

GETTING STARTED WITH  
**Clarifying Values**

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# **Getting Started with Clarifying Values: A Baker's Dozen**

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Mentor Coach and Trainer

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## About this book

This ebook was created by my friend Kate Harper and me to give coaches and facilitators a wide variety of powerful and fun processes for discovering a person's unique core values. In it we describe various methods for accessing values – including guided visualization, meditation, drawing, writing, interviewing, and collage. Our intention was to include processes that work with individuals as well as those that work in groups; there are processes for all kinds of settings from life coaching to business consulting and from team development to education.

I'd like to thank Kate for taking the time with me to bring these valuable techniques to your coaching practice. It was, as always, inspiring to create this ebook with you!

I invite you to use these processes in any way or form that you wish, and to modify them to create your own unique offering.

And finally, I'd love to hear from you. Have a question? Want to share your experience with me? Feel free to email me at the address below.

Love and great joy,

A handwritten signature in black ink that reads "Karen". The signature is written in a cursive style and is positioned above a horizontal line that underlines the name.

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Mentor Coach and Trainer

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# The value of values

I am trained by Coach for Life ([www.coachforlife.com](http://www.coachforlife.com)) a spiritually based, ICF accredited coach training program. I fully embrace and am deeply appreciative of *Coach for Life's Fulfillment Model of Coaching*™, which holds that when each of us aligns our being and our actions with our core values, we are naturally “filled-up” or fulfilled. I firmly believe that as a coach or facilitator one of the greatest gifts I can offer a client is to help them discover their own unique core values and then bring awareness to when they are living in alignment with these values.

## Under the Radar

Each of these processes has been designed to be “under the radar.” That is, I do each process without telling the participant(s) that the purpose is to uncover their *values*. This is important because for some people, the word *values* can be intellectually or emotionally loaded. If I ask up front for values, then some people will only be able to give us what they think “should be” their values – e.g. what they think their parents wanted to instill in them – hard work, honesty, etc, rather than those things that truly are fulfilling. So instead, I invite you to introduce each process as self-discovery process, and only talk about their connection to values after the process is complete.

## The Basic Steps

Each one of these processes consists of similar basic steps

- 1) An experiential process for self-discovery: writing, drawing, meditation, talking, answering questions, etc.
- 2) Capturing powerful words and phrases
- 3) Prioritizing and modifying captured words and phrases
- 4) Finalizing key words and supporting words (core and clarifying values).

### **Step 1 – The experiential process**

There are several different processes all of which are described in detail in each section in this manual.

### **Step 2 – Capturing powerful words and phrases**

This is a process of gathering words and phrases resulting from Step 1 that have meaning for the speaker. For individuals and small groups usually the coach or facilitator listens to each individual speak and writes down those words and phrases that are meaningful. In large groups, you can put people in pairs and have them listen to each other.

In this step, the speaker describes the results of the experiential process and the listener writes down words that convey qualities, are symbols, or describe the essence of what is being said. The words can truly be anything that has energy and meaning for the person speaking. For example, I might have been asked to describe my happiest moment. And I say, “My happiest moment was the time my Daddy took us all to a hidden mountain spring and we drank the clear water. We were together, there was lots of love; I felt totally joyful.” Some powerful words and phrases might be Daddy, mountain spring, clear water, love, and total joy. Don’t worry too much about getting the exact right words, because there is ample opportunity for the individual to modify them.

### **Step 3 – Prioritizing words and phrases**

This is a process of selecting from the longer list those words or phrases that resonate the most with the individual. Resonate means those words that “feel right”, have the most meaning, fill the person with joy or satisfaction, or “call to them.”

In Step 3, the facilitator (or partner in a large group) asks the person to sit and listen with their eyes closed, while they read the entire list of words captured in Step 2. The participant indicates which words resonate the most for them. At any point the participant can modify words (e.g. not “joy” but “joyful”), or add words that occur to them. Repeat the process reading out only those words that have been highlighted. Repeat as many times as needed until to you get the top 3-5 words.

### **Step 4 – Finalizing on key words and supporting words**

This step is putting the results of the entire process into a form that both the coach or facilitator and the individual can use going forward. Hand the participant the Results Sheet, and have them fill in their top words in priority order, and use other words to support each of the top ones. Supporting words can come from the powerful words and phrases that were captured, or may be new ones, and can be repeated. Make a copy of the Results Sheet for both the coach/facilitator and the participant.

Format for each process description

**Name:** The name of the process.

**Duration:** The time needed.

**Size:** Group size (from individual to large) this process is designed for.

**Materials Needed For Each Person:** Materials needed for the process.

**Description:** How to do the process, step by step.

**Notes:** Any notes on how to modify the process or any general comments.

**Examples:** Any sample sheets to be used in the process.

# 1: My Best Year Ever

**Duration:** 35-40 minutes

Set up – 5 minutes

Centering Exercise and Instructions – 7 minutes

Individual drawing and writing – 8 minutes

Partner Sharing – 10-15 minutes

Individual checking and finishing – 5 minutes

**Size:** Works in groups from 1 to 100s

## **Materials Needed For Each Person:**

- Markers for drawing
- Blank sheet of paper (can be 8.5x11 or up to a piece of flip chart paper)
- Experience Sheet (see resources)
- Powerful Words and Phrases Summary Sheet (see resources)
- 2 copies of the Results Sheet (see resources)

## **Description:**

- Hand each person in the group two sheets of paper (one blank sheet and the Best Year Ever Thoughts Sheet), and some markers.
- Ask each person to find a comfortable spot where they can draw and write.
- Once the group is comfortable and ready, let them know that you are going to do a fun, getting to know yourself process. Let them know that any way they do this process will be right!
- Do a short centering exercise and bring them to their Best Year Ever.

