



Work Life Design Workshop: Operationalizing our Values

Now that you have decided on your values, the next step is to start thinking through how these values can be operationalised in your life. In other words, how should your values inform your decisions? How should your values underpin your actions? What does it look like when you are acting in alignment with your values? This following activity will help you to map this out. The process involves stating your value, then teasing out the ‘guiding principles’ that underlie that value, then finally identifying goals that relate to your guiding principles. You can map this out on a bigger piece of paper with more options. But have a go here and see what you can come up with. Here’s how:

1. Write your **value** at the top of the hierarchy diagram (p3).
2. Decide on what the **guiding principles** are for your value. In other words, in big picture terms, what does your value mean to you? For example if you value ‘People’ a guiding principle may be ‘people are more important than things’ or if your value is ‘adventure’ your guiding principle may be ‘take the more interesting/unknown option’, if your guiding principle is ‘loyalty’ it may be ‘don’t speak ill of a friend’. Another example might be if your value is ‘growth’ your principle might be ‘always look for learning opportunities’. Note: there is no restriction on the number of guiding principles. If the diagram in this handout is not sufficient – draw your own.
3. Now that you have decided on the key guiding principles, have a think about how you want to live your life related to this value. Then you can create **goals** that relate to this value. These goals should reflect the elements of your value that resonate most strongly, and if achieved would indicate you are living your best life. For example a value for you may be ‘family’. A guiding principle for this may be ‘family comes before work’, finally a goal might be ‘ensure you spend at least one hour with your family every day after work with no distractions’. Note: there is no restriction on the number of goals per value/principle. If this handout doesn’t work for you, get a blank piece of paper and draw your own.
4. Repeat this for each of your values. Then order your diagrams from your most important value to your least.
5. Sit back and have a look at your hierarchy diagram. Does it feel like it fits you? Does it make you view your current work life design any differently? Now you have mapped out the principles and goals, are there any that are in conflict? Is the order correct?
6. Put your diagram somewhere useful (in your work diary, on your pin board), keep it somewhere that it will stay front of mind. When you get a tension or conflict in your work life – review your diagram, where does the tension lie? What compromises are you prepared to make? Are you acting in a way that is outside of your value set? Are you disconnect from what is important to you? What actions can you take that will help you realign with what is important to you.



Example









