

## Course Project: Part One - Discovering Values

**Instructions:** In Part One of the course project you will identify and record your personal core values and the values of the company you work for. To identify your own values, use the “Identifying Your Values” tool provided earlier in the course. Discovering your company values will involve a bit of research and reflection. After completing Part One of the project, save your work and return to the course.

### Section One: Personal Values

**Use the space below to outline your personal core values. Over time you may refine the language. You don’t want these to be long and complex. Call them something memorable that is meaningful to you.**

Note: Earlier in the course you downloaded the “Identifying Your Values” tool. If you have not reviewed and completed it, do so now to effectively answer this question.

**Below, list your top 5-8 core values in order of importance.**

1. Affection
2. Trust – Reliability
3. Happiness
4. Purity
5. Serenity
6. Challenge - Mental
7. Challenge - Physical
8. Health
9. Ethics - Integrity
10. Accountability – Responsibility

Complete the chart below, outlining what aspects of your life allow you to express your values. Once you have listed your values and the ways that you express them, it may be helpful to draw lines that connect specific values with specific times you express them. Doing so will help prepare you for Part Two of the project.

Example:

Value: “Creativity”

Actions: 1. Volunteered to lead the design phase of junior mentorship program; 2. Spent two hours scrapbooking on Sunday; 3. Completed Class One of online innovation course

Your Values	Actions that Express these Values
1. Affection	Coming across to my lover in any way possible
2. Trust - Reliability	Valuing my lover to always be reliable
3. Happiness	Producing a relationship with my lover to be happy
4. Purity	Practicing devotion to my faith
5. Serenity	Focusing on faith values with fitness and mind
6. Challenge - Mental	Overcoming all obstacles that are mental
7. Challenge - Physical	Maintaining a lifelong fitness program
8. Health	Mental and Physical challenges for health
9. Ethics- Integrity	Doing what is right for community, employer & self
10. Accountability - Responsibility	Holding those accountable for Ethics - Integrity from above

## Section Two: Company Values

Here, you'll be looking at the values of the company you work for. Start by finding and recording the company's published values. (If you can't find the published values, skip this step.) You'll then look at how the company's stated values align with its enacted values as you perceive them.

Published Values
<p><i>Record the published values (often found on the company website, in the mission statement, or posted in company buildings):</i></p> <p>Social Purpose, Sustainability Approach, Responsible Products and Sourcing, Environment, Colleagues and Culture, Customers and Community, S.P.U.R, Integrity and Accountability.</p>
Perceived Values
<p><i>Consider the actions taken by company leaders, the products or services the company produces, the way employees are treated, and the organization or team culture. Think specifically about core projects or initiatives within the company; what are the goals, strategy, and future direction? With all of this in mind, reflect on what you view the values of your company to be.</i></p> <p><i>Country – Culture</i>  <i>Recognition</i>  <i>Achievement, merit</i>  <i>Adventure, excitement, risk</i></p>

*Affiliation*  
*Community*  
*Competition*  
*Cooperation, teamwork*  
*Diversity, tolerance*  
*Excellence*  
*Happiness*  
*Helpfulness, healing*  
*Quality*  
*Safety*

## Course Project: Part Two - Checking Value Alignment

**Instructions:** This part contains two sections. First, you'll review how you've spent your time over the past two weeks and reflect on how that time relates to your values. Then you'll create a values wheel graphically showing how much time and what effort was dedicated to each value. Finally, you'll brainstorm actions you can take to better align your actions and values. Complete this part, save your work, and return to the course.

### Section One: Calendar Evaluation

In the space below, share two weeks of your calendar. You can provide screenshots or use the template provided to list key activities each day. Be as thorough as possible.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14

**Write a reflection below on the following questions: Over the past two weeks, approximately what percentage of time inside and outside of work involved activities that were direct or indirect expressions of your values? To what degree does the work you do most often align with your values, contradict your values, or is neutral with regard to values?**

I think that in the past two weeks my goal alignment has been strong (at least 70%) with my core values at work and at home that has been indirect. In the past week my core values have skyrocketed with regards to my core alignments making small steps forward to balance my values and the difference has been noticeable in my confidence and expression of leadership at home and in my personal life out of work. I think this will bump up my activity for direct expression at work, which can be relatively low (about 10%) because of my activity at home and in my personal life that now has an outlet to do something small to make a difference in expressing my core values so they can grow and flourish.

### Section Two: Wheel of Alignment

Each of the eight sections in the values wheel should represent one of your top core values. If you have fewer than eight, complete as many as you have; more than eight, you should consolidate similar values or choose only the most important ones. Follow the steps below to complete the activity.