*“Everyone, close your eyes and take deep breath. Now take another deep breath. Just settle into where you are sitting. Notice the chair or floor underneath you. Notice how the chair or supports you. Now notice your toes, you can wiggle them, then let them relax. Now notice your hands. Can you notice your hand and toes at the same time? Now notice your head. Keep your head, your toes and your hands all in your attention at the same time. Now notice your entire body and feel your heart. Enjoy the feeling of being alive and being you.*

*I want you to imagine that it is New Years Eve. You are reviewing the last year and it was the best year you ever had in your life. This was the year you have always dreamed of. You are filled with a sense of joy and deep satisfaction from this most perfect year. Remember all the things that happened in the last year. Relive the experience. What were you doing? How*

*were you being? What happened? What did you make happen? What is the essence of your best year ever? (Pause for a few minutes...)*

*I want you now to draw a picture that represents your best year ever, and to write a few words - either a paragraph or a few words and phrases that capture the essence and the qualities of that year. We will take 10 minutes to do this.”*

- Have each person get a partner and hand out the Powerful Word and Phrases Sheet as well as the Results Sheet to each person.
- Ask one person to share and the other to write. The first person shares their Best Year Ever using their picture and their written description. The partner who is writing captures powerful words and phrases on the sheet. The partner is looking for words that have a lot of energy or meaning to the speaker, especially words that describe a quality or essence of the experience. When finished, the partner reads the entire list aloud while the person sharing chooses those words that are the most meaningful, or resonate the most. The partner stars these words on the Powerful Phrases and Words Sheet. There is no limit to how many words can be starred. Let the individuals sharing know that they can add new words or modify words or phrases to best fit themselves. Hand the Powerful Words and Phrases Sheet back to the person sharing.
- Switch roles so that everyone has a chance to share.
- Ask each individual person to take their Powerful Words and Phrases Sheet and to select the top three words or phrases that are the most meaningful to them. These are the words that fill them up, make them feel good or have a very positive energy for them.
- Now ask each person to close their eyes and imagine a time that they were happiest. Give them a minute or two to really find a wonderful time. Ask them to open their eyes and see if the top three words they have chosen were present in this time. If not, is there another word they want to circle or add to their list?
- Have each person fill out two copies of the Results Sheet, listing their top three words, and putting any other words behind them to describe those words better. Have them sign and date the Results Sheet and hand one copy in.
- Talk a little bit about how they might use what they have just learned from this exercise. Tie these key words to core values.

**Notes:**

For younger kids you can modify this to be Your Best Day Ever instead of Your Best Year Ever. For younger groups who would find it difficult to share in partners and capture words, the facilitator could have each person present to the group as a whole, while she captured powerful words and phrases. This can also be done individually with each participant.

For teams who are going to continue to work together, it can be very powerful to take the time to have each person share their picture and description with the entire group while the facilitator captures powerful words and phrases. You can then break the group into partners to finish the exercise.

It is possible to use any number of centering exercises to bring participants out of their minds and connected with their innate resourcefulness.

You might want to play music that during the centering and drawing part of the exercise, something peaceful and not too intrusive.

## **2: Collage**

**Duration:** 80+ minutes

Set up – 5 minutes

Individual Collaging – 60+ minutes

Partner Sharing – 10-15 minutes

Individual checking and finishing – 5 minutes

**Size:** Works in groups from 1 to 25+

### **Materials Needed For Each Person:**

- Heavy cardboard or storyboard of any size
- Magazines (or pictures already cut out from magazines)
- Glue sticks or double stick tape
- Scissors
- Glitter or sparkling stickers
- Powerful Words and Phrases Summary Sheet (see resources)
- 2 copies of the Results Sheet (see resources)

### **Description:**

- Begin by having each person cut out pictures from magazines that they like and that have some meaning for them. They can choose any picture that catches their attention, and that they have positive feeling when they are looking at it. They may also cut out words and phrases that have meaning for them.
- Once they have cut out a dozen pictures or more, have them arrange the pictures and words on the board as a collage. Allow the theme of the collage to emerge naturally. As more pictures are needed, they can fill in from the magazines. It works well if each person in the group brings some magazines, and is willing to share, as this will give a greater diversity of images and words.
- When they have finished putting the pictures and words down and are satisfied with their collage, allow them the opportunity to put glitter or sparkling stickers on the collage to enhance the energy.
- Have each person get a partner and hand out the Powerful Word and Phrases Sheet as well as the Results Sheet to each person.

- Ask one person to share and the other to write. The first person shares their experience of their collage – why certain pictures or words were chosen, and what feelings the collage evokes in them. The other person listens and writes, and may ask questions to clarify and evoke further description. The partner who is writing captures powerful words and phrases on the sheet. The partner is looking for words that have a lot of energy or meaning to the speaker, especially words that describe a quality or essence of the experience. When finished, the partner reads the entire list aloud while the person sharing chooses those words that are the most meaningful, or resonate the most. The partner stars these words on the Powerful Phrases and Words Sheet. There is no limit to how many words can be starred. Let the individuals sharing know that they can add new words or modify words or phrases to best fit themselves. Hand the Powerful Words and Phrases Sheet back to the person sharing.
- Switch roles so that everyone has a chance to share.
- Ask each individual person to take their Powerful Words and Phrases Sheet and to select the top three words or phrases that are the most meaningful to them. These are the words that fill them up, make them feel good or have a very positive energy for them.
- Now ask each person to close their eyes and imagine a time that they were happiest. Give them a minute or two to really find a wonderful time. Ask them to open their eyes and see if the top three words they have chosen were present in this time. If not, is there another word they want to circle or add to their list?
- Have each person fill out two copies of the Results Sheet, listing their top three words, and putting any other words behind them to describe those words better. Have them sign and date the Results Sheet and hand one copy in.
- Talk a little bit about how they might use what they have just learned from this exercise. Tie these key words to core values.

