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The Transformational Workplace: Replace Rules with Values

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Identify Your Top Values

1. In the following list, circle all values that resonate with you.

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Abundance	Acceptance	Accomplishment	Accountability	Accuracy
Achievement	Acknowledgement	Adaptability	Adventure	Affection
Aggressiveness	Agility	Alertness	Altruism	Ambition
Appreciation	Assertiveness	Attentiveness	Audacity	Awareness
Balance	Beauty	Being the best	Belonging	Bliss
Boldness	Bravery	Brilliance	Calm	Carefulness
Caring	Certainty	Challenge	Change	Charity
Cheerfulness	Clarity	Cleanliness	Clear-mindedness	Collaboration
Comfort	Commitment	Communication	Community	Compassion
Competence	Competition	Confidence	Connection	Consciousness
Consistency	Content over fluff	Contentment	Continuity	Continuous improvement
Contribution	Control	Conviction	Cooperation	Courage
Courtesy	Creativity	Curiosity	Decisiveness	Delight
Democracy	Dependability	Desire	Determination	Devotion
Dignity	Diligence	Discipline	Discovery	Discretion
Diversity	Drive	Duty	Dynamism	Eagerness
Economy	Education	Effectiveness	Efficiency	Elegance
Empathy	Encouragement	Endurance	Energy	Enthusiasm
Equality	Excellence	Excitement	Experience	Exploration
Expressiveness	Fairness	Faith	Fame	Family
Fitness	Flexibility	Flow	Focus	Forgiveness
Fortitude	Freedom	Friendship	Frugality	Fun
Generosity	Giving back	Goodness	Grace	Gratitude
Growth	Guidance	Happiness	Hard work	Harmony
Health	Helpfulness	Heroism	Honesty	Honor
Hopefulness	Hospitality	Humility	Humor	Imagination
Improvement	Independence	Influence	Ingenuity	Inner harmony
Inner peace	Innovation	Insightfulness	Inspiration	Integrity
Intensity	Intimacy	Intuition	Joy	Justice
Kindness	Knowledge	Leadership	Learning	Legacy
Logic	Longevity	Love	Loyalty	Making a difference
Maturity	Meaning	Merit	Mindfulness	Motivation
Nonviolence	Obedience	Openness	Opportunity	Optimism
Order	Organization	Originality	Passion	Patriotism
Peace	Perceptiveness	Perfection	Perseverance	Pleasure
Poise	Positivity	Power	Practicality	Preparedness
Presence	Preservation	Privacy	Proactivity	Professionalism
Progress	Prosperity	Quality	Recognition	Relationships
Quiet	Reliability	Religion	Resourcefulness	Respect
Responsibility	Restraint	Results-oriented	Righteousness	Rigor
Risk-taking	Romance	Safety	Security	Self-actualization
Self-control	Self-esteem	Selflessness	Self-reliance	Sensitivity
Serenity	Seriousness	Service	Simplicity	Sincerity
Speed	Spirit	Spontaneity	Stability	Strategic
Strength	Structure	Style	Success	Support
Systemization	Teamwork	Temperance	Thoroughness	Thoughtfulness
Timeliness	Tolerance	Tradition	Transparency	Tranquility
Trustworthiness	Truth	Understanding	Uniqueness	Unity
Usefulness	Variety	Vision	Vitality	Well-being
Wisdom				



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2. Of all the possibly important values, write down your top ten in any order:
 - 2.1.
 - 2.2.
 - 2.3.
 - 2.4.
 - 2.5.
 - 2.6.
 - 2.7.
 - 2.8.
 - 2.9.
 - 2.10.
3. Pair up the values and determine “If I could satisfy only one of these, which would matter most to me?” Continue to thin the list until you determine your top three values.
 - 3.1.
 - 3.2.
 - 3.3.
4. For each of your top three, how can you tell (what do you see, hear, sense) when someone expresses it and when someone doesn’t?

