

# ACTION TOOL



## KNOW & ALIGN TO YOUR VALUES



888-823-1646

[www.learningpointgroup.com](http://www.learningpointgroup.com)

# My Values Clarification Worksheet

Define your top five values. Then, assess how well your daily actions and decisions are aligned to your values. To what degree are your values reflected in how you lead? Like a compass, your values are of little worth unless you take them out and use them. Unless you know what they are and align your daily actions and decisions to them, they are not truly the values that matter most.

	My Top Values	What will others see me doing when I live by my values?	Am I living to my values? Are they evident in my daily actions?
1			<p><b>H</b> HIGH ALIGNMENT: This value is very evident in my daily actions as a leader.</p> <p><b>M</b> MEDIUM ALIGNMENT: This value is somewhat evident in my daily actions as a leader.</p> <p><b>L</b> LOW ALIGNMENT: This value is not very evident in my daily actions as a leader.</p>
2			<p><b>H</b> HIGH ALIGNMENT: This value is very evident in my daily actions as a leader.</p> <p><b>M</b> MEDIUM ALIGNMENT: This value is somewhat evident in my daily actions as a leader.</p> <p><b>L</b> LOW ALIGNMENT: This value is not very evident in my daily actions as a leader.</p>
3			<p><b>H</b> HIGH ALIGNMENT: This value is very evident in my daily actions as a leader.</p> <p><b>M</b> MEDIUM ALIGNMENT: This value is somewhat evident in my daily actions as a leader.</p> <p><b>L</b> LOW ALIGNMENT: This value is not very evident in my daily actions as a leader.</p>
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# Value Alignment

## Focused Action Plan

### THE VALUE I WILL FOCUS ON

Date:

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### MY HONEST ASSESSMENT

Where am I currently with regard to this value? Where do I want to be?

Current Situation	Desired Situation

### MY ACTIONS

What should I START doing, STOP doing, and CONTINUE doing to better align myself to this value?

Start	Stop	Continue

### MY PLAN

What specifically will I do and by when?

### MY COMPLETION

Specific actions I will take.	Completion Date and Notes

### MY PROGRESS

Am I on track? Have I improved? Is it making a difference? How do I know?

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