**Notes:**

A full collage experience from cutting out the pictures to having a finished product can take up to an hour (and sometimes longer). One way to save time is to have participants come with their images already cut out. Another way is to ask them to bring a letter or legal size sheet of cardboard or storyboard.

Music playing in the background during this experience can add to the experience, too!

# 3: When I'm 90

**Duration:** 45-90 minutes

Set up – 5 minutes

Individual writing – 15 minutes to an hour spread over a week

Individual Sharing – 20 minutes

Individual checking and finishing – 5 minutes

**Size:** Perfect for individuals, can be used in small or large groups

## **Materials Needed For Each Person:**

- Blank paper or note book for writing
- Two Results Sheets

## **Description:**

- Let the person know that this is a fun self-discovery exercise; any way they do it will be correct!
- Give the person these instructions:
  - *Write a list of all the roles you play or want to play in your life. E.g. husband, father, son, sibling, co-worker, friend, volunteer, citizen of the world - anything!*
  - *Now imagine that you are at your 90<sup>th</sup> birthday party. This party is a celebration of your life. This is a celebration of the most wonderful life that you can imagine! Pick a person from each of the roles listed above (e.g. you son, your wife, a friend, a coworker) and have them speak at your party. Pick people whose lives you have made a difference in. They are celebrating you! Write down what their words. What are they saying about you? What do they most value in you? What are they saying about who you are? What kind of life have you lived? What has made you incredibly happy? What has been most fulfilling to you? What are you saying yourself at your birthday party. What are you most proud of? Feel free to dream big!*
- Give them a week to write on the request, asking them to spend a few minutes each day, or some concentrated time, whatever works for them.
- The next time you are together, have them read aloud to you what they have written. Use the steps described in this booklet to capture powerful words and phrases. Then prioritize and modify. When you are ready fill in the Results Sheet.

**Notes:**

Instead of the 90<sup>th</sup> birthday you could choose a different birthday, e.g. the 60<sup>th</sup> or 80<sup>th</sup>. Or for someone quite young it could be the 21<sup>st</sup> birthday or 30<sup>th</sup> birthday. You could do this exercise around a retirement party, or around the person's memorial service or funeral.

For larger groups, have individuals write and then share in dyads or triads. Bring the learning back to the larger group with a group discussion.

## 4: Interviewing

**Duration:** 25-35 minutes

Set up – (prior to arrival at workshop) 3-week lead-time suggested

Individual reading – 10-15 minutes

Partner Sharing – 10-15 minutes

Individual checking and finishing - 5 minutes

**Size:** Works in groups from 1 to 100s

**Materials Needed For Each Person:**

- Names and addresses of 5 close people in the life of the participant (given to facilitator 3 weeks prior to workshop)
- Letter to close people (see example)
- Kleenex
- Experience Sheet (see resources)
- Powerful Words and Phrases Summary Sheet (see resources)
- 2 copies of the Results Sheet (see resources)

**Description:**

- Prior to the workshop, obtain the names, addresses, and phone numbers of 5 people that the person has spoken with that agree to participate in an activity that will assist them in self-discovery during the workshop. Send each person a request letter (see example which follows this process description) with a stamped, self-addressed envelope or a return email address. Each person interviewed will have an opportunity to answer questions about the participant and return to the facilitator. Allow at least a week for the responses to come in, and also time to follow up if there are no responses sent in.
- It is best to have at least 2-3 letters for each participant. The five people are going to be asked to tell of the strengths and gifts that the participant possesses and the ways in which they appreciate having the participant in their lives.
- Hand out letters to each of the participants and give them time to read through them. This can sometimes be an emotional experience. When the reading is over, ask them to pick a partner.

- Ask one person to share and the other to write. The first person shares the strengths and gifts that they feel most aligned to in the letters from their friends and loved ones. The other person listens and writes, and may ask questions to clarify and evoke further description. The partner who is writing captures powerful words and phrases on the sheet. The partner is looking for words that have a lot of energy or meaning to the speaker, especially words that describe a quality or essence of the experience. When finished, the partner reads the entire list aloud while the person sharing chooses those words that are the most meaningful, or resonate the most. The partner stars these words on the Powerful Phrases and Words Sheet. There is no limit to how many words can be starred. Let the individuals sharing know that they can add new words or modify words or phrases to best fit themselves. Hand the Powerful Words and Phrases Sheet back to the person sharing.
- Switch roles so that everyone has a chance to share.
- Ask each individual person to take their Powerful Words and Phrases Sheet and to select the top three words or phrases that are the most meaningful to them. These are the words that fill them up, make them feel good or have a very positive energy for them.
- Now ask each person to close their eyes and imagine a time that they were happiest. Give them a minute or two to really find a wonderful time. Ask them to open their eyes and see if the top three words they have chosen were present in this time. If not, is there another word they want to circle or add to their list?
- Have each person fill out two copies of the Results Sheet, listing their top three words, and putting any other words behind them to describe those words better. Have them sign and date the Results Sheet and hand one copy in.
- Talk a little bit about how they might use what they have just learned from this exercise. Tie these key words to core values.

**Notes:**

Instead of letters, the participants could be asked to physically interview 5 close friends prior to the beginning of the workshop and bring the results with them. The interview questions would be the same as the questions asked in the example letter.

# Letter from Facilitator

**This is a model letter you can adapt to your situation, changing the names, dates, and the email/ phone contact information:**

Dear \_\_\_\_\_,

Susie Smith is going to be participating in a workshop on February 14, 2003, and we would like your assistance to make this a truly memorable experience for her. She has given us your name as someone who is close to her and would be willing to participate.

