

Core Values Worksheet

Knowing your core values and being clear why they are important to you can help you find greater satisfaction, meaning and direction in life, both personal and business. Living by your core values will directly influence your behaviors, attitudes and decisions, and will serve as your guideposts in making decisions. You should not have one set of values for the workplace and another set of values for your personal life. If, for example, fairness, honesty and persistence are your three core values, then these should be your guiding lights in both your personal and business life.

Listed below are core values to get you started. Reflect on the values that are important to you, the values you stand for, and that you are willing to defend. Use the blanks to add other values not listed that are important to you. If you find yourself in a situation incongruous with your core values, it is probably indicative of you having made some decisions that were inconsistent with your core values.

Work ethic	Positive attitude	Flexibility	Adaptability
Honesty	Self-confident	Dependability	Clear
Integrity	Loyalty	Appreciation	Unique
Self-sufficient	Assertiveness	Caring	Credible
Decisiveness	Dependable	Inspiring	Altruistic
Diligent	Effectiveness	Enthusiasm	Energetic
Passionate	Persistent	Strong	Sympathetic
Resilient	Focused	Respect	Timely
Leadership	Wisdom	Visionary	Equality
Fairness	Stability	Resourcefulness	Acceptance
Intelligent	Professionalism	Motivated	Power
Judicious	Kindness	Firmness	Altruism
Optimism	Originality	Preparedness	Ambition
Social Contribution	Compassion	Diversity	Authenticity
Recognition	Independence	Teamwork	Authority
Respect	Spirituality	Humility	Autonomy
Trust	Faithful	Influence	Balance
Beauty	Belonging	Challenge	Collaboration
Commitment	Compassion	Competition	Creativity
Excitement	Excellence	Fame	Faith
Harmony	Happiness	Intellectual	Nurturing
Passion	Peace	Personal growth	Privacy
Responsibility	Variety	Romance	Solitude
Security	Tradition	Independence	Learning
Boldness	Curiosity	Optimism	Self-respect

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Step 1:

Choose the top 10 values that are important to you.

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Step 2:

Choose your top 5 values from your original list of 10 values. If you have a difficult time narrowing down your list, on a separate sheet of paper, write a few sentences *why* each value is important to you. That will make it easier to narrow down your list from 10 to 5 and ultimately down to the three core values that are *most* important to you.

1. _____
2. _____
3. _____
4. _____
5. _____

Step 3:

Choose the 3 values from your list of 5 values that are most important to you. Repeat the process of narrowing down your list of core values until you arrive at the three core values that you believe accurately reflect who you are as a person. Refer to your core values frequently and use them to guide you in your decision-making.

1. _____
2. _____
3. _____