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# W O R K F L O W

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## Module 1:

- Define and identify your personal core values.
- Understand the importance of knowing your core values.
- How values and beliefs effect behavior.
- Importance of knowing your WHY.

## Module 2:

- Explore your current life stage.
- Identify benefits and rewards of goal setting.
- Identify short-term, mid-term, and long-term goals
- Apply SMART goal model to set goals based on your identity

## Module 3:

- Define and understand cognitive dissonance.
- Bring values and goals all together.
- Create a personal action plan.

## Module 4:

- What is a mission statement?
- How to identify a poor mission statement
- Keys to writing a great mission statement
- Write your missions statement.

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## MODULE 1 ASSESSMENTS AND ACTIVITIES:

- ACTIVITY 1:1 Self-Awareness Assessment
- ACTIVITY 1:2 Values Priority Worksheet
- ACTIVITY 1:3 Online Assessment/Questionnaire
- ACTIVITY 1:4 What is your IKIGAI?
- ACTIVITY 1:5 Values Worksheet

## MODULE 2 ACTIVITIES:

- ACTIVITY 2:1 Identify what life stage you are currently in. 3-5 people that have influenced your values and behavior.
- ACTIVITY 2:2 Creating a Life-list
- ACTIVITY 2:3 Changing a Habit
- ACTIVITY 2:4 Setting short-term goals
- ACTIVITY 2:5 Questions for setting long-term goals
- ACTIVITY 2:6 SMART Goals Worksheet

## MODULE 3 ACTIVITY

- ACTIVITY 3:1 Reflection

## MODULE 4 ACTIVITY

- ACTIVITY 4:1: WRITE YOUR MISSION STATEMENT

## ACTIVITY 1:1

My Experience Knowledge, Skills and Abilities	I don't have any experience doing this.	I have very-little experience doing this.	I have some experience doing this.	I have a lot of experience doing this.
Identify my own strengths, interests, and talents.				
Setting a goal for myself.				
Making a plan to reach a goal.				
Following the steps of a plan.				
Pay attention to progress on following the plan and achieving the goal.				
Understanding different ways of learning new skills and ideas.				
Identifying and using strategies to help me learn better.				

## ACTIVITY 1:2

### EXAMPLE WORKSHEET OF VALUES, BELIEFS AND DESIRABLE QUALITIES

For each column choose the top 5 values and mark them with an X.

VALUES	ME	FRIENDS/FAMILY	EMPLOYER
Acceptance			
Accomplishment			
Ambitiousness			
Attentiveness			
Caring			
Cautious			
Compassion			
Committed			
Creativity			
Determination			
Devoted			
Dignity			
Empathy			
Enthusiasm			
Ethics			
Faith			
Fairness			
Freedom			
Goals			
Honesty			
Inspiration			
Intelligence			
Involvement			
Loyalty			
Optimism			
Persistence			
Respect			
Responsibility			
Service			
Tolerance			
Trust			
Wealth			
Wisdom			

## ACTIVITY 1:3

NOW TAKE SOME TIME TO COMPLETE THE VALUES WORKSHEET

ALSO THE ONLINE ASSESSMENT IS RECOMMENDED:

[http://www.theinsite.org/me/my\\_way/values\\_questionnaire\\_alias.html](http://www.theinsite.org/me/my_way/values_questionnaire_alias.html)

## ACTIVITY 1:4

What is Ikigai?

At a basic level – Ikigai is a Japanese concept that means “*a reason for being.*” The word “ikigai” is usually used to indicate the source of value in one’s life or the things that make one’s life worthwhile. These things can change over a lifespan. We will talk about that more in module 2.

The infographic below shows how ikigai can be used to discover your purpose in life. There are five questions you need to answer,

Asking yourself the 5 key questions to get you to your Ikigai

- 1 What are your core values?
- 2 What do you love the most?
- 3 What is your social connection?
- 4 What are you paid to do?
- 5 What are you good at?

Creating alignment between those core values and your ikigai

## ACTIVITY 1:5

### VALUES WORKSHEET

THINK ABOUT SOMEONE YOU RESPECT AND WHO HAS SERVED AS YOUR ROLE MODEL. (A ROLE MODEL IS SOMEONE YOU LOOK UP TO AND WHOSE BEHAVIOR YOU WOULD LIKE TO IMITATE.) WHAT DO YOU ADMIRE ABOUT THEM? WHAT ARE SOME OF THEIR VALUES?

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WHAT ARE VALUES **YOU** HOLD IN EACH AREA? RATE THE CATEGORY BY IMPORTANCE.

1=MOST IMPORTANT----- 6=LEAST IMPORTANT

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Personal      Social      Physical      Work      Mental      Financial

WHAT ARE THE TOP 5 VALUES OF YOUR BUSINESS/ORGANIZATION?

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- 1.
- 2.
- 3.
- 4.
- 5.

WHAT ARE THE TOP 5 VALUES OF YOUR SIGNIFICANT OTHER?

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- 1.
- 2.
- 3.
- 4.
- 5.

HOW DO YOUR CORE VALUES ALIGN WITH YOUR BUSINESS? (SIGNIFICANT OTHER OR CLOSE FRIEND)

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Think about the things you do on a regular basis. What values are reflected in your daily activities?

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Given what you think employers value, how do you think you should behave at work?

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# MODULE 2

## ACTIVITY 2:1

Identify what life stage you are in. \_\_\_\_\_

List 3-5 people that have influenced your values and behavior.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## ACTIVITY 2:2

### THE LIFE LIST

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



## ACTIVITY 2:5

Answer the following questions to help define long-term goals.

1. Where do I want to be in the next 3 months, 6 months, 1 year?
2. What do I need to know to get there?
3. What abilities and experience do I already have to help me take these steps?
4. What are potential obstacles? How do I deal with them?
5. What should I do first, second, and so on?

## ACTIVITY 2:6

### S.M.A.R.T. GOALS WORKSHEET

Crafting S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. Goals use concise language but include relevant information. These are designed to help you succeed, so be positive when answering the questions.

<b>INITIAL GOAL</b>	Write the goal you have in mind
<b>S SPECIFIC</b>	What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?
<b>M MEASURABLE</b>	How can you measure progress and know if you've successfully met your goal?
<b>A ACHIEVABLE</b>	Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?
<b>R RELEVANT</b>	Why am I setting this goal now? Is it aligned with overall objectives?
<b>T TIME-BOUND</b>	What's the deadline and is it realistic?
<b>SMART GOAL</b>	Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed



## **MODULE 4:**

### ACTIVITY 4:1

WRITE YOUR MISSION STATEMENT

# LEARNING BY APPLICATION



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*ENRICHMENT ACTIVITIES*

TAKE TIME TO  
DETERMINE WHO YOU  
ARE...YOUR VALUES...  
YOUR PRIORITIES.

## **Recommended Reading:**

[Boundaries](#)

[Start With Why](#)

[Atomic Habits](#)

[7 Habit of Highly  
Successful People](#)