2025

Mapping Your Values and Priorities

DISCOVERING PERSONAL AND ORGANIZATIONAL ALIGNMENT

Mapping Values & Priorities

Please write your top 5 values on the next page. Feel free to add any value that is important to you that is not included in this list.

Acceptance	Generosity	Popularity	Sympathy
Accomplishment	Gratitude	Power	Teamwork
Accuracy	Harmony	Practicality	Temperance
Achievement	Health	Pragmatism	Thankfulness
Acknowledgement	Holiness	Precision	Thoroughness
Balance	Honesty	Preparedness	Tidiness
Boldness	Honor	Privacy	Timeliness
Bravery	Humility	Professionalism	Traditionalism
Candor	Humor	Prosperity	Trust
Capability	Hygiene	Punctuality	Truth
Charity	Impartiality	Recognition	Unity
Cleanliness	Independence	Recreation	Usefulness
Commitment	Inquisitiveness	Reflection	Utility
Compassion	Integrity	Relaxation	Variety
Connection	Intelligence	Reliability	Victory
Consistency	Intimacy	Religiousness	Vigor
Control	Intuitiveness	Resolve	Virtue
Cooperation	Inventiveness	Resourcefulness	Vision
Courtesy	Investing	Respect	Vitality
Craftiness	Joy	Rest	Wealth
Credibility	Justice	Restraint	Winning
Curiosity	Kindness	Sacredness	Wisdom
Decisiveness	Knowledge	Sacrifice	Wittiness
Decorum	Leadership	Security	Wonder
Dependability	Learning	Self-control	Youthfulness
Directness	Liberty	Self-reliance	Zeal
Discipline	Logic	Sensitivity	Sympathy
Discretion	Love	Sensuality	Teamwork
Diversity	Loyalty	Serenity	Temperance
Duty	Maturity	Service	Thankfulness
Education	Meekness	Significance	Thoroughness
Efficiency	Meticulousness	Silence	Tidiness
Empathy	Modesty	Simplicity	Timeliness
Entertainment	Mysteriousness	Sincerity	Traditionalism
Expectancy	Neatness	Solidarity	Trust
Expediency	Obedience	Solitude	Truth
Fairness	Open-mindedness	Soundness	Unity
Faith	Optimism	Speed	Usefulness
Fame	Order	Spirituality	Utility
Family	Organization	Spontaneity	Variety
Fidelity	Originality	Stability	Victory
Financial independence	Peace	Stealth	Vigor
Fitness	Perceptiveness	Strength	Virtue
Frankness	Perfection	Structure	Vision
Freedom	Perkiness	Success	Vitality
Friendliness	Perseverance	Support	Wealth
Frugality	Philanthropy	Supremacy	Winning
Fun	Poise	Surprise	Wisdom

Getting Started

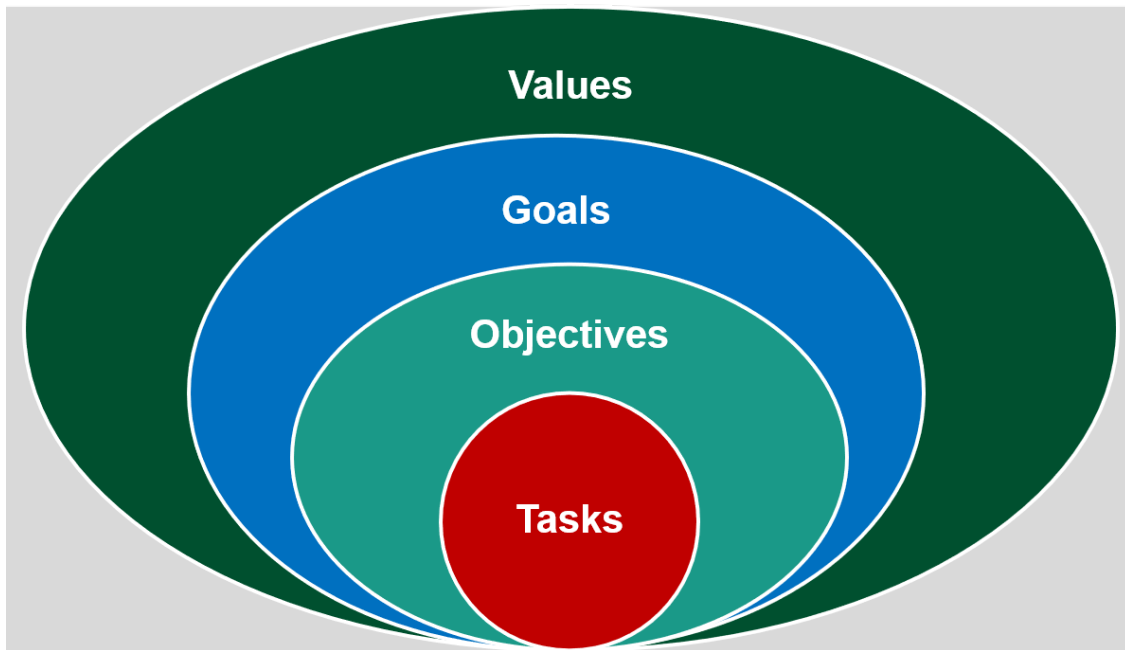**In one word, what is important to you?**

Mapping Values & Priorities

What are your top 5 values? What does each mean to you?

