VALUES BASED DECISION-MAKING

Workbook

Using values and goals as guiding principles
to make great decisions, fast.

"I am not a product of my circumstances. I am a product of my decisions."

STEPHEN COVEY (*7 HABITS* AUTHOR)

What to expect

We constantly make decisions that shape our life. Some of the decisions need to happen very quickly. All of them carry us along a path. We can set ourselves up to make the best decisions, fast, by knowing our values and goals ahead of time. We can use those values and goals as guiding principles in our decision-making, so that we'll head in a meaningful direction in our work and personal lives.

What you'll accomplish

In this course, you'll learn where to find values and goals in your workplace and how to apply them to decisions. If you have your own business, you'll know how to set these guiding principles for your company, and similar methods will be translated to your personal life so you can live with purpose.

About your instructor

I'm Yvonne Lines, the blogger behind www.SmartLife.tips. I'm addicted to learning, and determined to share wisdom that will help us all make great choices and live fulfilling lives. Please connect on Linked In, or email me: yvonne.lines@smartlife.tips

A few notes

Let's start with the basics. To make sure we understand how some good values and goals are set, and not be confused with ethics, mission, vision or beliefs, use this space to jot down a few definitions.

Core values:

_____

_____

Ethics:

_____

_____

Goals:

_____

_____

Mission statement:

_____

_____

Vision statement:

_____

_____

Beliefs:

_____

_____

Company values + goals (LESSON #4)

What are the values at your work?

If you work for a company, what are their values? These are what you will use for decision-making. List their values here and consider if they align with your own.

Company values:

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

What are your workplace goals this quarter?

List one, two or three goals in order of what applies most to you.

Company goals this quarter:

1. _____
2. _____
3. _____

VALUE
+ GOAL

BEST DECISION!

Reflection of decisions made

Consider a work decision you've made in the past. What company values and goals did it align with? How could it have gone differently?

What did you need to decide:

_____

_____

_____

Aligned value(s):

_____

_____

_____

Aligned goal(s):

_____

_____

_____

Outcome(s):

_____

_____

_____

How it could have gone differently:

_____

_____

_____

What should your business to be known for?

Take some time to try each of the 5 methods of uncovering your business values.

Method #1: Reflect.

Brainstorm about 50 possibilities, such as innovation, excellence, trustworthiness, collaboration, reliability, creativity, speed, or great customer service. Then refine by grouping a few together and highlighting what really stands out to you.

_____   _____

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Method #2: Check out other companies.

What do you like and want to emulate about what other businesses are doing? What experiences have bothered you and you won't do in your own business?

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Method #3: The five whys.

Start with a simple statement and peel off the layers to go deeper by asking, "Why?" until you get to a strong value.

Statement: _____

_____

Why? _____

_____

Why? _____

_____

Why? _____

_____

Why? _____

_____

Why? _____

_____

Value: _____

Method #4: Hierarchy of values.

Prioritize what is more important to you than something else. For example, quality over quantity, or mass market appeal over niche.

_____
_____
_____
_____
_____

Method #5: Position in the market.

Consider your competitors' weaknesses. Can you use those gaps in the market to position your business? Would you be happy making them your values?

Competitor: _____
Weakness: _____
Why is it important to you? _____
_____
Would that value appeal to your market? _____

Start developing your business values

State the key values that have come from these 5 methods and refine over time.

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

S.M.A.R.T. goals and stretch goals.

S.M.A.R.T. stands for specific, measurable, achievable, realistic, and based on a timeline. This system works really well for defining how to make small adjustments to your current performance to hit short term targets. It's often used in the corporate world and can easily be applied to our personal lives so that we can turn vague aspirations into a concrete action plan.

For example, if we want to be more fit; we'd get specific, measurable, and set a timeline with, "I want to run up the hill at the park in under 2 minutes, by the end of the month." We'll train at the gym twice a week for 20 minutes before work (achievable) and we know it's within our grasp (realistic). Checking each goal off our list will make us feel great and give us motivation for the next one.

