

VALUES AUDIT



Personal - Cultural Values (Rank your top 5 Cultural Values, with #1 being the Cultural Value MOST important to the lifestyle and culture you want to personally cultivate)

- _____ Achievement - attainment of goals and aspirations
- _____ Adventure - pursuing excitement and taking risks
- _____ Aesthetics - appreciation and enjoyment of the arts
- _____ Community - activity in social or citizen groups
- _____ Equality - justice and fair treatment for all
- _____ Fame - recognized and known for your contributions
- _____ Family - close relations and support of loved ones
- _____ Fellowship - having important relationships with friends
- _____ Freedom - independence in thought, action, and life style
- _____ Happiness - satisfaction, joy, and contentment
- _____ Health - soundness of body and mind
- _____ Love - intimacy, devotion, and warmth
- _____ Nature - respect for animals and the environment
- _____ Peace - enduring harmony and freedom from violence
- _____ Pleasure - entertainment, relaxation, and fun
- _____ Power - authority, control, and influence
- _____ Self-worth - high regard for oneself and others
- _____ Social Service - contributing to the welfare of others
- _____ Spirituality - at one with God, religious beliefs
- _____ Wisdom - insight, knowledge, and understanding
- _____ Wealth - affluence, ease, and prosperity

Personal - Operational Values (Rank your top 5 Operational Values, with #1 being the MOST important daily/operational value within your personal life)

- _____ Accountability - being responsible, credible, and trustworthy
- _____ Affection - being passionate, loving, and caring
- _____ Autonomy - being self-directing, self-reliant, and free
- _____ Competency - being productive, efficient, and skillful
- _____ Courage - being brave, intrepid, and fearless
- _____ Courtesy - being respectful, considerate, and polite
- _____ Creativity - being inventive, original, and innovative
- _____ Discipline - being controlled, composed, and focused
- _____ Drive - being industrious and goal directed
- _____ Fairness - being unbiased, impartial, and just
- _____ Flexibility - being adaptable and able to change
- _____ Forgiveness - being able to excuse and let go
- _____ Honesty - being moral, ethical, and truthful
- _____ Humor - being light-hearted, witty, and funny
- _____ Knowledge - being wise and scholarly
- _____ Loyalty - being dedicated, devoted, and steadfast
- _____ Obedience - being compliant, deferential, and yielding
- _____ Order - being systematic, organized, and well kept
- _____ Reason - being rational, analytical, and logical
- _____ Service - being supportive, aiding, and assisting
- _____ Tolerance - being open, accepting, and patient

Organizational - Cultural Values (Rank your top 5 Cultural Values, with #1 being your organization's MOST important Cultural Value to determine the type of company you want to be)

- _____ Achievement - A commitment to accomplishing identified goals and objectives
- _____ Community - A concern for the organization's role and impact on the community
- _____ Control - A commitment to being well run and managed
- _____ Customer - A commitment to total customer satisfaction
- _____ Efficiency - Effectively producing the most with the least amount of resources
- _____ Empowerment - A conviction that every member can make a valuable contribution
- _____ Equality - A commitment to equal opportunity and unbiased treatment for all
- _____ Excellence - Aspiring to become the best we can be
- _____ Family - A concern for employees and support for their families
- _____ Fun - A belief that the workplace should be enjoyable
- _____ Growth - A desire to increase the size and scope of the organization
- _____ Harmony - A commitment to achieving balance, consensus, and goodwill
- _____ Innovation - A belief in encouraging change and new approaches
- _____ Integrity - A commitment to high moral standards
- _____ Leadership - A belief in the importance of good leadership
- _____ Learning - A commitment to advancing the knowledge and skills of the workforce
- _____ Profitability - A commitment to maximizing financial returns for investors
- _____ Quality - A commitment to delivering superior good and services
- _____ Safety - A commitment to an environment free from injury, harm, or fear
- _____ Teamwork - A commitment to getting things done through cooperative efforts
- _____ Tradition - A concern for honoring the past

Organizational - Operational Values (Rank your top 5 Operational Values, with #1 being the MOST important value for your organization, determining HOW you operate)

- ___ Accountability – Taking Responsibility
- ___ Communication – Open interchange of thoughts and opinions
- ___ Compassion – Caring about the feelings of others
- ___ Competition – Striving to win
- ___ Cooperation – Working well with others
- ___ Creativity – Producing imaginative and original work
- ___ Credibility – Respectable, believable, and trustworthy
- ___ Dependability – Can be relied upon
- ___ Discipline – Highly trained and focused on objectives
- ___ Diversity – Understanding and managing differences
- ___ Drive – Highly motivated to get the job done
- ___ Fairness – Just and impartial decision making
- ___ Independence – Freedom from the control of others
- ___ Knowledgeable – Making effective use of information
- ___ Loyalty – Faithful adherence to the purpose of the organization
- ___ Obedience – Following rules and regulations
- ___ Power – Having the means to get things done
- ___ Recognition – Acknowledging important contributions
- ___ Risk-Taking – Encouraging experimentation and allowing mistakes
- ___ Structure – Having a clearly defined process for getting things done
- ___ Versatility – Being able to do many things well

List Your **PERSONAL** Core Values

Cultural Values (What you want to be)

Operational Values (What you do/How you operate)

List Your **ORGANIZATIONAL** Core Values

Cultural Values (What you want to be)

Operational Values (What you do/How you operate)

What potential conflicts do you see between your personal values and your organizational values?

How could you address these conflicts? Can you look for ways that these conflicts can actually compliment each other? Example - If a Personal Value is flexibility, but an Organizational Value is efficiency, instead of focusing on their contradictions, you can choose to recognize how running an efficient company leads to saving time and energy, thus allowing for a more flexible and free personal lifestyle/culture.