How are those values reflected in your work behaviors and relationships?

How can you ensure your values remain aligned with your work behaviors and relationships?

Value: What's truly important to you. Your guiding principles.

Goal: What you want to achieve. The big picture.

Objective: The specific steps to reach your goal. How you measure progress.

Task: The individual actions you take. The small, manageable steps.

Bullseye Worksheet

ORGANIZATIONAL VALUES

Respect

Service

Community

Steward of Resources

GOALS

OBJECTIVES

TASKS

MY VALUE ALIGNMENT

MY ALIGNED COMMTIMENTS

Excellence

Intellectual Freedom

Integrity
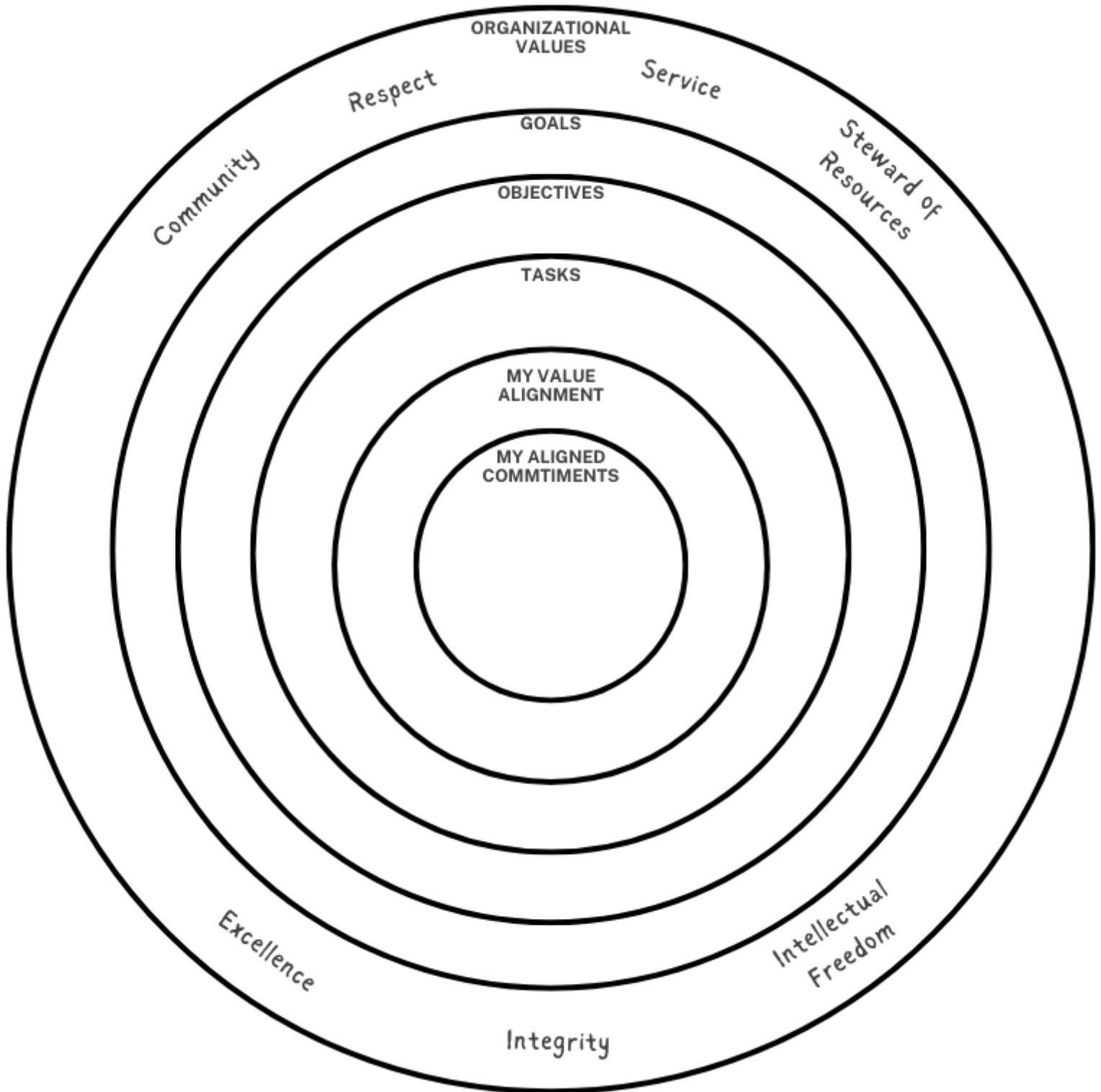
Values/Priorities to Goals/Objectives

Specific *(What exactly do you want to achieve?)*	
Measurable *(How will you know you've achieved it?)*	
Achievable *(Is it realistic and attainable?)*	
Relevant *(Is it the right goal? Does it align with your overall goals and values?)*	
Time-Bound *(When will you start & end? When will you review milestones?)*	

Example: Increase first-year student retention by 5% by the end of the academic year.

