



## Professional Life Coaching Certificate

Life coaching addresses the whole person: mind, emotions, body and spirit.

### Values Clarification

Consider the values listed in the following table:

<b>Tolerance</b> – Accepting / remaining open to the viewpoint of others.	<b>Nature</b> – Finding joy & renewal in the out – of – doors.	<b>Influence</b> – Capacity to affect or shape people, processes or ideas.
<b>Perseverance</b> – Sustaining momentum, having fortitude.	<b>Family</b> – Placing importance on maintaining familial relationships.	<b>Self-Respect</b> – Having pride or a sense of personal identity.
<b>Power</b> – Seeking to sell to, persuade, lead or influence others.	<b>Competition</b> – Matching the efforts or abilities w/ self or others.	<b>Fairness</b> – Giving everyone an equal chance.
<b>Competency</b> – Wanting to meet or exceed standards or expectations.	<b>Financial Security</b> – Being free from financial worries.	<b>Achievement</b> – Enjoying a sense of accomplishment or success.
<b>Aesthetics</b> – Appreciating what is beautiful.	<b>Artistic</b> – Expressing self through the arts – painting, drama, literature, etc.	<b>Adventure</b> – Seeking new and exciting challenges, which may include taking risks.
<b>Security</b> – Feeling safe and confident about the future.	<b>Challenge</b> – Attracted to new problems, difficult tasks.	<b>Generosity</b> – Giving readily or liberally.
<b>Accuracy</b> – Being true or correct in attention to detail.	<b>Control</b> – Being in charge or wanting to have influence over outcomes.	<b>Advancement</b> – Striving to move ahead rapidly, gaining opportunities for growth or seniority.

<b>Location</b> – Preferring a specific place, neighborhood, or area of country that matches lifestyle.	<b>Prestige</b> – Having or showing success, rank, wealth or status.	<b>Recognition</b> – Desiring the respect of others or credit for achievements.
<b>Responsibility</b> – Being accountable for outcomes.	<b>Stability</b> – Maintaining continuity, consistency, and predictability over a period of time.	<b>Service</b> – Helping others or contributing to society.
<b>Flexibility</b> – Coping easily with challenge and surprise.	<b>Efficiency</b> – Working to accomplish tasks in comparatively little time.	<b>Conformity</b> – Preferring to be like others
<b>Organization</b> – Being in control of time, priorities, possessions, and processes.	<b>Loyalty</b> – Seeking to be faithful, constant, and steadfast.	<b>Tradition</b> – Treasuring customs and links with the past.
<b>Humor</b> – Enjoying the witty or amusing.	<b>Balance</b> – Giving proper weight to each are of a person’s life.	<b>Personal Development</b> – Wanting to use one’s potential and grow to the fullest.
<b>Religious Beliefs</b> – Sustaining faith in a higher power.	<b>Authentic</b> – Ongoing desire to honestly express who one is.	<b>Love</b> – Cherishing oneself or others.
<b>Physical Fitness &amp; Health</b> – Healthy regard for one’s body, enjoying sports involvement.	<b>Learning</b> – Lifelong commitment to growing in understanding.	<b>Variety</b> – Desiring new & different activities, frequent change.
<b>Leisure</b> – Appreciating unstructured or unscheduled time.	<b>Cooperation</b> – Striving for congenial relationships & teamwork.	<b>Peace</b> – Desiring tranquility, serenity, lack of discord.
<b>Happiness</b> – Finding satisfaction, joy, or pleasure.	<b>Creativity</b> – Being imaginative & innovative, going outside the norm.	<b>Contribution</b> – Giving or making a difference for others.
<b>Independence</b> – Wanting control of own time, behavior or tasks.	<b>Integrity</b> – Maintaining congruity between what one claims to be & how one acts.	<b>Friendship</b> – Placing importance on close personal relationships.

## Values Clarification

Using the prompt “As I make important decisions, this is how I value (*security*)” as an example, rate each of the values listed on the previous page as:

1. This is **very important** to me (sort of a nonnegotiable)
2. This is **important** to me.
3. This **isn't that important** to me.

Use the following table to categorize and list the values:

<u>Very</u> Important to Me	Important to Me	Not that important to Me

## How Well Am I Honoring My Values?

Now, pick your top 6 -7 values that you cherish most, and in the table below indicate how well you currently honor your top values.

<b>Name of the Value</b>	<b>How well I honor this value (1 = poorly, 10 = fully)</b>	<b>Obstacle(s) to honoring this value</b>	<b>Strength of the obstacle (1 = very weak, 10 = very strong)</b>

1. What insights do you have from doing values clarification?
2. How does values clarification change your work, family, life priorities?
3. Which of your values might shed light on any conflicts / tensions you feel in your current professional & personal environment? How might they be resolved?
4. Which of your “very” important values are in conflict with each other?