <input type="checkbox"/> Praise   | <input type="checkbox"/> Remember  | <input type="checkbox"/> Touch      |
| <input type="checkbox"/> Adopt       | <input type="checkbox"/> Connect     | <input type="checkbox"/> Enlighten  | <input type="checkbox"/> Give      | <input type="checkbox"/> Love        | <input type="checkbox"/> Prepare  | <input type="checkbox"/> Renew     | <input type="checkbox"/> Trade      |
| <input type="checkbox"/> Advance     | <input type="checkbox"/> Consider    | <input type="checkbox"/> Entertain  | <input type="checkbox"/> Hold      | <input type="checkbox"/> Make        | <input type="checkbox"/> Present  | <input type="checkbox"/> Respect   | <input type="checkbox"/> Translate  |
| <input type="checkbox"/> Affect      | <input type="checkbox"/> Create      | <input type="checkbox"/> Establish  | <input type="checkbox"/> Honor     | <input type="checkbox"/> Manifest    | <input type="checkbox"/> Produce  | <input type="checkbox"/> Restore   | <input type="checkbox"/> Understand |
| <input type="checkbox"/> Affirm      | <input type="checkbox"/> Decide      | <input type="checkbox"/> Evaluate   | <input type="checkbox"/> Hos       | <input type="checkbox"/> Master      | <input type="checkbox"/> Progress | <input type="checkbox"/> Return    | <input type="checkbox"/> Use        |
| <input type="checkbox"/> Appreciate  | <input type="checkbox"/> Defend      | <input type="checkbox"/> Excite     | <input type="checkbox"/> Humor     | <input type="checkbox"/> Mediate     | <input type="checkbox"/> Promise  | <input type="checkbox"/> Sacrifice | <input type="checkbox"/> Utilise    |
| <input type="checkbox"/> Be          | <input type="checkbox"/> Delight     | <input type="checkbox"/> Explore    | <input type="checkbox"/> Help      | <input type="checkbox"/> Model       | <input type="checkbox"/> Provide  | <input type="checkbox"/> Safeguard | <input type="checkbox"/> Unite      |
| <input type="checkbox"/> Believe     | <input type="checkbox"/> Deliver     | <input type="checkbox"/> Analysis   | <input type="checkbox"/> Identity  | <input type="checkbox"/> Motivate    | <input type="checkbox"/> Prosper  | <input type="checkbox"/> Satisfy   | <input type="checkbox"/> Validate   |
| <input type="checkbox"/> Build       | <input type="checkbox"/> Demonstrate | <input type="checkbox"/> Extend     | <input type="checkbox"/> Impact    | <input type="checkbox"/> Move        | <input type="checkbox"/> Pursue   | <input type="checkbox"/> Save      | <input type="checkbox"/> Value      |
| <input type="checkbox"/> Cause       | <input type="checkbox"/> Design      | <input type="checkbox"/> Facilitate | <input type="checkbox"/> Implement | <input type="checkbox"/> Negotiate   | <input type="checkbox"/> Relise   | <input type="checkbox"/> Serve     | <input type="checkbox"/> Verbalise  |
| <input type="checkbox"/> Choose      | <input type="checkbox"/> Direct      | <input type="checkbox"/> Faith      | <input type="checkbox"/> Improve   | <input type="checkbox"/> Nurture     | <input type="checkbox"/> Receive  | <input type="checkbox"/> Shape     | <input type="checkbox"/> Volunteer  |
| <input type="checkbox"/> Claim       | <input type="checkbox"/> Discover    | <input type="checkbox"/> Finance    | <input type="checkbox"/> Inspire   | <input type="checkbox"/> Open        | <input type="checkbox"/> Refine   | <input type="checkbox"/> Share     | <input type="checkbox"/> Work       |
| <input type="checkbox"/> Collect     | <input type="checkbox"/> Dream       | <input type="checkbox"/> Forgive    | <input type="checkbox"/> Involve   | <input type="checkbox"/> Organise    | <input type="checkbox"/> Reflect  | <input type="checkbox"/> Speak     | <input type="checkbox"/> Write      |
| <input type="checkbox"/> Combine     | <input type="checkbox"/> Drive       | <input type="checkbox"/> Foster     | <input type="checkbox"/> Keep      | <input type="checkbox"/> Participate | <input type="checkbox"/> Reform   | <input type="checkbox"/> Stand     | <input type="checkbox"/> _____      |
| <input type="checkbox"/> Command     | <input type="checkbox"/> Educate     | <input type="checkbox"/> Further    | <input type="checkbox"/> Know      | <input type="checkbox"/> Pass        | <input type="checkbox"/> Regard   | <input type="checkbox"/> Support   | <input type="checkbox"/> _____      |
| <input type="checkbox"/> Communicate | <input type="checkbox"/> Encourage   | <input type="checkbox"/> Friendship | <input type="checkbox"/> Labour    | <input type="checkbox"/> Perform     | <input type="checkbox"/> Relax    | <input type="checkbox"/> Sustain   | <input type="checkbox"/> _____      |
| <input type="checkbox"/> Compete     | <input type="checkbox"/> Engage      | <input type="checkbox"/> Fun        | <input type="checkbox"/> Laugh     | <input type="checkbox"/> Play        | <input type="checkbox"/> Release  | <input type="checkbox"/> Take      | <input type="checkbox"/> _____      |