It's also important to stretch ourselves now and then with challenges that we don't immediately know how to achieve. A stretch goal is innovative and transformative. It may seem audacious at first, so we need a flexible, open, creative mind to brainstorm possible paths to achieve it. If it's a true stretch, we'll also need some outside resources. Books, courses, and a coach or mentor can help us figure out how to make it real.

Once broken down, we can pair stretch ideas with a series of S.M.A.R.T. goals, to help turn our big dreams into reality. Even if we don't end up with the results we initially expect, the journey will improve our lives.

What stretch goal do you want to achieve? Think big enough that it makes you a little nervous. Then start breaking it down into S.M.A.R.T. goals, and explain your focus for the next few months, here:

Specific: _____

Measurable: _____

Achievable: _____

Realistic: _____

Timeline: _____

Some common values to help brainstorm

Here is a list of various personal values to help you brainstorm and figure out what is important specifically to you. There are also many great lists on the internet.

Achievement	Discipline	Independence	Practicality
Adaptability	Diverse opinions	Innovation	Productiveness
Adventure	Efficiency	Intelligence	Progressiveness
Ambition	Empathy	Inventiveness	Realism
Assertiveness	Energy	Justice	Relationships
Attentiveness	Entertainment	Kindness	Reliability
Authority	Environment	knowledge	Resilience
Autonomy	Experiences	Leadership	Resourcefulness
Beauty	Family	Learning	Respect
Bold moves	Financial wealth	Logic and facts	Responsibility
Caring	Fine art	Loyalty	Romance
Charity	Fitness	Meaningful work	Security
Children	Forgiveness	Meditation	Self-awareness
Collaboration	Freedom	Music	Self-expression
Commitment	Friends	Nutrition	Selflessness
Compassion	Fulfillment	Open-mindedness	Sincerity
Confidence	Generosity	Optimism	Sociability
Consistency	Graciousness	Organization	Spirituality
Contributions	Gratitude	Patience	Sports
Cooperation	Growth	Peace	Style
Courage	Happiness	Perceptiveness	Thoughtfulness
Creativity	Health	Perfection	Tolerance
Culture	Helpfulness	Perseverance	Trust
Curiosity	Honesty	Persistence	Truthfulness
Decisiveness	Hope	Philosophy	Unconventionality
Dependability	Humbleness	Politeness	Unity
Details	Humor	Politics	Wellness
Determination	Imagination	Positivity	Wisdom

What is really important specifically for you?

Your values will set your decisions and build up to determine your lifestyle.

Method #1: Reflect.

Brainstorm about 50 possibilities, such as health, wellness, family, spirituality, security and personal growth. Then refine by grouping a few together and highlighting what really stands out to you.

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Method #2: Do some research.

What do you like and want to emulate about what other people are doing?
Ask around, sometimes it's easier for others to see your unique qualities.

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Method #3: The five whys.

Start with a simple statement and peel off the layers to go deeper by asking,
"Why?" until you get to a strong value.

Statement: _____
_____

Why? _____
_____

Why? _____
_____

Why? _____
_____

Why? _____
_____

Why? _____
_____

Value: _____

Method #4: Hierarchy of values.

Prioritize what is more important to you than something else. For example, great experiences over material items, or family time over extended work.

_____

_____

_____

_____

_____

Method #5: The opposite of social norms.

Is something not working for you according to the status quo? Explore why, or look at the opposite, and see if that brings an awareness of what you value.

What's not working: _____

What you'd rather do: _____

Why this opposite is important to you: _____

_____

Is there something here that you value? _____

Start developing your personal values

State the key values that have come from these 5 methods and refine over time.

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

My value(s):

_____

_____

My aligned stretch or long-term goal(s):

_____

_____

My aligned S.M.A.R.T. goal for this season:

Specific: _____

Measurable: _____

Achievable: _____

Realistic: _____

Timeline: _____

My lesser priority, but still aligned goal(s):

_____

_____

VALUE

+ GOAL
_____

+ _____

BEST
DECISION!
_____

Quick cheat sheet

Keep your values and goals handy. Use them as your guiding principles for making great decisions, fast.

Work values:

_____
_____
_____
_____
_____

Work goals:

_____
_____

Personal values:

_____
_____
_____
_____
_____

Personal goals:

_____
_____

Congratulations and all the best to you!