

# Mindful Work

## Clarifying personal values

It's all too easy to succumb to routine, get over-focused on the problems in front of us, and lose sight of the bigger picture. This exercise will help us to recall and apply our core values in the midst of the busyness.

When we are clear about what really matters, and step back to get perspective, we may realise that a lot of energy is used up in 'sweating the small stuff'.

We all have values – they influence all our actions, such as selecting friendships or the work you're drawn to. They are also at the root of our reactions – when someone acts in a way that is contrary to our values, we make a negative judgement.

### Instructions

Use the reference sheet on the next page to select your values. Start with a long list, then take those you have selected and choose the top five. Now write a sentence that embodies those key values – a kind of **personal mission statement**.

It helps to think of real events, when you have been at your most effective, and when you have felt least satisfied with your actions. What are the core principles that guide you when you are most effective? What is missing when you feel dissatisfied or de-motivated?

Really challenge your selected values by recalling how you acted in some recent situations.

Ask yourself if the way you have acted today is really guided by your values? Widen this evaluation to other areas of your life.

What does this tell you about what really matters and how you can act by it?

*"Your beliefs become your thoughts. Your thoughts become your words. Your words become your actions. Your actions become your habits. Your habits become your values. Your values become your destiny." Mahatma Ghandi*

# Mindful Work

## Values selection

Accountability	Decisiveness	Humility	Sensitivity
Accuracy	Dependability	Joy	Serenity
Achievement	Determination	Justice	Shrewdness
Adventurousness	Diligence	Leadership	Simplicity
Altruism	Discipline	Love	Soundness
Ambition	Diversity	Independence	Speed
Assertiveness	Dynamism	Ingenuity	Spontaneity
Balance	Effectiveness	Insightfulness	Stability
Being the best	Efficiency	Intelligence	Strength
Belonging	Empathy	Intuition	Structure
Boldness	Enjoyment	Loyalty	Success
Calmness	Enthusiasm	Making a difference	Support
Carefulness	Equality	Mastery	Teamwork
Challenge	Excellence	Openness	Thoroughness
Cheerfulness	Excitement	Order	Thoughtfulness
Clear-mindedness	Expertise	Originality	Timeliness
Commitment	Exploration	Perfection	Tolerance
Community	Expressiveness	Positivity	Traditionalism
Compassion	Fairness	Practicality	Trustworthiness
Competitiveness	Focus	Professionalism	Understanding
Consistency	Freedom	Quality-orientation	Uniqueness
Contentment	Fun	Reliability	Usefulness
Contribution	Generosity	Resourcefulness	Vision
Control	Growth	Restraint	Vitality
Cooperation	Happiness	Rigour	
Correctness	Hard Work	Security	
Courtesy	Helping Society	Self-control	
Creativity	Honesty	Selflessness	
Curiosity	Honour	Self-reliance	