Please write a letter addressed to Susie (***and sent to us***) answering the following:

1. What I really appreciate about you is...
2. Your greatest strength is...
3. The gifts you have brought to my life...
4. A memorable experience I had with you...

Answer any or all of the above, and include anything else that you would like to say to Susie that is positive, appreciative, and would assist her in discovering her value to your life and to those around her. We will be giving her the letter during our workshop for her to read.

Send this letter back to the following address: [facilitator@bakersdozen.com](mailto:facilitator@bakersdozen.com) by February 7, 2003. If you have any questions, please feel free to contact us at 800-888-8888.

Thank you for your generous participation in our workshop!

Sincerely,

Frank Facilitator

# 5: My Life on the Big Screen

**Duration:** 40-45 minutes

Set up – 5 minutes

Guided Meditation – 15 minutes

Individual writing – 5 minutes

Partner Sharing – 10-15 minutes

Individual checking and finishing – 5 minutes

**Size:** Works in groups from 1 to 100s

## **Materials Needed For Each Person:**

- Experience Sheet (see resources)
- Powerful Words and Phrases Summary Sheet (see resources)
- 2 copies of the Results Sheet (see resources)

## **Description:**

- Ask each person to find a comfortable spot where they can relax. Let them know that you are going to do a fun, getting to know yourself process. Let them know that any way they do this process will be right!
- Do a guided meditation beginning with a body relaxation.  
*“Everyone, close your eyes and take deep breath. Now take another deep breath. Just settle into where you are sitting. Notice the chair or floor underneath you. Notice how the chair or supports you. Now imagine that your body is filled with water. The water is warm and cleansing. Imagine that you are filled with water all the way to the top of your head. Now imagine that you have drain plugs in each of your feet. Imagine those drain plugs being gently opened and the water inside you slowly draining out. You feel the water start to drain from your head, flowing through you body and out your feet. This process feels delicious. Where the water has been you feel relaxed, you feel filled with pure light. Now imagine the water draining out of your head, relaxing your eyes, then your cheeks, then your mouth. The water is leaving your neck, and your neck and the back of your head are filled with light. Now imagine the water leaving your torso. Every muscle relaxes as the water slowly drains out. Your shoulders relax; your heart and lungs release the water and fill with light. Now the water level is at your navel. It slowly moves below your hips. Your entire torso is relaxed and filled with light. Now let the water drain out your legs, emptying your upper legs, your knees and your lower legs, completely emptying the last drops from your toes and feet. You notice your entire body is relaxed and filled with light.*

*Imagine that you find yourself sitting in a movie theater. The feature attraction is about to start. You see yourself up on the big screen. You see the credits role by. This is the story of your life. This is your life on the big screen. This is the story of your most magnificent life! As you see yourself up on the screen, you are*

*wearing your signature piece of clothing. Everyone knows you by this special clothing – your signature outfit. What are you wearing? What qualities do this clothing express? Next you see yourself traveling toward one of your favorite places on this earth. Where are you going? How are you getting there? What are you going to do once you are there? You are supremely happy in this scene. What is happening? In the movie of your life, you arrive at your favorite place. This is your favorite place on earth. What is it like? Take a moment and notice all the details of the scene around you (pause for a few moments)*

*The movie now shifts to a showing a major event that has shaped your life. This is a very special event to you. The story of this event is being played out on the screen. All the details and people that were involved are there. This event maybe from your past or it may portray an event that has not happened in your life yet. The meaning of the event and how it is important to your story is becoming clear. What is the event and what makes it important in your life? (Pause for a few moments)*

*The movie moves on to the next scene. You are at a gathering. The people that are most important to you are there. People that you greatly admire have come to this gathering. The movie shows the dreams inside your head, including all the people whom you greatly admire living and dead that you want to include in your gathering. They are all at your gathering. Who is at your gathering? What makes them important to you? What kind of gathering is it? Notice all the wonderful details. (Pause for a few moments)*

*The movie of your life is about to come to a close. There you are on the big screen with a special message to give the audience. This message is one that sums up who you are and what your life is all about. There is the message, in words and pictures, the meaning of your life up on the big screen. What is your special message? (Pause for a few moments)*

*Now imagine the lights coming up, the credits rolling by, and the movie theater fades away as you are back in your seat, here with us now. Wiggle your toes, feel your fingers, stretch out a bit, and when you are ready open your eyes. Now we will take about 10 minutes for you to write about Your Life on the Big Screen on your Experience Sheet.”*

- Have each person get a partner and hand out the Powerful Word and Phrases Sheet as well as the Results Sheets to each person.
- Using the instructions from the beginning of this booklet, ask one person to share and the other to capture powerful words and phrases. Have that person continue through the process of prioritizing and modify the words. Then switch roles so that everyone has a chance to share.
- Ask each individual person to take their Powerful Words and Phrases Sheet and to fill in the Results Sheet with the top key words and phrases, and supporting words and phrases on the Results Sheet. Fill out two copies and hand one in to the facilitator.

- In the larger group, talk a little bit about how they might use what they have just learned from this exercise. Tie these key words to core values.

**Notes:**

This is a terrific process for quickly getting individual values for a large group of people. It works with a wide variety of ages, and especially well with teenagers and 20 year olds.

This also works great as an individual guided mediation for an intake with a coaching client.

For teams who are going to continue to work together, it can be very powerful to take the time to have each person share their key words and some highlights from their movie.

Many thanks to Mark Bryan who has uses the Cinema Self as a exercise, from which I got the inspiration for a guided meditation of the movie of your life.

