

PERSONAL GUIDING PRINCIPLES WORKSHEET

Use this worksheet to translate your Core Values into Guiding Principles. Guiding Principles are sentences or phrases that not only embody the value but also describe specific behaviors. This worksheet will help you progress through the following five steps to arrive at your finished product:

1. Enter the results from your Personal Core Values Worksheet.
2. Start your Guiding Principle statement with a declaration, definition, commitment, or familiar quotation e.g. "I am a father and husband first."
3. As if a video camera were following you, write how others will know *specifically* (behaviorally) that you are living this core value. Speak to the positive in present tense. Weave in the secondary values from step one.
4. Repeat the process for all Core Values. You may also upgrade Core Values into more personalized expressions e.g. Learning & Progress becomes "Lifelong Learning."
5. Add 'headlines' and 'bookends' to each Guiding Principle to complete your work.

1. Start by entering the results from your Personal Core Values Worksheet:

CORE VALUES	VALUE TRANSLATED INTO A GUIDING PRINCIPLE STATEMENT Express the value in terms of what you are going to do about it.
Family	Love, Affection, Support
Faith	Spirituality, Humility, Charity
Discipline	Focus, Effort
Learning & Progress	Continuous Improvement, Collegiality
Responsibility & Integrity	Reliability, Credibility, Congruence
Humility	Respect, Modesty, Meekness
Service & Community	Giving, Entrepreneurship, Volunteering

2. Next, start your Guiding Principle statement with a declaration, definition, commitment, or familiar quotation e.g. “I am a father and husband first.”

CORE VALUES	VALUE TRANSLATED INTO A GUIDING PRINCIPLE STATEMENT Express the value in terms of what you are going to do about it.
Family	I am a father and husband first. Love, Affection, Support
Faith	Spirituality, Humility, Charity
Discipline	Focus, Effort
Learning & Progress	Continuous Improvement, Collegiality
Responsibility & Integrity	Reliability, Credibility, Congruence
Humility	Respect, Modesty, Meekness
Service & Community	Giving, Entrepreneurship, Volunteering

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3. Now, as if a video camera were following you, how will others know *specifically* (behaviorally) that you are living this core value? Do your best to weave in the secondary values from step one. Speak to the positive (I balance advocacy and inquiry... vs. I will stop advocating too much and inquire more...). Turn everything into present tense statements as if you are living that NOW – not what you hope, should or will be doing in the future (“I execute consistently - not – I will try to execute consistently...”) This creates a positive force for change we call Dynamic Tension.

CORE VALUES	VALUE TRANSLATED INTO A GUIDING PRINCIPLE STATEMENT Express the value in terms of what you are going to do about it.
Family	I am a father and husband first. I provide a foundation of unconditional love for my wife and children. Every day, we speak to each other, laugh together, hug each other, and support each other.
Faith	Spirituality, Humility, Charity
Discipline	Focus, Effort
Learning & Progress	Continuous Improvement, Collegiality
Responsibility & Integrity	Reliability, Credibility, Congruence
Humility	Respect, Modesty, Meekness
Service & Community	Giving, Entrepreneurship, Volunteering

4. Repeat the process for all Core Values. You may also upgrade Core Values into more personalized expressions e.g. Learning & Progress becomes “Lifelong Learning.”

CORE VALUES	VALUE TRANSLATED INTO A GUIDING PRINCIPLE STATEMENT Express the value in terms of what you are going to do about it.
Family	I am a father and husband first. I provide a foundation of unconditional love for my wife and children. Every day, we speak to each other, laugh together, hug each other, and support each other.
Faith	I am a child of God. I strive to follow Christ’s example of humility, non-judgment, and unwavering faith. I stay in continuous communion with God through daily prayer and study, weekly presence at church, and monthly financial giving or service to others.
Discipline	I am a hard worker. I give my best effort each work day and stay focused on the job. I plan and execute against my priorities by setting boundaries and raising standards. I give more than enough time to produce quality work and am a self-starter.
Lifelong Learning	I constantly gather new information and feedback. I seek to know more about the markets, technologies, trends, processes, and techniques of my field, business, and areas of interest. I learn from industry publications, the internet, and especially from my network of peers.
Responsibility & Integrity	I am a man of my word. I make commitments I can keep and assert a “positive no” when required. I follow through with consistency on commitments that I make. Weekly, I reflect on the gaps between what I espouse and my actual behavior.
Humility	“Humility is not thinking less of myself but more of others.” I respect others and actively look to appreciate their perspective. I know God has a plan for those who learn to step out of the way. I stay confident in not knowing and in guiding from the side.
Service & Community	“How can I help?” is my constant cry. I serve as a volunteer within my church, as a coach for kids’ sports teams, and as a boardmember for local small businesses that seek to do Good in the world. I happily give my time and money to these efforts without expecting anything in return.

5. Next, you may choose to add 'headlines' and 'bookends' to each Guiding Principle:

CORE VALUES	VALUE TRANSLATED INTO A GUIDING PRINCIPLE STATEMENT Express the value in terms of what you are going to do about it.
Family "First Things First"	I am a father and husband first. I provide a foundation of unconditional love for my wife and children. Every day, we speak to each other, laugh together, hug each other, and support each other. My family is my foundation.
Faith "Thy Will Be Done"	I am a child of God. I strive to follow Christ's example of humility, non-judgment, and unwavering faith. I stay in continuous communion with God through daily prayer and study, weekly presence at church, and monthly financial giving or service to others. I walk in the Word.
Discipline "Turn the Crank"	I am a hard worker. I give my best effort each work day and stay focused on the job. I plan and execute against my priorities by setting boundaries and raising standards. I give more than enough time to produce quality work and am a self-starter. See the job, do the job.
Lifelong Learning "Beginner's Mind"	I constantly gather new information and feedback. I seek to know more about the markets, technologies, trends, processes, and techniques of my field, business, and areas of interest. I learn from industry publications, the internet, and especially from my network of peers. I learn as if I'll live forever.
Responsibility & Integrity "Walk the Talk"	I am a man of my word. I make commitments I can keep and assert a "positive no" when required. I follow through with consistency on commitments that I make. Weekly, I reflect on the gaps between what I espouse and my actual behavior. I practice what I preach.
Humility "Guide From the Side"	"Humility is not thinking less of myself but more of others." I respect others and actively look to appreciate their perspective. I know God has a plan for those who learn to step out of the way. I stay confident in not knowing and in guiding from the side. "For the meek shall inherit the earth."
Service & Community "Give and You Shall Receive"	"How can I help?" is my constant cry. I serve as a volunteer within my church, as a coach for kids' sports teams, and as a board member for local small businesses that seek to do Good in the world. I happily give my time and money to these efforts without expecting anything in return. Service IS self-help.