



# THE PROCESS TO IDENTIFY YOUR *Personal Values*

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# THE PROCESS TO IDENTIFY YOUR PERSONAL VALUES:

It is important to have personal values because they serve as both a foundation and guideposts for your life. A foundation because they are what identify you and drive you, and those are qualities from which you can stand tall with confidence. They are guideposts because they serve as easy qualifiers to identify what you allow and what you will not allow into your life.



This 16-step process will guide you on identifying your values and defining them for what they mean for you. I firmly believe it is the defining of the values that make them come to life for you.

If you follow this easy step-by-step process, within the next 90-minutes you will have completed an important task that will lead you towards a life of confidence and fulfillment!



Step #1 →

Find a comfortable location where you can be uninterrupted for one hour.

Step #2 →

Take a glass of water with you, and have a pad of paper and a pen. You want no excuses for stopping the flow you will get into and stay in for one hour.

Step #3 →

Have your cell phone and any other distractions in another room.

Step #4 →

Set an alarm for 60 minutes.

## Step #5

If you were to overhear someone talking about you and being very complimentary, what words would you enjoy hearing them say? List below the words that make your soul smile and give you positive energy.

## Step #6

Next, think of a time when you were extremely fulfilled at work, at a volunteer opportunity, or in another situation where you were working with people outside your home. Did you receive certain compliments or feedback that made you feel great? Did you feel a certain way inside your heart? What are the words that you were either told or words that describe your feelings? Write those down. To help get you thinking, were they words such as dedicated, smart, leader, driven, or efficient? Write these words below.



## Step #7

Think of a time when you were extremely happy at home. What was going on? What were you doing? Who was there? What are some words that describe how you felt deep inside your heart? To help get you thinking, were they words such as fulfillment, peace, organized, or grateful? Write these words below.



## Step #8

When you have an afternoon all to yourself with no outside responsibilities, what are you doing? If you decide to pick up a canvas and paintbrush, maybe you are creative. If you pick up a book and learn a new skill, maybe you are a lifelong learner or someone who values personal growth. If you decide to take a nap, maybe you value self-care. Write down the words or short phrases that you think of below.



## Step #9

Who was the worst boss you ever had and why? Sometimes we have to learn through the negative, so identifying what you didn't like in a boss can give you an idea of what you do not want to value, and then you can identify the opposite of that. For example, if you had a boss who was a micromanager and watched every step you took with any project, maybe you have decided you want to be trusting or open-minded. If this boss was wishy-washy and slow to make a decision, maybe you want to value inquisitiveness or decisiveness. Write these words below.





## Step #10

Think of an argument you had with someone that left you confused and bewildered. Why were you left confused, and what do you think started the argument? If the other person reacted in anger, try to go down a layer or two and determine what was under the anger. If you find jealousy under the anger, then maybe a value for you is openness or acceptance. Write these words below.

## Step #11

Now, rank all of those words using the following as a guide, determining how vitally important these are in your life:

- a. 1 = Always. Without a doubt, always!
- b. 2 = Quite often, this is very important to me.
- c. 3 = Sometimes. It might depend on the day or the situation.
- d. 4 = Now that I am thinking about it, I could take it or leave it.

## Step #12

Take only the words and phrases that were ranked as a 1. Eliminate the rest.



### Step #13

If you have more than six words or phrases on your list, you will now need to work hard to reduce your list because you ideally only want to have between 3-6 personal values. You should have a minimum of 3 to give them balance, similar to a 3-legged stool. If you have more than 6, not only do they become hard to remember, but it may also make you less focused and clear on your overall values.

### Step #14

If you do not have at least 6 words on your list, you will need to add the words from your number two list and then follow the steps above to reduce to at least 6.

### Step #15

If you are struggling with reducing down to 6, think about what you strive to be in your life. Oftentimes your values drive you, so think about what you desire and why. When comparing values against each other, close your eyes and feel the word deep in your heart. Does it bring a smile to your face? Does it make you feel light and happy? Those are beautiful signs of which values resonate with you the most.

### Step #16

Now that you have your values identified, set your alarm for another 30 minutes, and use this time to define what these values mean to you personally. Doing this brings the values to life and makes them personal to you. If you want to consider adding an example to your definition, do that as well.

# My Values:

1 Value:  
My definition:

2 Value:  
My definition:

3 Value:  
My definition:

4 Value:  
My definition:

5 Value:  
My definition:

6 Value:  
My definition:

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Certified Hypnotherapist | Certified Life Coach |

Certified Health Coach | Business Consultant | Published Author |

Keynote Speaker | Workshop Facilitator | Retreat Hostess |

Values: Integrity | Thankful | Openness | Drive | Commitment | Capable

Honored to be named Hypnotist of the Year 2022 by the

Mid-America Hypnosis Convention, the longest-standing in the country  
celebrating 39 years.

