

# Living Your Values: A Clarification Tool

Values are the inner compass that guide our choices, relationships, and sense of fulfillment. They're not who we wish we were or who we think we should be—they reflect who we truly are when we're most alive, most engaged, most ourselves.

When clients get clear on their values, decisions become easier. Energy becomes focused. Life feels more aligned.

But values can be hard to name. Lists can push people into their heads or lead to choosing what sounds good rather than what's true. As a coach, your role is to help clients notice how their values already show up in their lives—then name them in their own words.

## How To Use This Tool

This tool includes four reflection exercises to help clients surface values from lived experience and a structured worksheet to assess alignment and take action. Within this tool, you'll find:

- ▶ Brief coach guidance for each prompt
- ▶ Client-facing questions and examples
- ▶ A Values Alignment & Action Tracker
- ▶ A coach-only values list for reflective prompting

Clients should use this tool during their own reflection time, not during coaching sessions. Encourage clients to use pencil and eraser—they don't need to get it "right." Some values will emerge quickly; others will surface over time. Strings of words can help add clarity (e.g., Integrity/Honesty/Walk-the-Talk).

## Reflection Exercises for Values Discovery

### 1. PEAK MOMENTS

Reflect on a brief, meaningful moment when you felt proud, fulfilled, or energized.

#### Prompts:

- ▶ What was happening? Who was there?
- ▶ What made that moment meaningful?
- ▶ What values were being honored?

### 2. SUPPRESSED VALUES

Explore a time you felt frustrated, upset, or shut down. These moments often reveal values that were not being honored.

#### Prompts:

- ▶ What upset you about that experience?
- ▶ What value might have been violated?
- ▶ If you flip the frustration, what value does it point to?

### 3. MUST-HAVES

Identify the non-negotiables—the essential elements you need to feel whole and fulfilled.

#### Prompts:

- ▶ What must be present in your life?
- ▶ What energizes or centers you?
- ▶ What drains you when it's missing?

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## 4. OBSESSIVE EXPRESSION

Sometimes our strongest values show up as exaggerated behaviors.

### Prompts:

- ▶ What do others tease you about—or complain about?
- ▶ When have you been “too much” of something?
- ▶ What value might be underneath that behavior?

## Values Alignment & Action Plan

Use the following tool to help clients prioritize their values, assess alignment, identify obstacles, and take meaningful action.

### Steps:

1. Choose up to 10 values, and rank them in order of priority to you.
2. Describe....
3. Score each one on a scale of 0–10 based on how fully you’re honoring it now.

| Top 10 Values | Description | Honoring Score (0-10) | Obstacle | Action to Improve | Completion Date |
|---------------|-------------|-----------------------|----------|-------------------|-----------------|
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## Prompts:

- ▶ What values feel most alive right now? Which ones feel neglected?
- ▶ Where are you out of alignment?
- ▶ What's one action you could take to better honor each value?

## Keep Looking

Values aren't just a one-time discovery—they're a tool for ongoing alignment and decision-making. You can revisit values in nearly every session:

- ▶ To clarify a decision: *"What value would be honored if you chose that?"*
- ▶ To address resistance: *"Which value could fuel this action?"*
- ▶ To restore momentum: *"Where might you be out of alignment right now?"*

When clients honor their values:

- ▶ They tap into intrinsic motivation
- ▶ They quiet the Saboteur
- ▶ They live more fulfilling lives

## Sample Values List

The following list is for your reference as the coach, not to be shared with clients. Use this list to gently prompt or test language when a client is stuck or overlooking something essential. Combine values into strings when helpful but avoid mixing distinct concepts. (e.g., Leadership/Empowerment/ Service)

## Sample Values:

- |                  |                 |                      |
|------------------|-----------------|----------------------|
| ▶ Accomplishment | ▶ Collaboration | ▶ Directness         |
| ▶ Acknowledgment | ▶ Community     | ▶ Empowerment        |
| ▶ Adventure      | ▶ Connectedness | ▶ Excellence         |
| ▶ Authenticity   | ▶ Contribution  | ▶ Focus              |
| ▶ Beauty         | ▶ Creativity    | ▶ Forward the Action |

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- ▶ Freedom to Choose
- ▶ Free Spirit
- ▶ Full Self-Expression
- ▶ Growth
- ▶ Harmony
- ▶ Honesty
- ▶ Humor
- ▶ Independence
- ▶ Integrity
- ▶ Joy
- ▶ Lack of Pretense
- ▶ Lightness
- ▶ Nurturing
- ▶ Orderliness
- ▶ Participation
- ▶ Peace
- ▶ Performance
- ▶ Personal Power
- ▶ Productivity
- ▶ Recognition
- ▶ Risk Taking
- ▶ Romance
- ▶ Service
- ▶ Spirituality
- ▶ Success
- ▶ To Be Known
- ▶ Tradition
- ▶ Trust
- ▶ Vitality
- ▶ Zest