



Premier Educational Seminars

Values Workbook

*Part of an educational program developed exclusively
for Premier-affiliated schools and families.*

Rev: 06/08/06

Values Statement Preliminary

VALUE	MEANING OF VALUE TO ME

Weekly Homework Schedule

WEEK ONE

1. Start a **Reflections Journal**. During the following weeks, write in your journal as often as desired. Use this journal to write about thoughts and feelings that come up as you do the values work.
2. Start the **Pie of Life Exercise**. Read the instructions thoroughly before starting the process. (Make at least 2 additional copies of the actual **Pie of Life** chart before filling it in.)
3. Set the date for a **Pie of Life** review meeting with your spouse, ex-spouse, primary partner, or with yourself. This meeting should take place after everyone has completed the **Pie of Life Exercise** and the **Values Clarification** follow-up questions.

WEEK TWO

1. **Pie of Life** review meeting. Using your **Pie of Life** and your **Summary** responses have a good discussion about the areas you see are out of balance in each of your lives and the changes you want to make. Include ways to support each other in what each of you wants. After sharing, have each person fill in another **Pie of Life** chart with what they see as their **Ideal Pie of Life**. Talk about the differences between what's real and what you want. Continue to support yourself and each other in clarifying and living your values.
2. Using the **Values Statement** and the **Values Clarification - Pie of Life** sheet, complete the **Values Clarification – Action Steps Worksheet**. (You may want to run several copies of this sheet before filling it in.) You can complete this form on your own or work on it for yourself with other family members at the end of the review meeting. Read the instructions thoroughly before filling out the form.
3. Set the date for a **Values** review meeting during week three.

WEEK THREE

1. At your **Values** review meeting check in with each other. Have a good discussion about the changes you've made and how you are doing "living" your values. Complete another **Ideal Pie of Life**. This time work on it together and make it for the family, not for you as an individual. Discuss the family values you see supported in this **Ideal Pie of Life**. You are now beginning to develop your **Family Value Frame**.
2. Review and adjust your **Values Clarification – Action Steps Worksheet**. Add any action steps that will assist you in living your values. Continue with action steps you see working. Again, you can do this at your meeting and get others' input, or do it on your own.
3. Set the date for a **Values** review meeting during week four.

WEEK FOUR

1. At your **Values** review meeting check in with each other. Have a good discussion about what you're doing differently, and the progress you see yourself making in "living" your values. Ask for feedback from others. Do they see the same thing?
2. Review and adjust your **Values Clarification – Action Steps Worksheet**. Add any action steps that will assist you in living your values. Continue with action steps you see working. Again, you can do this at your meeting and get others' input, or do it on your own.
3. Set the date for a **Values** review meeting during week five.

WEEK FIVE

1. At your **Values** review meeting check in with each other. Talk about the progress you see yourself making in “living” your values. Ask for feedback from others. Do they see the same thing?
2. Review and adjust your **Values Clarification – Action Steps Worksheet**. Add any action steps that will assist you in living your values. Continue with action steps you see working. Again, you can do this at your meeting and get others’ input, or do it on your own.
3. Bring all family members together and talk about your **Family Values**. By now you have a pretty good idea of the values you will include in your **Family Value Frame**. Open up to answering questions about how the different values show up in the family. Read through the **Family Values Box** process and get the cards and box ready for use in week six. Have fun with it!

WEEK SIX

1. Do the **Family Values Box** process throughout the week. Have a **Family Values** meeting at the end of the process. Celebrate your **Family Values**.
2. Put the final touches on your **Family Value Frame**. Firm up definitions using the **Values Statement** sheet. Once complete, make copies and distribute to all family members at home.
3. Create your **Family Value Frame** by whatever method you choose, have it framed, and hang it on a wall where everyone can see it.
4. Review and adjust your **Values Clarification – Action Steps Worksheet**. Add any action steps that will assist you in living your values. Continue with action steps you see working. Again, you can do this at your meeting and get others’ input, or do it on your own.

WEEK SEVEN

1. Prepare a personal **Values Card**. A **Values Card** is a business card sized card on which you place your declared personal **Values**. Decorate the card as desired, get it laminated, and carry it with you at all times. If you choose, include children in this process by having them make their own **Family Values Card** to carry with them.
2. Review and adjust your **Values Clarification – Action Steps Worksheet**. Add any action steps that will assist you in living your values. Continue with action steps you see working. Again, you can do this at your meeting and get others’ input, or do it on your own.

CONTINUING WORK

1. When you have completed this process AND your student has graduated Principles, have a discussion with them about **Values**. Ask them to share what they learned about their own personal values. Send your student a copy of the **Family Value Frame**, complete with definitions.
2. Bring your **Family Value Frame** and your **Values Cards** to PC-II. See you then!

Pie of Life

Exercise Instructions

The purpose of the Pie of Life is to take an inventory of your life. It will enable you to identify how you spend your time. You will take an inventory of your life over a one-week period.