# 6: Questions

**Duration:** 30-40 minutes

Set up – 5 minutes

Individual writing – 10-15 minutes

Partner Sharing – 10-15 minutes

Individual checking and finishing - 5 minutes

**Size:** Works in groups from 1 to 100s

## **Materials Needed For Each Person:**

- Blank sheet of paper (8.5x11)
- Questions Sheet (see example)
- Powerful Words and Phrases Summary Sheet (see resources)
- 2 copies of the Results Sheet (see resources)

## **Description:**

- Hand each person in the group the Questions Sheet, and extra blank lined sheets of paper for writing. Ask them to answer any 5 questions on the list, beginning with the easiest one. Ask that they write a short paragraph to answer the question. Have each person get a partner and hand out the Powerful Word and Phrases Sheet as well as the Results Sheet to each person.
- Ask one person to share and the other to write. The first person shares one of their paragraphs and is allowed to expand and embellish while speaking. The other person listens and writes, and may ask questions to clarify and evoke further description. The partner who is writing captures powerful words and phrases on the sheet. The partner is looking for words that have a lot of energy or meaning to the speaker, especially words that describe a quality or essence of the experience. When finished, the partner reads the entire list aloud while the person sharing chooses those words that are the most meaningful, or resonate the most. The partner stars these words on the Powerful Phrases and Words Sheet. There is no limit to how many words can be starred. Let the individuals sharing know that they can add new words or modify words or phrases to best fit themselves. Hand the Powerful Words and Phrases Sheet back to the person sharing.
- Switch roles so that everyone has a chance to share.
- Ask each individual person to take their Powerful Words and Phrases Sheet and to select the top three words or phrases that are the most meaningful to them. These are the words that fill them up, make them feel good or have a very positive energy for them.
- Now ask each person to close their eyes and imagine a time that they were happiest. Give them a minute or two to really find a wonderful time. Ask them to open their eyes and see if the top three words they have chosen were present in this time. If not, is there another word they want to circle or add to their list?
- Have each person fill out two copies of the Results Sheet, listing their top three words, and putting any other words behind them to describe those words better. Have them sign and date the Results Sheet and hand one copy in.

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- Talk a little bit about how they might use what they have just learned from this exercise. Tie these key words to core values.

**Notes:**

Have fun asking the participants to make up their own questions and answer them.

## List of Questions:

1. What is most important to you in a friendship?
2. If someone gave you \$1000 what would you do with it?
3. What is the best gift you have ever received? What made it so special?
4. What is the best gift you have ever given? What made it so special?
5. What would you like to be when you grow up?
6. If you were stranded on a desert island, what three things would you like to have with you?
7. If you could choose your birth order, would you rather be an oldest, middle, youngest or only child? Why?
8. What is the most beautiful sight you have ever seen?
9. What would you choose to do on a “perfect vacation?”
10. If you were an animal, what would you be?
11. What are you proud of?
12. If you could be any age, what age would you choose and why?
13. Do you have a personal motto you live by?
14. Have you ever made a choice that surprised everyone?
15. Do you have a role model? What is it about him/her that you admire?

16. What is one thing you would like to learn before you die?
17. What is one thing you hope to continue doing throughout your life?
18. What is a movie that you really liked and why?
19. What do you like best about school?
20. What is there about you that makes your friends like you?
21. Where did you spend the best summer of your life and what did you do?
22. What is the most important book you have read?
23. If you could trade places with anyone in the world for a day, who would that be?
24. What are three things you are good at?
25. What is your most prized possession?
26. What is something really wonderful about you that most people wouldn't know?
27. What was your best year in school?
28. What is the happiest thing you can remember?
29. If a genie gave you three wishes, what would they be?
30. If you could visit any place in the world, where would you go and why?

31. Do you have a special place where you go when you want to think?
32. What do you daydream about?
33. How do you show people that you love them?
34. What has been the most intense spiritual experience you have had?
35. When was the first time you felt you were loved by someone who was not in your family?
36. What organizations have you been a part of and why?
37. What has been your greatest success in life?

# 7: Personal Mission and Vision

**Duration:** 45-90 minutes

Set up – 5 minutes

Individual writing – 15 minutes to an hour spread over a week

Individual Sharing – 20 minutes

Individual checking and finishing – 5 minutes

**Size:** Perfect for individuals, can be used in small or large groups

## Materials Needed For Each Person:

- Blank paper or note book for writing
- Two Results Sheets

## Description:

- Let the person know that this is a fun self-discovery exercise; any way they do it will be correct!
- Give the person these instructions:
  - *Look upon your life as something that you are creating. Write a personal mission and vision statement for your life.*
  - *A mission describes your reason for existing: why are you on this earth? What are you here to do and for whom? A mission describes the building blocks or stairway of accomplishments you want to achieve.*
  - *To help in writing your mission make a list of all the roles you play or will play in your life. E.g. husband, father, son, sibling, co-worker, friend, volunteer, citizen of the world - anything!*
  - *Now write a mission statement for each of your roles. E.g. Mother – as a mother I am here to love my children and help them know and be the unique individual that God made them.*
  - *Now add a vision sentence to each of your mission statements. A vision is a compelling description of a future we want to create. It is a place to strive for and represents the pinnacle. E.g. When I am the best mother I can be my children will have a deep sense of knowing that they are truly loved, and that they are valuable, unique human beings, truly children of God with their own life purpose.*
- Give the participant a week to write on the request, asking them to spend a few minutes each day, or some concentrated time, whatever works for them.
- The next time you are together, have them read aloud to you what they have written. Use the steps described in this booklet to capture powerful words and phrases. Then prioritize and modify. Check the results by asking them to listen while you read the top three key words. Say, “Name you are \_\_\_\_\_, and \_\_\_\_\_, and \_\_\_\_\_.” E.g. “Kate you are love, your are divine in and out, you are peace.” Ask if how the words feel and if they want to change anything. When you are ready fill in the Results Sheet.

**Notes:**

For larger groups, have individuals write and then share in dyads or triads. Bring the learning back to the larger group with a group discussion.