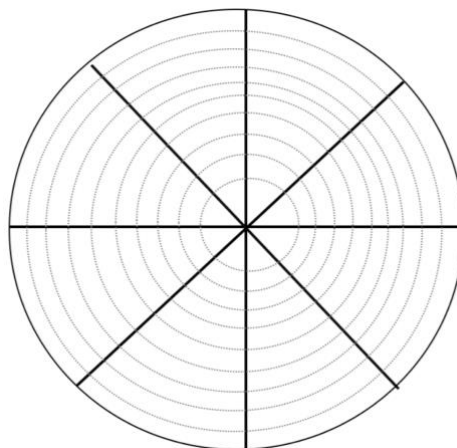
1. Label each wedge with one of your values.
2. Rate the degree to which each value is being expressed in your life by drawing a curved line to create a new outer edge. Count the center of the wheel as 0 and the outer edge as 10.

0 = This value feels extremely neglected. I don't act on it much at all; in fact, the way I live my life now actually violates this value.

5 = The value feels somewhat neglected. I occasionally do things that are in line with this value.

10 = The value feels very alive and present in my life right now. I frequently and regularly take meaningful actions across different domains that fully express and honor this value.

As an example, perhaps one of your values is "family," but you have been dedicating most of your time to work lately and haven't had much time or energy to give to family activities. In that case you would rate "family" on the lower end of the scale. If instead you have felt very connected to and engaged with family, you would rate it on the higher end of the scale.



For each value write a description as follows:

1. For each area of the wheel that has a score of 8, 9, or 10, describe the factors that make you feel this value is being expressed in your life.
2. For each area of the wheel that has a score of 7 or below, describe actions you realistically could take in the next three weeks to increase the score of this area to an 8 or above.

**Value: Affection**

**Score: 5**

**Description: Recently has been blossoming and is on the rise. I see opportunities for this to grow daily and am very happy with the direction expression is taking in this core value.**

**Value: Trust - Reliability**

**Score: 8**

**Description: I think this an important aspect of my professions core values as well as my core value of my affection in my personal and homelife. This core value is rooted everywhere in my daily life and has room to optimize to become a complete expression of my core values.**

**Value: Happiness**

**Score: 10**

**Description: Right now is a period of growth and opportunity for me and makes blossoming with happiness in my career, home and personal life pleasant with decent results impacting several of my core values positive expressions.**

**Value: Challenge - Mental**

**Score: 10**

**Description: This aspect of my core values is very important to me and is always going off the scales with all of my core values and opportunities in life for me to take advantage of giving me mental rigor, physical mind to body challenges and goal aspirations that are with the best out there.**

**Value: Challenge – Physical**

**Score: 10**

**Description:** Currently my mind to body goals are 100% in swing and have a long term strategy for growth and prosperity. The gym is my place of focus, social integration, mental growth, and activity for now and the future.

**Value: Health**

**Score: 5**

**Description:** Health is in a difficult position right now with financial position impacting my ability to react at 100% of my necessary goals. Finances have also impacted my mental health negatively and left me in a position constantly striving to achieve professional challenges that have been long term goals for some time to achieve security.

**Value: Ethics - Integrity**

**Score: 10**

**Description:** At the top of my list for core values for CPA, I express my need to achieve, instill and deliver this facet of my core values for the profession at home, in my personal life, and in my career always by delivering with excellence.

**Value: Accountability - Responsibility**

**Score: 9**

**Description:** I think that in the Accounting profession for CPA that accountability is a must as a responsibility. Scoring a ten at this stage in my career for expression is difficult because of the doubt surrounding some aspects of my careers direction. However, I give this a strong score because of it's synergies with core values of Ethics - Integrity that I have demonstrated for the best interests of my community, the people and my professional network.





### Course Project: Part Three - Applying Personal Values to Leadership

**Instructions:** Part Three of the course project has you looking specifically at your actions as a leader. You'll identify areas you lead in and consider how those fit with your values. You'll then complete some brainstorming around how you can better incorporate your values into your leadership. Complete this part of the project, save your work, and return to the course.

Below, you'll list your values, the areas you are a leader, and the ways you demonstrate your values while leading. Once you have your values, areas you lead, and ways you demonstrate your values, it may be helpful to draw lines connecting each item in each category.

Your Values	Areas in Which You Lead	Ways You Demonstrate Your Values
1. Affection 2. Trust 3. Happiness 4. Purity 5. Serenity	I Lead	I lead with physical abstinence for spiritual purity for my soulmate to strengthen affection, trust, and happiness.
6. Mental	I Lead	I lead in mental and spiritual values
7. Physical	I Lead	I strive to solve problems
8. Health	I Lead	I work to achieve physical excellence
9. Ethics	I Lead	I do what is best for my community and profession
10. Accountability	I Lead	I hold myself accountable for all of my actions with transparency and integrity

**Use the space below to reflect on the impact your values have on your leadership as a whole. Are you demonstrating them to your satisfaction? Are your values and daily actions well aligned, or are you leading in ways that don't fit well?**