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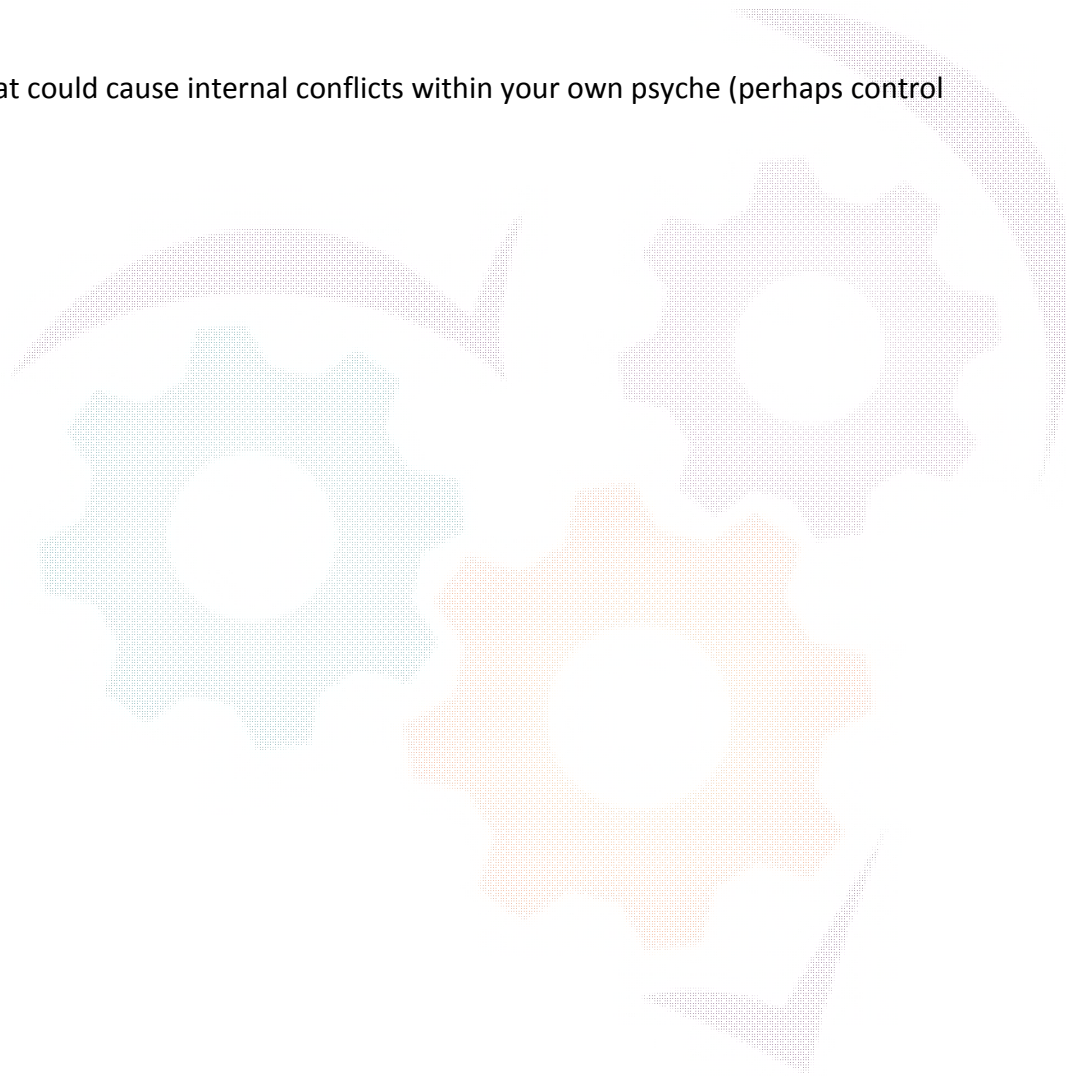
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5. For each of your top three, how does it show up when you express it? How does it sometimes come out sideways (negative expression)?

6. Are there any of your values that could cause internal conflicts within your own psyche (perhaps control and creativity, for example)?



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What is your primary reason for wanting to get a handle on your processes? (Mark all that apply)

- ☐ Clarity and Sanity
- ☐ Location independence – enjoy travelling
- ☐ Time freedom – stop spinning and sabotaging
- ☐ Trust building – not let people, tasks, appointments fall through the cracks
- ☐ Ready to delegate – clear communication with team members
- ☐ Increase income – not miss opportunities

In which area(s) do you most want clarity? (Prioritize top 3 to 5)

- | | |
|--|---|
| – Relationship and follow up | – Event planning and delivery |
| – Steps to complete projects, develop content/book/class | – Speak in telesummits |
| – Coordinate with team members | – Strategic alliances and/or affiliate coordination |
| – Tracking finance and expenses | – Managing information: session notes and research |
| – Website and opt-in flow | – Personal productivity (calendar, actions) |
| – Blogging, newsletter, social media | – Email overload |
| | – Integrating personal commitments and lifestyle |

What stage would you characterize your business?

- ☐ Newly certified or transitioning to new career. Looking to set up first steps with inexpensive tools.
- ☐ Got things rolling with repeatable sales. Need to streamline to prepare to hand off icky stuff.
- ☐ Full practice! Help me get help in here NOW!
- ☐ Moving into leadership role. Have a couple part-time assistants and need to grow team and build conscious culture.

What happens to you and your business if you simply continue as you are now?

Yes, I'm ready to shift from Frustrated to FUNctional!

- Identify current business development stage
- Clarify top 3 *prioritized* automation areas where attention now pays off most in effective action & peace of mind
- Avoid Shiny Bright Object Syndrome: save time and money!
- Feel confident, hopeful, and inspired (CHI) rather than IFO (Intimidated, Frustrated, and Overwhelmed)

Name: _____

Email: _____

Phone: _____

- ☐ Please add me to your email list for monthly-ish tips and tool discoveries!

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