# Imagine your future – Reality Check ... what is your legacy?

You are now a very old person, walking with a child, who asks you:  
"What are you most proud of in your life?"

- 

- 

- 

- 

-



Draw a Picture of what your realized Vision looks like

Personal

Professional

# Write in narrative description of what your completed mission and your vision looks like

The more detailed the better. Reads like a bestseller! We are talking about your life here. Don't quit now!


## My Personal Strategic Plan

Personal Strategic Plan - helps you identify how you will best prioritise your time, talents, other resources, as well as where you will invest your life.

<b>Goal(s)</b> What do I need to accomplish to get what I want	<b>Action steps</b> What do I need to do to meet the goal, the specific steps I must take	<b>Expected date</b> Date to meet the goal
Develop a time management plan which sets aside meaningful time for myself, my family and the things I value most.	1.	
	2.	
	3.	

### My Personal Strategic Plan

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Review Date: \_\_\_\_\_

<b>Area 1 – Me: My personal goals to better understand myself (physical, spiritual, ...)</b>		
Goal (Identify the results you want to achieve)	Steps/Actions (Identify specific activities to help you to move in the right direction)	Timetable (Determine expected date to meet the goal; helps you to stay focused)
<i>Example: Lose 5 kg and improve fitness</i>	<i>Example: Run 3 days a week.</i>	<i>Provide specific date</i>
1.		
<b>Area 2 – Family: Set goals for your spousal relationship(s), parenting, and personal social life with friends and family.</b>		
<i>Example: Spend more time with my family.</i>	<i>Example: Schedule one family evening/ month</i>	<i>Provide specific date</i>
1.		
<b>Area 3 – Organisational: Set goals to better your working relationship with your staff.</b>		
<i>Example: Increase employee engagement.</i>	<i>Example: Monthly meeting with each employee.</i>	<i>Provide specific date</i>
1.		
<b>Area 4 – Executive: Set goals to develop yourself as an Executive.</b>		
<i>Example: Improve listening skills with employees.</i>	<i>Example: Attend a course on improving listening skills.</i>	<i>Provide specific date</i>
1.		
<b>Area 5 – Community: Set goals to get involved with your community, charitable giving, volunteer work, coaching a sports team.</b>		
<i>Example: Get involved on a board of directors</i>	<i>Example: Identify organisation interested.</i>	<i>Provide specific date</i>
1.		

 This template was adopted from <http://www.writebank.com/personalstratplanwkbk.pdf>