Start by keeping a detailed list of everything you do on the Daily Activity Log. Be sure to make copies of this sheet, as you will need one sheet for each day of the week. Once you have logged all of your activities on a daily basis, you will place time spent into categories. The following are some suggested categories. There is space on the Weekly Summary Sheet for you to create your own unique categories or sub-categories. As an example, “Hobbies” may be broken down into two or three specific hobbies.

- Sleep
- Work (household duties if you are a homemaker)
- Friends
- Hobbies
- Education
- Quiet or alone time
- Chores
- Time spent w/children
- Time spent w/spouse
- Spiritual or church activities
- Health
- Service

INSTRUCTIONS

1. Starting at midnight, begin this exercise by keeping an hourly log of your activities for each 24-hour period over the next week. This log should run for a full seven days.
2. Before you go to bed each night, count the hours spent during the day for each category. Transfer the category total for the day onto the Weekly Summary Sheet.
3. After you have logged an entire week, calculate the totals for each category in the far right hand column of the Weekly Summary Sheet. (The total of all hours in the right hand column should be close to 168 hours.)
4. Using the Weekly Summary Sheet, divide the “Pie of Life Chart” into segments which approximate each category.

Note: There is no “right” or “ideal” chart. Each person will have a different chart. This exercise is designed to assist you in taking stock of your life. As a result, you will have a greater source of information with which to make changes or different choices in your life.

Daily Activity Log

TIME FRAME	ACTIVITIES	CATEGORIES
12 am – 1 am		
1 am – 2 am		
2 am – 3 am		
3 am – 4 am		
4 am – 5 am		
5 am – 6 am		
6 am – 7 am		
7 am – 8 am		
8 am – 9 am		
9 am – 10 am		
10 am – 11 am		
11 am – 12 pm		
12 pm – 1 pm		
1 pm – 2 pm		
2 pm – 3 pm		
3 pm – 4 pm		
4 pm – 5 pm		
5 pm – 6 pm		
6 pm – 7 pm		
7 pm – 8 pm		
8 pm – 9 pm		
9 pm – 10 pm		
10 pm – 11 pm		
11 pm – 12 am		

Weekly Summary Sheet

Week Ending: _____

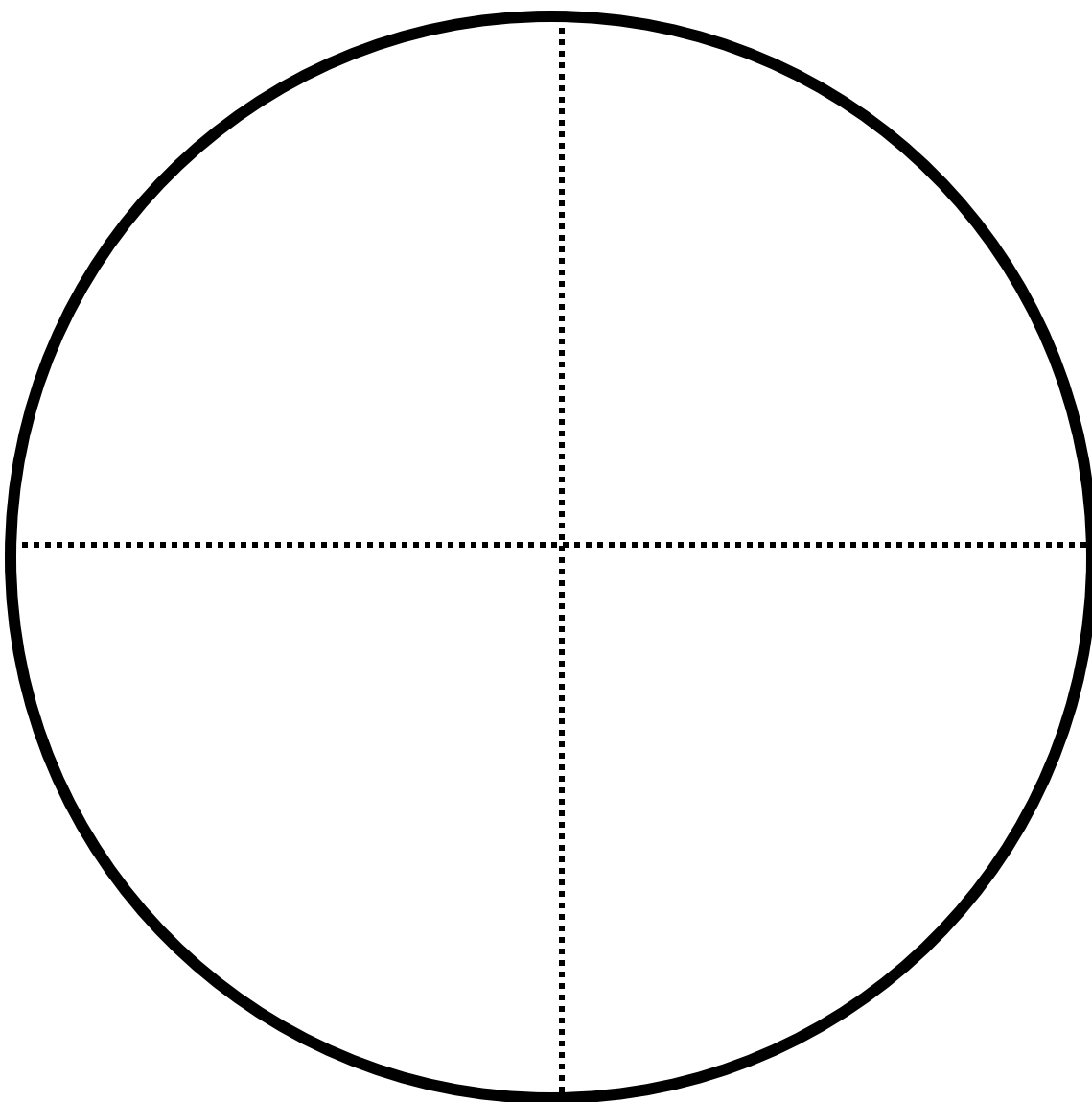
CATEGORY	HRS. Day 1	HRS. Day 2	HRS. Day 3	HRS. Day 4	HRS. Day 5	HRS. Day 6	HRS. Day 7	TOTALS Hours for week
SLEEP								
WORK								
FRIENDS								
HOBBIES								
EDUCATION								
QUIET								
CHORES								
TIME WITH CHILDREN								
TIME WITH SPOUSE								
SPIRITUAL								
HEALTH								
SERVICE								