**I think the ethics and accountability leadership are a result of the weaknesses I have in affection, trust and happiness. Ethics and accountability have flourished to lead the way for support and growth in affection, trust and happiness. Purity and serenity has been a foundation for the cornerstone of all of my core values with my religious faith and is a pillar supporting affection, trust, and happiness that is ready to grow and flourish.**

**Brainstorm actions you can take to better express your values in areas you are a leader. List your ideas.**

**I think affection can become more extraverted with professional guidelines at work. Affection can also become a practice in personal lives that contributes to better health when trust is not waning and problematic. Trust is a area which I have placed in reserve for my CPA candidacy and would like to see mature in the immediate future with relationships with high school, undergraduate alma maters, and former social relationships related to the later that are currently suffering in arguments. As a result happiness has tended to wane but has gained strength with my current employer, graduate alma mater UMGC, Cornell, mental and physical core values, and personal relationships. Because of all of the instability in communications and privacy of collaboration techniques that are professional and personal I believe serenity will improve with security of the later form the argumentative state of high school and undergraduate alma maters and the social relationships affiliated with them. This will advance fitness, faith, academics, personal life, and professional career in a positive direction and grow my leadership in a solid path forward to adjust it's caliber for compatibility with community leadership, faith leadership, professional leadership and personal leadership for family and social life.**

## Course Project: Part Four - Creating a Values Roadmap

**Instructions:** Here, you'll focus on the future. Doing so requires you leveraging the work you've done in the rest of the project to outline a values roadmap (a comprehensive plan for communicating and living your values). After completing this part, review your work before submitting the fully completed course project to your instructor.

### Section One: Gaining Insight

Briefly and informally interview three people. Ask them what they think your values are and why. Summarize their answers in the space below.

<b>Person 1: What do they think your values are and why?</b>
Purity – This aspect of core values needs to become more extraverted and expressed. It needs to be given attention and exercised in synergy with other core values to become more effective.
<b>Person 2: What do they think your values are and why?</b>
Integrity – This area has been painstaking to get straightened out through a lot of expression with growth as a leader from a college student to a CPA Candidate. Keep up the good work!!
<b>Person 3: What do they think your values are and why?</b>
Accountability – Fluctuates regarding responsibility for duties on the job and the requirements in my personal life for adult realities. Starting to shape up with attitude and an understanding of how to express to become fully effective.

<b>Reflecting on these answers, consider: From which of your actions do people infer your values? Are your actions clearly communicating what you stand for? What else can you do to make sure people know your values?</b>
I think people infer values from the way I exercise priorities for them. AS my position as a professional and personal life improves the majority of my core values are generating more expression and creating growth and positive

traction as a leader. My actions are starting to gain health to clearly communicate what I stand for and grow effectively for the future to define my leadership role professionally and personally. I think I should be more extraverted with some of my core values such as serenity and purity to generate happiness for those around me.

**Section Two: Planning Action**

**Plan how you would like to share your values and to whom you would want to communicate them. What is your intended impact in doing so?**

*What you'll say or do: I think that spreading serenity via my physical and mental core values as an athlete and a professional would be ideal to get started to express them more effectively.*

*With whom you'll communicate: I think co workers and fellow connections at the gym that are authorized would be ideal.*

*As a result, I hope/intend that... I hope to obtain a better expression of my affection core value at the gym and at work by making serenity and purity core values help increase focus, increase productivity and enhance comradery to become more effective at the workplace as a informal leader on the job become more effective and a better partner for fitness in the gym environment for better social interaction.*

**Plan specific actions (both large and small) you can take to demonstrate your values to others.**

*Large actions: Become highly integrated with affection in human behavior to make a better expression occur for a noticeable difference.*

*Small actions: Share affection install micro expressions at the right moment to help bring out the right response from a individual to bring them into a more happy, mentally balanced and focused state.*

**What barriers might prevent you from demonstrating your values in your leadership? Consider both external factors (e.g., *My direct***

***supervisor does not encourage or reward this value*) and internal factors (e.g., I don't see the relevance of this value to my work). What will you do to address these barriers?**

External barriers such as interference from imprints on my core values and experience from previous, training, employers and social relationships have caused interference with core values being expressed and growing that have a personal and professional impact through synergies for them to balance properly to flourish.

**What are some difficult decisions you have faced or are currently facing? What is the impact of considering these decisions from a values perspective?**

How to express core values in accountability and integrity with former training professionals when they are in error has been the most difficult stumbling block for growth of core values through expression I have ever experienced to date. I think that being more assertive of accountability and integrity on external factors that push the wrong way is a good place to start to remedy and repair the problem.

**As a result of your reflections in this project, what specifically do you commit to doing? Share that commitment below.**

I commit to expressing affection better after a very long period of neglect for that core value due to external factors that prevented it from flourishing into expression. I also commit to purging serenity and placing it in my mental and physical core values to make it more balanced to produce a more effective professional result at producing happiness on the job for employees.