## 8: Love Letter to Self

**Duration:** 25-35 minutes

Set up – 5 minutes

Individual writing – 10-15 minutes

Partner Sharing – 10-15 minutes

Individual checking and finishing – 5 minutes

**Size:** Works in groups from 1 to 100s

**Materials Needed For Each Person:**

- Blank Lined Sheets of Paper for writing letter
- Experience Sheet (see example)
- Powerful Words and Phrases Summary Sheet (see resources)
- 2 copies of the Results Sheet (see resources)

**Description:**

- Ask participants to write a love letter to themselves. This letter can be written from their heart and/or soul. The letter talks about what they admire about themselves, and gives positive feedback. The letter can also include what they are proud of in their lives, what they value about themselves, what they appreciate about themselves and what acknowledgments they may have gotten from others. Ask them to write this letter to themselves as if they were writing it to their best friend.
- Once the letter is written, ask them to pick a partner.
- Ask one person to share and the other to write. The first person shares the high points of the love letter to themselves with their partner. The other person listens and writes, and may ask questions to clarify and evoke further description.
- The partner who is writing captures powerful words and phrases on the sheet. The partner is looking for words that have a lot of energy or meaning to the speaker, especially words that describe a quality or essence of the experience. When finished, the partner reads the entire list aloud while the person sharing chooses those words that are the most meaningful, or resonate the most. The partner stars these words on the Powerful Phrases and Words Sheet. There is no limit to how many words can be starred. Let the individuals sharing know that they can add new words or modify words or phrases to best fit themselves. Hand the Powerful Words and Phrases Sheet back to the person sharing.

- Switch roles so that everyone has a chance to share.
- Ask each individual person to take their Powerful Words and Phrases Sheet and to select the top three words or phrases that are the most meaningful to them. These are the words that fill them up, make them feel good or have a very positive energy for them.
- Now ask each person to close their eyes and imagine a time that they were happiest. Give them a minute or two to really find a wonderful time. Ask them to open their eyes and see if the top three words they have chosen were present in this time. If not, is there another word they want to circle or add to their list?
- Have each person fill out two copies of the Results Sheet, listing their top three words, and putting any other words behind them to describe those words better. Have them sign and date the Results Sheet and hand one copy in.
- Talk a little bit about how they might use what they have just learned from this exercise. Tie these key words to core values.

**Notes:**

One very powerful way of using this love letter is to suggest that when they go home they read the letter into a tape recorder in their own voice and then play it at least daily.

## 9: Coat of Arms

**Duration:** 60 minutes for a group of 8-10

Set up – 5 minutes

Individual drawing and writing – 15 minutes

Group Sharing – 35 minutes

Individual checking and finishing – 5 minutes

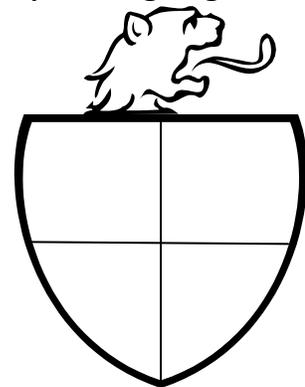
**Size:** Best in groups of 6-12, but can be used for individuals or large groups.

### Materials Needed For Each Person:

- Markers for drawing
- Blank sheet of flipchart paper
- 2 copies of the Results Sheet

### Description:

- Hand each person in the group a blank sheet of flip chart paper and markers.
- Ask each person to find a comfortable spot where they can draw and write.
- Once the group is comfortable and ready, let them know that you are going to do a fun, getting to know yourself process. Let them know that any way they do this process will be right!
- Ask them to draw a very large shield on their paper and divide it into four quadrants.
- Then ask them to draw a picture or create symbols for each of the quadrants to answer these questions:
  - 1) In the upper right draw one of your peak moments.
  - 2) In the upper left draw someone you admire.
  - 3) In the lower right draw an element of nature that you would like to be.
  - 4) In the lower left draw and write your personal motto.



Some additional ideas for each quadrant:

Draw what you would like to be remembered for.

Draw something very important to you in your personal or professional life.

Draw something you love to do.

Draw yourself at your most powerful.

Draw your concept of the divine.

- When each person is finished drawing, have each person, one at a time, share their coat of arms with the entire group.
- As the facilitator, while they are talking capture powerful words and phrases, one word or phrase per sheet, written large enough for the entire room to see. When needed ask clarifying questions or for more information to get at the essence of what is being presented.

- When all have shared, hand out the Results Sheets and ask each person to fill it in using words and phrases from their post-it notes. Make a copy for them to keep and one to give to you.
- In the group, talk a little bit about how they might use what they have just learned from this exercise as they work together.

**Notes:**

Be creative with the questions you ask for each quadrant. Look over some of the other processes in this booklet for some great ideas.

Instead of a Coat of Arms, this could be a tombstone. You could have people draw four or six squares, and fill each of them in with things like:

My epitaph

What my family says about me

What my friends say about me

What my co-workers or citizens of the world say about me

My proudest moment

The loves of my life

For larger groups, you have can individuals get into dyads or triads and share with each other, capturing the words and phrases for each other. When you return to the larger group, have a few people share their results with everyone.

I've used this exercise to successfully bring individual values to group values. At the end of the sharing have each person physically bring their most important individuals words to a group sheet. I ask them to bring words forward that they want to be part of the group values.