Pie of Life

Using the Total Hours (right hand column) on the **Weekly Summary Sheet**, divide the pie diagram into approximate segments to represent each category. (Make enough copies of this sheet to use for the next several weeks – at least 2 copies.)

Notes:

- There are a total of 168 hours during a full week.
- Each dotted segment represents one-fourth of the week or 42 hours.
- As an example, if you spend 10 hours during the week in a category, then the size of the slice for that category would be approximately one-fourth of the quarter segment.



Values Clarification

Pie of Life Summary

Using your completed Pie of Life chart, complete the following questions. Bring this to the review meeting.

1. Where did you spend most of your time? What are the areas you see as “out of balance” in your life? How does this show up in your family? How does this support or detract from living your stated values?

2. Where would you make changes in the time you spent?

3. How will you spend more time, in the next week, in areas that support your values?

WHAT ARE YOU TALKING? WHAT ARE YOU WALKING?

Values Clarification Process

USING THE VALUES CLARIFICATION SHEET

1. Now that you have completed the **Pie of Life** exercise, it is time to decide what you want to change. Using the list of values from the preliminary **Values Statement** you completed, fill in the left hand column of the **Values Clarification Sheet** with these values.
2. Using a scale of 1 to 10, one being the lowest and 10 being the highest, rate yourself on how you “live” each value. “Live” means how you show up in life and includes your behaviors and patterns. Use the completed **Pie of Life** to assist in determining your ratings. Use your own standards for the rating.
3. With any value for which you have rated yourself less than “10,” write down the **Barriers** or what tends to get in your way of living that value at a level of “10.” Be specific and honest with yourself.
4. List the **Action Steps** you are committed to completing over the next week. These are specific things you are willing to start doing immediately, which you believe will assist you in moving toward living that value at a level of “10.”
5. As you move through the ensuing weeks, adjust your **Action Steps** accordingly. The purpose here is not perfection. The purpose is to allow you to actively embrace living a values based life. The values work in your life doesn’t just stop after these 7-8 weeks of work. This is just the beginning. Continue to use the **Values Clarification Sheet**, setting values based goals in order to enhance your values based living.

Values Clarification Action Steps Worksheet

Week of _____ to _____

VALUES	Rating 1-10	BARRIERS To living your values at a level of "10"	ACTION STEPS To live your values at a level of "10"

Family Values Box

Supplies Brightly colored 3 x 5 cards
Markers and/or color crayons
Small box

Instructions

1. Discuss the **Family Value Frame**. Define each value. Talk about how it will look in the family when living each value. Make sure each family member is included in the discussion.
2. Write each **Family Value** on a brightly colored 3 x 5 card. On the back of the card, write a brief definition. Decorate the cards using markers or color crayons. Get all family members involved. Have fun being a kid.
3. Find a small box and decorate it as well. Label the box **“Our Family Values.”** When the box is ready, place all the decorated cards inside.
4. Start the next day by having one member of the family pull a card from the box first thing in the morning. Place the card on the refrigerator door with a magnet so everyone can see it. This is the **Value of the Day** for your family. The purpose is for each family member to find as many opportunities as possible that day, to make choices based on the selected value. Continue this every day until you have used all the values in the box. If you have less than seven value cards, use some of them twice in order to continue the process for at least one full week.
5. Journal briefly each day reflecting on “The choices I made today when I focused on living this value.” For instance, if the **Value of the Day** was “honesty,” write about the times during the day you were faced with a choice to be totally honest and accountable. Write about your choice. What did you do? What did you say? What was the result? Younger children will need assistance with this and you may want to have a brief conversation with them rather than have them journal each day.
6. When all the values cards have been used, have a **Family Values** meeting. Discuss your results and how it felt living the **Family Values**.

Values Statement

Family Value Frame

VALUES	DEFINITIONS