



# *Tranquility Soul Spa*

***Presents:***

## ***POSITIVE SHIFTS: THE CORE VALUES WORKBOOK***

**IDENTIFY AND DEFINE YOUR CORE VALUES  
SO YOU CAN LIVE AN AUTHENTIC LIFE**

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# WHAT ARE YOUR CORE VALUES?

## HOW WOULD YOU DEFINE YOUR VALUES?

In order to answer this question, we first need a clear understanding of what values are. Our values are the things that we believe are important in relation to how we live our lives and relate to others. They are the basic building blocks we use to decide what our boundaries are – what we will and will not allow others to do to, with or around us.

Our values should (ideally) determine our priorities in life, and they are generally the measures we use to determine if someone's behaviour is reflecting what we are willing to allow in our lives. When we are clear on what we want from others and able to communicate that information, and the decisions we make and the ways in which we act match our values, we tend to feel more joy and contentment.

However, when these things don't align with our values, that's when we start feeling like something's 'wrong' and this can lead to stress, anxiety and unhappiness. To avoid this, we must make a real effort to identify what our values actually are.

## HOW UNDERSTANDING VALUES WILL HELP YOU:

**Whether we recognize them or not - values exist! We can make life much easier for ourselves by acknowledging our values, by making plans and decisions that honour them, and by learning to communicate them with others.**

If you value family, but your job requires you to work a 60 hour week, will this cause you conflict and stress? Or perhaps you agreed to make cookies for the school bake sale, knowing you just didn't have time to actually bake them, are you likely to feel calm and confident after agreeing to this?

It's in situations like these that understanding our values can really help. When we have a good understanding of our values, we can use them to make important life decisions and answer questions such as:

- **Should I continue doing chores for my 25 year old child?**
- **Should I accept this job promotion?**
- **Should I allow others to lie about things without consequences?**
- **Should I tell someone when their actions bother me?**
- **Should I follow tradition, or take a new path in life?**

Taking time to understand the real priorities in our lives will enable us to determine the best direction to take and help us work towards achieving our life goals.

# WHAT ARE YOUR CORE VALUES?

## Defining Your Values

Defining your personal values will help you to discover what's truly important to you. The best way to start doing this is to reflect on your life and identify times when you felt really positive and confident that you were making good choices.

**Step 1: Identify three or four times in your life when you were at your happiest, giving examples from your personal life and your career (this will ensure some balance in your answers).**

1. What were you doing?
2. Were you with other people? Who?
3. What other factors contributed to your happiness?

NOTES

**Step 2: Identify three or four times in your life when you were most proud, giving examples from your personal life and your career.**

1. Why were you proud?
2. Did other people share your pride? Who?
3. What other factors contributed to this feeling of pride?

NOTES

## WHAT ARE YOUR CORE VALUES?

**Step 3: Identify three or four times in your life when you felt most fulfilled and satisfied. Again, use both personal and work examples.**

1. What need or desire was fulfilled?
2. How did this experience give your life meaning?
3. What other factors contributed to this fulfillment?

NOTES

**Step 4: Determine your most important values, based on your experiences of inner peace. Consider why each experience is so memorable and important?**

Use the list of common personal values on the next page to help you get started – aim for approximately 10 top values.

(As you work through this exercise, you may find that some of these values naturally combine. For example, if you value generosity, philanthropy, and community, you could say that serving others is one of your top values.)

NOTES

# WHAT ARE YOUR CORE VALUES?

## DEFINING YOUR PERSONAL VALUES:

Authenticity	Efficiency	Professionalism
Accountability	Empathy	Progress
Accuracy	Enthusiasm	Reliability
Achievement	Equality	Resourcefulness
Adventurousness	Excellence	Relationships
Authenticity	Excitement	Risk
Ambition	Exploration	Security
Assertiveness	Expressiveness	Self Actualisation
Balance	Fairness	Self-control
Belonging	Faith	Self Improvement
Boldness	Freedom	Sharing
Calmness	Fulfilment	Significance
Carefulness	Generosity	Selflessness
Certainty	Giving	Self-Worth
Challenge	Goodness	Spontaneity
Change	Growth	Stability
Clear-Mindedness	Hard Work	Teamwork
Commitment	Honesty	Temperance
Community	Hope	Thoroughness
Compassion	Humility	Timeliness
Connection	Independence	Tolerance
Consistency	Ingenuity	Traditionalism
Contentment	Identity	Trustworthiness
Contribution	Increase	Truth
Creativity	Justice	Uncertainty
Decisiveness	Leadership	Understanding
Dependability	Legacy	Uniqueness
Determination	Love	Unity
Devoutness	Loyalty	Variety
Diligence	Obedience	Vision
Discipline	Openness	Vitality
Discretion	Peace	
Diversity	Practicality	
Effectiveness	Purpose	

**Note:** Although this list of potential values is thorough, it is not necessarily complete. Please feel free to add to the list if required.

# WHAT ARE YOUR CORE VALUES?

## Step 5: Prioritize your 'top' values

This step is usually the most challenging as you'll have to look deep within yourself. However, it's also the most important step, because, when you're faced with a decision, you may have to choose between solutions that will satisfy different values.

This is when it's crucial to know which value is more important to you. Without worrying about the order, make a list of your top 10 values.

Look at the first two values on the list and ask yourself, 'If I could only satisfy one of these, which one would I choose?'

Work your way through the list, comparing each value with each of the other values until you've got your list in the correct order for you.

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## WHAT ARE YOUR CORE VALUES?

**STEP 6: Reaffirm your values - Check your top-priority values, and make sure they fit with your life and your vision for yourself.**

1. Do these values you've chosen make you feel good about yourself
2. Are you proud of your top three values?
3. Would you be comfortable to tell people you respect about your values?
4. Do these values represent things you would support, even if your choice weren't popular, and it puts you in the minority?

When you take into consideration your values in communicating your boundaries you can be certain to keep a sense of integrity and what you know is right, while being able to tell others what you want and don't want to accept with confidence and clarity.

You'll also know that what you're currently doing and allowing is motivated by the progress that you want to make in life. It's not always easy to make value-based choices, but it will more than likely make life much easier in the long run.

NOTES

**Have you booked your clarity call yet? Let's talk about how to really implement these steps in your life!**

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**Have you joined the conversation yet? The Shift: Awakening Your Inner Fire is a group of women just like you, who are shifting their lives from barely living and negative, to alive, passionate, and in touch with their inner spirit. Find us at**

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