# 10: Top Ten People I Admire

**Duration:** 25-35 minutes

Set up – 5 minutes

Individual writing – 10-15 minutes

Partner Sharing – 10-15 minutes

Individual checking and finishing – 5 minutes

**Size:** Works in groups from 1 to 100s

## **Materials Needed For Each Person:**

- Top Ten Sheet (see example)
- Powerful Words and Phrases Summary Sheet (see resources)
- 2 copies of the Results Sheet (see resources)

## **Description:**

- Ask participants to use the Top Ten Sheet and fill in the names of the Top Ten People they admire. It could be someone living or not, it could be a character in a book or a movie. After they have written down the names, ask them to write down 3 qualities of each person that they see. When they have the Sheet filled out, ask them to pick a partner to work with.
- Ask one person to share and the other to write. The first person shares the qualities of the people they admire. The other person listens and writes, and may ask questions to clarify and evoke further description.
- The partner who is writing captures powerful words and phrases on the sheet. The partner is looking for words that have a lot of energy or meaning to the speaker, especially words that describe a quality or essence of the experience. When finished, the partner reads the entire list aloud while the person sharing chooses those words that are the most meaningful, or resonate the most.
- The partner stars these words on the Powerful Phrases and Words Sheet. There is no limit to how many words can be starred. Let the individuals sharing know that they can add new words or modify words or phrases to best fit themselves. Hand the Powerful Words and Phrases Sheet back to the person sharing.
- Switch roles so that everyone has a chance to share.
- Ask each individual person to take their Powerful Words and Phrases Sheet and to select the top three words or phrases that are the most meaningful to them. These are the words that fill them up, make them feel good or have a very positive energy for them.
- Now ask each person to close their eyes and imagine a time that they were happiest. Give them a minute or two to really find a wonderful time. Ask them to open their eyes and see if the top three words they have chosen were present in this time. If not, is there another word they want to circle or add to their list?
- Have each person fill out two copies of the Results Sheet, listing their top three words, and putting any other words behind them to describe those words better. Have them sign and date the Results Sheet and hand one copy in.

- Talk a little bit about how they might use what they have just learned from this exercise. Tie these key words to core values.

**Notes:**

Another way to do this is to ask individuals to select people whom they would like to be if they were not themselves. What are the qualities of these three people? Or you could ask participants to choose ten occupations they would have if they did not have this one. Then ask them to fill in the qualities of these occupations.

# Top Ten People I Admire

1. \_\_\_\_\_

Qualities: \_\_\_\_\_

2. \_\_\_\_\_

Qualities: \_\_\_\_\_

3. \_\_\_\_\_

Qualities: \_\_\_\_\_

4. \_\_\_\_\_

Qualities: \_\_\_\_\_

5. \_\_\_\_\_

Qualities: \_\_\_\_\_

6. \_\_\_\_\_

Qualities: \_\_\_\_\_

7. \_\_\_\_\_

Qualities: \_\_\_\_\_

8. \_\_\_\_\_

Qualities: \_\_\_\_\_

9. \_\_\_\_\_

Qualities: \_\_\_\_\_

10. \_\_\_\_\_

Qualities: \_\_\_\_\_

# 11. Gift Giving and Receiving

**Duration:** 60 minutes for a group of 8-10

Set up – 5 minutes

Individual drawing and writing – 15 minutes

Group Sharing – 35 minutes

Individual checking and finishing – 5 minutes

**Size:** Best in groups of 6-12, but can be used for individuals or large groups.

## Materials Needed For Each Person:

- Markers for drawing
- Blank sheet of flipchart paper
- 2 copies of the Results Sheet

## Description:

- Hand each person in the group a blank sheet of flip chart paper and markers.
- Ask each person to find a comfortable spot where they can draw and write.
- Once the group is comfortable and ready, let them know that you are going to do a fun, getting to know yourself process. Let them know that any way they do this process will be right!
- Ask them to divide their paper into six parts.
- Then ask them to draw a picture for each part:
  - 1) The best gift you have ever received.
  - 2) The best gift you have ever given.
  - 3) A gift you would love to receive.
  - 4) A gift you would love to give someone.
  - 5) A gift you have to give that is not material.
  - 6) A gift you would like to give the world.
- When each person is finished drawing, have each person, one at a time, share their gift giving with the entire group.
- As the facilitator, while they are talking capture powerful words and phrases, one word or phrase per sheet, written large enough for the entire room to see. When needed ask clarifying questions or for more information to get at the essence of what is being presented.
- When all have shared, hand out the Results Sheets and ask each person to fill it in using words and phrases from their post-it notes. Make a copy for them to keep and one to give to you.
- In the group, talk a little bit about how they might use what they have just learned from this exercise as they work together.

1	2
3	4
5	6

## Notes:

For larger groups, you have can individuals get into dyads or triads and share with each other, capturing the words and phrases for each other. When you return to the larger group, have a few people share their results with everyone.

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## 12. Fill in the Blank

**Duration:** 30-40 minutes

Set up – 5 minutes

Individual writing – 10-15 minutes

Partner Sharing – 10-15 minutes

Individual checking and finishing – 5 minutes

**Size:** Works in groups from 1 to 100s

### **Materials Needed For Each Person:**

- Blank sheet of paper (8.5x11)
- Experience Sheet (see example)
- Powerful Words and Phrases Summary Sheet (see resources)
- 2 copies of the Results Sheet (see resources)

### **Description:**

- Hand each person in the group the Experience Sheet, and extra blank lined sheets of paper for writing. Ask them to fill in the blanks of any 5 unfinished sentences on the list, beginning with the easiest one. Ask that they write a short paragraph to fill in the blank. Have each person get a partner and hand out the Powerful Word and Phrases Sheet as well as the Results Sheet to each person.
- Ask one person to share and the other to write. The first person shares one of their paragraphs and is allowed to expand and embellish while speaking. The other person listens and writes, and may ask questions to clarify and evoke further description. The partner who is writing captures powerful words and phrases on the sheet. The partner is looking for words that have a lot of energy or meaning to the speaker, especially words that describe a quality or essence of the experience. When finished, the partner reads the entire list aloud while the person sharing chooses those words that are the most meaningful, or resonate the most. The partner stars these words on the Powerful Phrases and Words Sheet. There is no limit to how many words can be starred. Let the individuals sharing know that they can add new words or modify words or phrases to best fit themselves. Hand the Powerful Words and Phrases Sheet back to the person sharing.
- Switch roles so that everyone has a chance to share.
- Ask each individual person to take their Powerful Words and Phrases Sheet and to select the top three words or phrases that are the most meaningful to them. These are the words that fill them up, make them feel good or have a very positive energy for them.
- Now ask each person to close their eyes and imagine a time that they were happiest. Give them a minute or two to really find a wonderful time. Ask them to open their eyes and see if the top three words they have chosen were present in this time. If not, is there another word they want to circle or add to their list?

