

# Values Based Self-Development Workbook

Reflection questions and  
exercises to give you  
clarity and focus.



**NAHID**  
COACHING & MENTORING

# Values Based Self-Development Plan

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The purpose of this workbook is to help you thoughtfully create a self-development plan for the next year that is grounded in your values.

It includes tangible goals to help you clearly see and plan for what you want to accomplish, and self-improvement goals to help you grow as a person and become more effective at what matters most to you.



## Section One: **VALUES**

# Values Based Self-Development Plan

Your “values” are the few things in life that are most important to you, above all else. Sometimes people think of values as important character traits, such as integrity or respect. Sometimes people think of values as the most important things they want to surround themselves with such as family, security, or adventure.

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When you consciously build your life around your values, you lay the groundwork for a happier and more fulfilling life.

Aligning your goals with your values will make them more meaningful and easier to achieve. So, whenever you begin to think about goals for a new year, it's helpful to start with some initial reflection on your values.

In this section we will walk you through one exercise that will allow you recognize some of your most important values. This will give you enough clarity to move onto the following sections and set your self-development goals for next year with those values in mind.

*If you would like to spend more time working on identifying your core values, life purpose, needs, and most important areas for personal growth, don't hesitate to reach out. We provide coaching, assessments, and advanced growth classes to support your entire self-discovery journey.*



# How Do You Experience Happiness?

Typically, we discover our values in our happiest moments, because in them we are usually engaged with what matters most, or what feels most fulfilling and joyful.

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People experience “happiness” differently, so it can often be helpful to clarify what “happiness” is to you. For example, a peaceful feeling of contentment might be the ultimate experience of joy to some people, while to others that might seem boring compared to a peak experience expressed in joyful action or challenge.

Some people might feel an ultimate connection to deep intimacy in their relationships while others get more from the shared joy and laughter of a small group of friends playing a game. There is no “right” or “wrong” way to experience happiness – only YOUR way.

Your way of experiencing happiness is based on a combination of your values and your personality.

**WRITE A FEW SENTENCES THAT DESCRIBE WHAT HAPPINESS FEELS LIKE TO YOU:**



# Values Based Self-Development Plan: Values

Make a list of approximately 5-6 “moments” that come to mind in the last year or so that you remember feeling your happiest. For each example that you wrote above, ask yourself what it was about that moment that made it happy for you? Then ask yourself why that is important three times. Try to hone it down to one or two words each.

Here are a few examples:

**Happy Moment:** Windsurfing on the ocean last summer.

**What was it that made it a happy moment:** Meeting the physical challenge of the wind and waves and feeling “at one” with these forces – invigorating and thrilling!

**Why is that important?** I love challenging myself physically and I love being outside testing myself against the forces of nature.

**And why is *that* important?** I love feeling strong and fierce – proving myself that way.

**And why is *that* important?** It’s the ultimate expression of life. One word: vitality?

**Happy Moment:** Admiring the completed redesign / redecoration of my office.

**What was it that made it a happy moment:** It was beautiful, aesthetically pleasing, and most of all – it was a perfect reflection of who I am.

**Why is that important?** I love surrounding myself with art and style that reflects a kind of simple elegance.

**And why is *that* important?** It gives me a clean space to work, and it inspires me to produce great work.

**And why is *that* important?** It shows that I accept nothing less than the best. One word: excellence?

**Happy Moment:** Laying next to my 18-month old daughter, rubbing her back as she falls asleep.

**What was it that made it a happy moment:** That beautiful, quiet, pure childhood innocence – feeling my complete commitment to protecting her.

**Why is that important?** It’s the love for sure, but that innocence also gives me hope in humanity.

**And why is *that* important?** I want to believe that there are good people in this world that we can depend on to take care of each other.

**And why is *that* important?** I want to see and stand for the goodness and innocence in this world. One word: purity?

Use the following “Happy Moments” worksheet to organize your answers.

# Happy Moments Worksheet

Typically, we discover our values in our happiest moments, because in them we are engaged with what matters most to us.