SMART Goal Success & Pitfalls

By following these best practices and avoiding these pitfalls, you'll be well on your way to setting effective SMART goals:

Success Practices	Common Pitfalls
• Use action verbs (e.g., "increase," "develop," "implement"). • Break down large goals into smaller, manageable steps. • Visualize success: Picture what achieving the goal looks like. • Regularly review and track progress. • Seek feedback and support from others. • Write down your goals and display them prominently.	• Setting vague goals (e.g., "improve morale"). • Making goals unrealistic or unattainable. • Focusing solely on numbers without considering quality. • Neglecting to set a clear deadline. • Failing to align goals with overall objectives. • Not anticipating potential obstacles.

Creating Focus: Priority Matrix

	Urgent	Not Urgent
Important	*Do it First*	*Schedule/Plan it*
Not Important	*Delegate it*	*Eliminate/Delete/Delay*

From Goals to Tasks and Focus

What is one way you can leverage the Urgency Matrix to help you use your time more strategically?

What is one habit that is not urgent and not important that you can eliminate from your work routine?

Look at your SMART goal. What's one task you can chunk down and schedule in your calendar this week?

What's one boundary you can set to improve your focus?

What's one small habit you can build to support your progress?

Partner Suggestions – Tactics to Use

Putting it Together - Examples

Facilities (Focus on Community & Safety)

•**Organizational Value:** Community

•**Goal:** Improve building safety.

•**Objective:** Conduct regular safety inspections.

•**Task:** Create an inspection checklist.

•**Personal Value: <u>Responsibility</u>** - I value taking ownership and ensuring the well-being of others.

•**My Aligned Commitments:**

- "I commit to promptly reporting and addressing any safety hazards identified during inspections."
- "I commit to proactively seeking feedback from building occupants on safety concerns."

Academic Advisor (Focus on Community & Service)

•**Organizational Value:** Service

•**Goal:** Improve student retention.

•**Objective:** Provide personalized advising sessions.

•**Task:** Prepare student advising materials.

•**Personal Value: <u>Compassion</u>** - I value understanding and supporting the needs of others.

•**My Aligned Commitments:**

- "I commit to actively listening to students' concerns and providing empathetic support during advising sessions."
- "I commit to following up with students after advising sessions to ensure they have the resources and support they need."

IT (Focus on Community & Reliability)

•**Organizational Value:** Community

•**Goal:** Minimize system downtime.

•**Objective:** Implement proactive maintenance.

•**Task:** Schedule regular system updates.

•**Personal Value: Reliability** - I value being dependable and providing consistent support.

•**My Aligned Commitments:**

- "I commit to scheduling system updates outside of peak usage hours to minimize disruption."
- "I commit to thoroughly testing updates before implementation to ensure system stability."
- "I commit to communicating proactively with users about scheduled maintenance and potential impacts."

Accountant (Focus on Community & Excellence)

•**Organizational Value:** Community

•**Goal:** Ensure the department has the resources it needs.

•**Objective:** Reconcile the accounts.

•**Task:** Check the receipts.

•**Personal Value: Accuracy** - I value precision and attention to detail.

•**My Aligned Commitments:**

- "I commit to double-checking all financial data to ensure accuracy and prevent errors."
- "I commit to completing account reconciliations within the established deadlines."
- "I commit to communicating any discrepancies or concerns to the appropriate parties promptly."

References

15 SECRETS SUCCESSFUL PEOPLE KNOW ABOUT TIME MANAGEMENT
THE PRODUCTIVITY HABITS OF 7 BILLIONAIRES, 13 OLYMPIC ATHLETES, 29 STRAIGHT-A STUDENTS, AND 239 ENTREPRENEURS
NEW YORK TIMES BESTSELLING AUTHOR
KEVIN KRUSE

THIBAUT MEURISSE
GOAL SETTING
THE ULTIMATE GUIDE TO ACHIEVING GOALS THAT TRULY EXCITE YOU

The **Most Powerful GOAL Achievement System** in the **World**™
The Hidden Secret to Getting **Everything You Want**
Mike Pettigrew

MINDFUL SELF DISCIPLINE
LIVING WITH **PURPOSE** AND ACHIEVING YOUR **GOALS** IN A WORLD OF DISTRACTIONS
GIOVANNI DIENSTMANN
Author of Practical Meditation
Foreword by Roy F. Baumeister, PhD