

TIME MANAGEMENT AND VALUES WORKSHOP



IDENTIFYING CORE VALUES



Self, spiritual, vocational, relationships,
and community values



INTEGRATING VALUES INTO TIME MANAGEMENT



TIME MANAGEMENT TOOLS



Physical planners, online calendars, Asana, The
Pomodoro Technique, The Eisenhower Matrix



RESOURCES AT LOYOLA



The Office of Student Engagement
Loyola's Counseling Center



MORE INFO:

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Values Assessment

- Briefly review the following lists of values (Self, Spiritual, Vocation, Relationships, and Community). Circle those items in each area that **YOU** value. You may circle all that apply and add your own if you so desire.

You are to complete pages 3, 4, 5, and 6 prior to the start of the workshop. Bring this completed assignment with you to your Decision Making Workshop and be prepared to discuss with the group. You will not be allowed to participate in the workshop without the assignment.

Self-Values:

Academic accomplishment	Spirituality	Clothes
Academic degrees	Personal development	House
Education	Appearance and image	Attention
Intellectual growth	Physical fitness	Approval
Knowledge	Recognition	Sex
Achieving goals	Self-respect and esteem	Skills
Affiliation and belonging	Wisdom	Vacations
Courage	Social Status	Memories
Decisiveness	Addictions	Cars
Affluence	Doing something well	Time
Economic security	Athletic prowess	Gardening
Wealth	Physical health	Admiration
Self-indulgence	Emotional health	Technology
Balance	Material possessions	Love
Hobbies	Television	Fame
Creativity	Movies	Writing
Enjoyment	Integrity	Speaking
Music	Reading	Researching
Happiness and joy	Legacy	Ideas
Humor	Dreams, goals, visions	Dancing
Influence and impact	Fulfillment	Logic
Politics	Contentment	Other: _____
Self-actualization	School	Other: _____
Religion	Teams	Other: _____

Spiritual Values:

God	Balance	Ethics
Religion	Morality	Reflection
Honesty	Meditation	Moderation
Aesthetics	Retreats	Responsibility
Introspection	Duty	Inner peace
Wisdom	Fulfillment	Love
Contentment	Forgiveness	Heaven
Optimism	Faith	Other: _____
Hope	Respect	Other: _____
Tolerance	Integrity	Other: _____

Vocational Values:

Achieving goals
Promotions
Affiliation and belonging
Autonomy and independence
Change and variety
Achieving results
Compensation
Family-like environment
Diverse perspectives
Variety of skills
Influence and impact
Activity
Authority
Collaboration
Vision and goal
Competence
Creativity
Productivity
Justice

Loyalty
Rewards
Self-respect and esteem
Balance
Challenge
Duty
Dreams
Courage
Expertise
Trust
Location
Recognition
Status
Responsibility
Developing others
Doing something well
An organization
Dignified treatment
Position

Profits
Symbols of success
Time
Job security
Opportunities
Technology
Title
Rate of return
Ideas
Bonuses
Respect
Advancement
Office
Perks
Other: _____
Other: _____
Other: _____

Relationship Values:

Family
Camaraderie
Bonding
Diversity and perspectives
Respect
Children
Friends

Love
Sense of community
Developing others
Dignified treatment
Cooperation
Fellowship
Support

Loyalty
Sex
Goodwill
Harmony
Other: _____
Other: _____
Other: _____

Community Values:

Helping others
Location
Neighborhood
Altruism
Service
Sense of community
Duty
Humanitarianism
Contributing time
Contributing money
Contributing resources
Justice
Volunteering
Diversity
Publicity
Other: _____

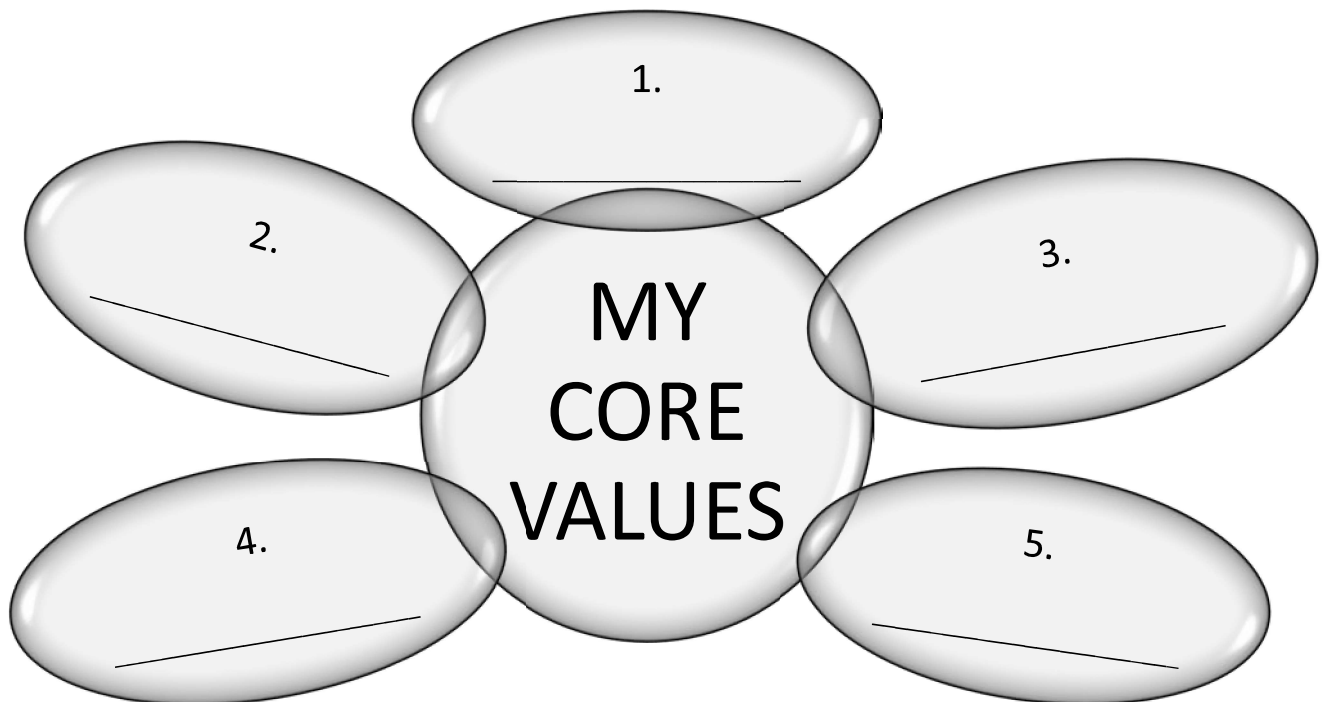
Other: _____

Values Assessment

2. Review the values you circled on pages 3 and 4 and identify up to your top five values for each category in the boxes below. In some instances, you may need to make a choice, you cannot have “ties” in any category. The value you list in box 1 should be the item you value most.

	SELF	SPIRITUAL	VOCATIONAL	RELATIONSHIP	COMMUNITY
1 st					
2 nd					
3 rd					
4 th					
5 th					

3. Out of the possible 25 values you listed above, identify your top five values among the entire grid. This may just be the number one value across the top in each category, or you may prioritize a 2nd, 3rd, 4th level value in one category more so than your 1st value in another. Look at your list completely and identify your overall **TOP FIVE VALUES**.



4. Using your top five Core Values from the previous page, list one in each Core Value box and then identify three ways in which you can support this core value in your daily activities.

	Core Value		Core Value		Core Value
Supporting Action					

	Core Value
Supporting Action	

	Core Value
Supporting Action	