Happy Moments	The Moment	What Made it Happy?	Why is This Important?	And Why is <i>This</i> Important?	And Why is <i>This</i> Important?	Value (one word or phrase)
	<p>Briefly describe your happy moment. It can be one moment or a pattern of moments, such as <i>"I'm happy when we get together and..."</i></p>	<p>What is it about this moment that makes it happy for you?</p>	<p>We ask, "why is this important" three times to home in on the core of what matters. Each time to ask it, refer to the most recent thing you wrote.</p>			<p>Can you summarize the core of what is important in a word or short phrase?</p>
Happy Moment #1						
Happy Moment #2						
Happy Moment #3						

# Happy Moments Worksheet

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	<p>Briefly describe your happy moment. It can be one moment or a pattern of moments, such as <i>"I'm happy when we get together and..."</i></p>	<p>What is it about this moment that makes it happy for you?</p>	<p>We ask, "why is this important" three times to home in on the core of what matters. Each time to ask it, refer to the most recent thing you wrote.</p>			<p>Can you summarize the core of what is important in a word or short phrase?</p>
Happy Moment #4						
Happy Moment #5						
Happy Moment #6						



# Grounding in Your Values

## SUMMARIZE FOR YOURSELF:

What are the most important values you want to honor for yourself over the next year, and how do you want to honor them?

## **Section Two: VISION**

# Values Based Self-Development Plan: Vision

Your “vision” is the clear picture you have in your head of whatever it is that you are moving towards. It could be as simple as picturing what you want to order as you get ready to go to your favorite restaurant. Or it can be a more complicated, formal description of what things will look like once you have completed a major life transition. For the purposes of developing your plan for the next year, we will do an exercise that allows you to create a one-year vision.

## VISION EXERCISE

Imagine that you have the power to make three changes in your life or work by the end of next year, no matter how impossible they seem. List your three changes here:

- 1.
- 2.
- 3.

Imagine that it is a year from now and all three of these changes have happened. Visualize a typical day or week and describe it here:

# Values Based Self-Development Plan: Vision

Still one year from now, as you are living your life in this different way after achieving all three of the impossible things, write five specific things that have changed for you. How are you living or experiencing your life differently?

1.

2.

3.

4.

5.

Why are the five things you listed above important to you?

Do these five things line up with the values you listed in the previous section, and if so, how?



Photo by Joshua Earle on [Unsplash](#)

Now we are going to move back to your current real life and look at what you feel is realistic. Given what you know you are capable of, and taking into consideration the situation you are currently living in, make a short list of changes you believe you COULD make in your life within the next year:

## **Section Three:** **GOALS**



# Goals

There are two kinds of goals:

1. **Accomplishment Goals** are easily measured and clearly observed as achieved or not achieved. These are tangible and can be written using the SMART goal format (Specific, Measurable, Attainable, Realistic, and Time-Based).

An example might be to achieve a certain revenue level, run a marathon, or take a 10-day vacation. Accomplishment goals help you clearly see what steps to take in order to get results.

2. **Growth Goals** are developmental in nature, usually described as “getting better at” or “practicing” something in order to reach a higher level of mastery.

An example might be to improve my comfort level with difficult conversations, build confidence speaking in front of a large group, or get better at managing my frustration when I’m triggered. Growth goals change you as a person, so that you become more effective at what matters.

When you make a self-development plan, we are generally more interested in your Growth Goals than in your Accomplishment Goals. Your growth goals support your long-term growth and change and can be defined to help you achieve your accomplishment goals more effectively.

In this section we address and help you define both types of goals.

# Values Based Self-Development Plan: Goals

## ACCOMPLISHMENT GOALS

Write a short list of no more than five major things you'd like to accomplish within the next year. For each goal on your list, write what is most important to you about this goal, and how you see it connecting to the values you identified in section 1.

*If you are having difficulty thinking of just five, it may help to make a longer list and then categorize them into larger goals, with the items on your list being sub-tasks related to the larger goals.*



Once complete, take your SMART Goals to the next step on the following page.





# Values Based Self-Development Plan: Goals

## GROWTH GOALS

Write a list of three major things you would like to improve or get better at this year, that would make a significant difference in your life. Why are these important to you?

