

Developing Values Worksheet

Directions: Please use this worksheet, *Part A: Values Input*, to help you develop values for your organization. In this section, you will:

1. Determine your organization's core values.
2. Group all similar values from the list of values you just created.
3. Choose one word within each grouping that best represents the label for the entire group.
4. **Optional:** Explain what each word means to you. (Note: If you are pressed for time, please skip this step.)

Use *Part B, Values Draft*, to transfer and record your final responses.

Note: Alternative Approach 2

Another approach to consider is to select five (5) people from your department or team to meet and discuss values. It would be best if the participants are from all different levels in your department or team. If you select this approach, gather as much feedback as you can about what are the top four to seven values that should guide your organization. Use these key questions to help you facilitate the conversation:

- What are the fundamental values that guide our organization?
- How will we define and implement these values for our organization?
- Do they inspire pride and bring out the best in us?

Part A: Values Input

1. **Determine your organization's core values.** What are the primary values that should guide your organization? You can either write them down or select from the list on the next page.

If you want to select from the list below, choose and write down every core value that resonates with you. Do not overthink your selections. As you read through the list, simply write down the words that feel like a core value to your organization. If you think of a Value that your organization should possess that is not on the list, be sure to write it down as well.

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Abundance	Community	Excellence	Initiative	Persuasiveness	Simplicity
Acceptance	Compassion	Excitement	Innovation	Philanthropy	Sincerity
Accessibility	Competence	Experience	Inquisitiveness	Playfulness	Skill
Accomplishment	Concentration	Expertise	Insightfulness	Pleasure	Solidarity
Accountability	Confidence	Exploration	Inspiration	Popularity	Speed
Accuracy	Conformity	Expressiveness	Integrity	Power	Spirituality
Achievement	Consistency	Extroversion	Intelligence	Pragmatism	Spontaneity
Activeness	Contentment	Exuberance	Introversion	Precision	Stability
Adaptability	Contribution	Fairness	Intuition	Preparedness	Status
Advancement	Cooperation	Faith	Intuitiveness	Privacy	Stealth
Adventure	Courage	Faithfulness	Inventiveness	Proactive	Stewardship
Advocacy	Courtesy	Family	Joy	Proactivity	Strength
Aesthetics	Craftiness	Fearlessness	Justice	Professionalism	Success
Agility	Creativity	Ferocity	Kindness	Prudence	Support
Alertness	Credibility	Fidelity	Knowledge	Punctuality	Sympathy
Ambition	Cunning	Fierceness	Leadership	Purposefulness	Synergy
Appreciation	Curiosity	Fitness	Learning	Quality	Teamwork
Approachability	Daring	Flexibility	Liberty	Rationality	Thankfulness
Assertiveness	Decisiveness	Fluency	Logic	Realism	Thoroughness
Attentiveness	Dedication	Focus	Love	Reason	Thoughtfulness
Attractiveness	Dependability	Frankness	Loyalty	Recognition	Thrift
Autonomy	Determination	Freedom	Making a Difference	Reflection	Timeliness
Availability	Devotion	Friendliness	Mastery	Regularity	Tolerance
Awareness	Dignity	Friendship	Maturity	Relationships	Traditionalism
Balance	Diligence	Friendships	Meticulousness	Reliability	Tranquility
Beauty	Directness	Fun	Mindfulness	Resilience	Transcendence
Being the Best	Discipline	Generosity	Modesty	Resolution	Trust
Benevolence	Discovery	Grace	Motivation	Resolve	Trustworthiness
Boldness	Discretion	Gratitude	Neatness	Resourcefulness	Truth
Bravery	Diversity	Growth	Open-mindedness	Respect	Understanding
Brilliance	Drive	Happiness	Openness	Responsibility	Uniqueness
Calmness	Duty	Harmony	Optimism	Responsiveness	Unity
Camraderie	Dynamism	Health	Order	Restraint	Usefulness
Candor	Eagerness	Helpfulness	Orderliness	Rigor	Valor
Capability	Education	Heroism	Organization	Risk-Taking	Variety
Carefulness	Effectiveness	Honesty	Originality	Sacrifice	Versatility
Caring	Efficiency	Honor	Outlandishness	Safety	Vigor
Caution	Elegance	Hopefulness	Outrageousness	Security	Vision
Challenge	Empathy	Hospitality	Passion	Self-control	Vitality
Change	Encouragement	Humility	Patience	Self-discipline	Warmth
Charity	Endurance	Humor	Peace	Selflessness	Wealth
Cheerfulness	Energy	Imagination	Perceptiveness	Self-reliance	Well-Being
Clarity	Enjoyment	Impartiality	Perfection	Sensitivity	Willfulness
Cleanliness	Entertainment	Inclusiveness	Performance	Serenity	Wisdom
Cleverness	Enthusiasm	Independence	Persistence	Service	Wittiness
Collaboration	Equality	Individuality	Persistence	Sharing	Wonder
Commitment	Ethics	Ingenuity	Personal Development	Silliness	Zeal

2. **Group all similar values from the list of values you just created.** Group them in a way that makes sense to you personally. Create a maximum of *five* groupings. If you have more than five sets, drop those least important. See the example below.

Abundance	Acceptance	Appreciation	Balance	Cheerfulness
Growth	Compassion	Encouragement	Health	Fun
Wealth	Inclusiveness	Thankfulness	Personal Development	Happiness
Security	Intuition	Thoughtfulness	Spirituality	Humor
Freedom	Kindness	Mindfulness	Well-being	Inspiration
Independence	Love			Joy
Flexibility	Making a Difference			Optimism
Peace	Open-Mindedness			Playfulness
	Trustworthiness			
	Relationships			

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3. **Choose one word within each grouping that best represents the label for the entire group.** Again, do not overthink your labels. There are no right or wrong answers. You are defining the answer that is right for you. See the example below – the label chosen for the grouping is bolded.

Abundance Growth Wealth Security Freedom Independence Flexibility Peace	Acceptance Compassion Inclusiveness Intuition Kindness Love Making a Difference Open-Mindedness Trustworthiness Relationships	Appreciation Encouragement Thankfulness Thoughtfulness Mindfulness	Balance Health Personal Development Spirituality Well-being	Cheerfulness Fun Happiness Humor Inspiration Joy Optimism Playfulness
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4. **(Optional) Explain what each word means to you.** Write a quick sentence that describes the importance of the words you chose. *(Note: If you are pressed for time, please skip this step.)* See the examples below.

- **Freedom:** We have the autonomy to direct our work.
- **Making a Difference:** We help the lives of others.
- **Mindfulness:** We take time to care for ourselves and others.
- **Balance:** We value and give equal time to all parts of our lives – personal and professional.
- **Optimism:** We maintain a positive outlook to ensure our work succeeds.

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Part B: Values Draft

1. **Determine your organization's core values.** Write these values below.

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2. **Group all similar values from the list of values you just created.** Categorize your organization's values below.

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3. **Choose one word within each grouping that best represents the label for the entire group.** Again, do not overthink your labels. There are no right or wrong answers. You are defining the answer that is right for you. (Note: Try to have no more than five (5) to seven (7) core values.)

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4. **(Optional) Explain what each word means to you.** Write a quick sentence that describes the importance of the words you chose. (Note: If you are pressed for time, please skip this step.)

Values	Explanation

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