- Have each person fill out two copies of the Results Sheet, listing their top three words, and putting any other words behind them to describe those words better. Have them sign and date the Results Sheet and hand one copy in.
- Talk a little bit about how they might use what they have just learned from this exercise. Tie these key words to core values.

**Notes:**

## Fill in the Blank

1. My favorite teacher...\_\_\_\_\_
2. I am most proud of...\_\_\_\_\_
3. I made a friend happy by...\_\_\_\_\_
4. The person who has had the greatest impact on my life...\_\_\_\_\_
5. My best friend...\_\_\_\_\_
6. If I had 24 hours to live...\_\_\_\_\_
7. I feel best when people...\_\_\_\_\_
8. If I had a million dollars, I would...\_\_\_\_\_
9. On vacations I like to...\_\_\_\_\_
10. The happiest day of my life was...\_\_\_\_\_
11. I am best at...\_\_\_\_\_
12. Something wonderfully unique about me is...\_\_\_\_\_
13. I have accomplished...\_\_\_\_\_
14. I like best the kind of teacher who...\_\_\_\_\_
15. What I want most in life is...\_\_\_\_\_
16. People who love me think I am...\_\_\_\_\_
17. My greatest strength is...\_\_\_\_\_
18. I feel most loved when...\_\_\_\_\_

19. I am most creative  
when... \_\_\_\_\_

20. Something I'm really interested in is... \_\_\_\_\_

21. I like people  
who... \_\_\_\_\_

22. I feel happiest of all  
when... \_\_\_\_\_

# 13. My Favorite Things

**Duration:** 20-25 minutes

Set up – (prior to arrival at workshop) 1-week lead-time suggested

Intro – 5 minutes

Partner Sharing – 10-15 minutes

Individual checking and finishing – 5 minutes

**Size:** Works in groups from 1 to 100s

## **Materials Needed For Each Person:**

- Letter to Participants (see example)
- Experience Sheet (see example)
- Powerful Words and Phrases Summary Sheet (see example)
- 2 copies of the Results Sheet (see example)

## **Description:**

- Prior to the workshop, send out letter (see the following example) requesting that each person bring two items from their home with them that are of value to them or represent something important in their lives. Allow at least one-week lead-time for the participants to choose the objects.
- Ask participants to choose a partner to work with.
- Ask one person to share and the other to write on the Experience Sheet. The first person shows the objects that they have brought and explains the importance and value to the other person. The other person listens and writes, and may ask questions to clarify and evoke further description.
- The partner who is writing captures powerful words and phrases on the sheet. The partner is looking for words that have a lot of energy or meaning to the speaker, especially words that describe a quality or essence of the experience. When finished, the partner reads the entire list aloud while the person sharing chooses those words that are the most meaningful, or resonate the most. The partner stars these words on the Powerful Phrases and Words Sheet. There is no limit to how many words can be starred. Let the individuals sharing know that they can add new words or modify words or phrases to best fit themselves. Hand the Powerful Words and Phrases Sheet back to the person sharing.
- Switch roles so that everyone has a chance to share.
- Ask each individual person to take their Powerful Words and Phrases Sheet and to select the top three words or phrases that are the most meaningful to them. These are the words that fill them up, make them feel good or have a very positive energy for them.
- Now ask each person to close their eyes and imagine a time that they were happiest. Give them a minute or two to really find a wonderful time. Ask them to open their eyes and see if the top three words they have chosen were present in this time. If not, is there another word they want to circle or add to their list?

- Have each person fill out two copies of the Results Sheet, listing their top three words, and putting any other words behind them to describe those words better. Have them sign and date the Results Sheet and hand one copy in.
- Talk a little bit about how they might use what they have just learned from this exercise. Tie these key words to core values.

**Notes:**

The number of items to bring can be adjusted depending on the length of the process and the size of the group. Also, a variation on the theme would be to have them draw a treasure chest and draw the items inside the chest. They could then speak about their drawing to their partner. If this version is chosen, more time and extra materials will be necessary for the drawing portion of the process.

# Letter from Facilitator

**This is a model letter you can adapt to your situation, changing the names, dates, and the email/ phone contact information:**

Dear Participant,

In preparation for your participation in the upcoming workshop on February 14th, we request that you bring two items with you. These can be any items from your home, nature, etc., that mean something to you, that are important to you, and that say something about who you are.

Please bring objects that will fit in a brown paper bag. We will be using these objects during an activity that will be part of our day. The objects will remain intact, and you will be taking them home with you at the end of the day.

If you have any questions, please feel free to contact us at 800-888-8888.

We look forward to your participation in our workshop!

Sincerely,

Frank Facilitator

## Resources

- 1) Experience Sheet
- 2) Powerful Words and Phrases Summary Sheet
- 3) Results Sheet





# Results Sheet

Step 1: List your **Key Words** in priority order on the bold lines below.

Step 2: Add the **Supporting Words**. These words help clarify and add meaning to the key words.

## Key Words

## Supporting Words

1. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

2. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

3. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_