1.

2.

3.

Assuming you are able to get significantly better at all three of these things, what would be different about your life?

Once complete, take your GROWTH Goals to the next step on the following page.

# GROWTH Goals Worksheet: Self-Improvement Goals

GROWTH Goals	G - Get Better	R - Role Model	O - Ongoing Practice	W - Welcome Feedback	T - Trust the Process	H - Hone Effort
<p>List your goals from the previous page in the rows below. Then, fill in the columns to the right, these will form your action plan for achieving your growth goals.</p>	<p>Rewrite your goal using the phrase, <b>"I want to get better at..."</b> or <b>"I want to improve my ability to..."</b></p>	<p>Who can you <b>observe as a role model</b> or otherwise learn from? What other resources can you tap into to learn what it is to be masterful at this skill (i.e., teacher, coach, books, videos, etc...)?</p>	<p>What can you do on a regular basis (ideally daily) to <b>practice getting better at this skill</b>? What is a baby step or small action you can take when it feels too hard or overwhelming to continue?</p>	<p>Where will you get the <b>feedback</b> you need to understand how you are doing and adjust as you go? List at least three separate sources.</p>	<p>When you notice negative emotions or self-talk, how can you <b>shift yourself to a positive mindset</b>, reminding yourself that consistent practice will ultimately yield results?</p>	<p>How will you <b>celebrate your efforts</b>? How will you approach the process of <b>adjusting your efforts</b> as you learn what works and what doesn't?</p>

## **Section Four:** **PRIORITIES** **& STRATEGIES**

# Priorities and Strategies

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There's more to setting goals than setting goals. Thinking through how to best set yourself up for success increases your ability to take the ideas you've written and execute them effectively.

Day-to-day life is filled with distractions, unexpected problems, demands from others, and emotional ups and downs, so any changes you want to make will feel difficult until you've gained some momentum and started developing new habits.

In this section we will ask you some questions to help you prioritize, prepare for challenges, and lay groundwork that will give you the best chance for success.



# Values Based Self-Development Plan: Priorities & Strategies

As you review your responses to all the prior exercises in this workbook, what are the top three things you learned about yourself and what is most important to you? What does this tell you about what is most important for you to focus on moving forward?

If you only had the time and energy to focus on ONE of the goals you identified in the exercises above, which one is most important and why?

When you think about times you have set goals in the past and NOT achieved them, what has gotten in the way?

When you think about times you have set goals in the past and SUCCESSFULLY achieved them, what do you believe were the keys to your success?

# Values Based Self-Development Plan: Priorities & Strategies

When and how have others helped / supported you in achieving your goals? Do you have this kind of support now, and if not where could you get it?

If you had a month to “prepare the way” and set yourself up for success before you started working on your goals, and you had enough time and money to invest in resources, support, or whatever else you needed, what would you put into place?

Any other thoughts on ways to increase the likelihood or ease of your success?

## **Section Five:** **YOUR PLAN**

# Your Plan

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Now we are ready to outline your plan. Keep in mind that plans are most useful when they are simple and flexible, because things in your work and life will change as time goes on, and you will be most effective if you can adapt.

In your plan we summarize your values and goals and then address two important issues to help set you up for success: anticipating and preparing for obstacles and gathering resources and support before you need it.

This should give you the clarity you need to get started, and as always, we are here to support you every step of the way.



# Values Based Self-Development Plan: Your Plan

What are the top values you want to keep in mind this year and how do you want to honor those values?

What are your top two or three GROWTH (self-improvement) goals for the year and how will improving these skills allow you to achieve your other goals more effectively?

What are your other goals (things you want to accomplish / SMART goals) for the year?

# Values Based Self-Development Plan: Your Plan

What are the biggest obstacles you will face, when it comes to making these changes?

How do you plan to handle these obstacles when they arise?

What resources will you use to support your success?



# Congratulations on Completing the Workbook!

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If you have any questions about any of the exercises in this workbook, or would like to discuss your insights, please don't hesitate to reach out and schedule some time to talk.

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