

SELF-AWARENESS



Before completing this sheet, watch the video that introduces this topic. You can watch it [here](#). After watching the video, return to this sheet to review the concept of self-awareness and complete the exercise on the following page.

What is self-awareness?

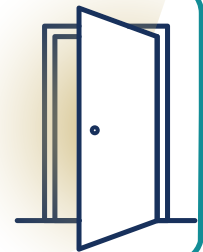
Self-awareness is the ability to focus and understand one's own character, feelings, motives, and desires.

Why is self-awareness important in the workplace?

Self-awareness is associated with making smarter decisions, greater happiness, better personal and professional relationships, greater creativity, more confidence, better communication, and higher performance at work.



“Self-awareness is the first step toward understanding what perspectives you lack, appreciating other experiences and viewpoints, and building more diverse and inclusive organizations” (Mitchell, 2020). **When we challenge our thinking and behavior, it opens the door to more inclusive practices.**



REMEMBER

Self-awareness is a learnable skill and an ongoing process. It is not a one-and-done event.



Think of your **CORE VALUES** as the **INTERNAL COMPASS** determining your **HIGHEST PRIORITIES** and **DRIVING YOUR BEHAVIOR.**

Sharpen your skills.

Self-awareness requires accurately and objectively understanding yourself AND how others see you.

Internal self-awareness

External self-awareness

Internal self-awareness involves seeing yourself clearly and understanding your values, passions, aspirations, ideal environment, patterns, reactions, and impact on others (Eurich, 2017). If you have high internal self-awareness, you know what is fulfilling and meaningful to you and tend to act in ways that are compatible with your success and satisfaction.



External self-awareness is about understanding yourself from the outside in and knowing how other people see you. Because those with external self-awareness can accurately see themselves from others' perspectives, they can build stronger and more trusting relationships (Eurich, 2017).



Some studies have shown an inverse relationship between internal and external self-awareness! We likely all know someone who is internally self-aware but has little understanding of how others perceive them. Or we may know someone who is so fixated on how they appear to others that they act against their own best interests and values.

References:

Eurich, T. (2017). *Insight: why we're not as self-aware as we think, and how seeing ourselves clearly helps us succeed at work and in life*. New York, Crown Business.
 Mitchell, T. (2020). *To promote diversity and inclusion, know yourself first*. ASAE The Center for Association Leadership.
https://www.asaecenter.org/resources/articles/an_plus/2020/april/to-promote-d-i-know-yourself-first

SELF-AWARENESS | EXERCISE

Complete this exercise to learn more about increasing your self-awareness.

- 1. Review the list of values provided on the next page. Highlight or write down the values that are most important to you. Try to pinpoint your most important or non-negotiable values:**

Fundamental Values: _____

Personal Values in Relationships: _____

Personal Values at Work: _____

Personal Values in Life: _____

- 2. Which values were passed down to you and which did you choose based on your own experiences and priorities?**

- 3. In what ways are your current behaviors aligned or not aligned with your values?**

- 4. When you have conflicting values, which value do you tend to prioritize over others?**

- 5. Use insights gained from your answers above to further refine your core values. Write down/type the top 5 core values that you believe are most aligned with who you are and/or who you aspire to be.**



REFLECT

Reflect on what your core values mean to you and make a wallet card, phone wallpaper, or other reminder that you can see regularly to guide you in your decisions.

SELF-AWARENESS | BELIEFS AND VALUES

This list has been adapted from Science of People at <https://www.scienceofpeople.com/core-values/>

Fundamental Beliefs and Values

Honesty	Accountability	Acceptance	Fairness	Bliss	Courage
Integrity	Compassion	Humor	Sincerity	Clarity	Generosity
Wisdom	Success	Intuition	Accuracy	Cleanliness	Gratitude
Autonomy	Self-Love	Prosperity	Goodness	Boldness	Beauty
Loyalty	Spirituality	Change	Hope	Optimism	Spirituality
Abundance	Justice	Gracefulness	Honor	Bravery	Wealth
Kindness	Forgiveness	Peacefulness	Humility	Friendliness	Joy/Fun
Charity	Caring	Harmony	Insightfulness	Selflessness	Independence
Respect	Faith	Balance	Influence	Openness	Efficiency
Calmness	Promise-Keeping	Lawfulness	Decisiveness	Beauty	Knowledge

Personal Values in Relationships:

Trust	Faithfulness	Dedication	Sweetness	Patience	Warmth
Affection	Clear	Reliability	Intimacy	Reciprocity	Gentleness
Listening	Communication	Empathy	Gift-Giving	Appreciation	Passion
Thoughtfulness	Playfulness	Stability	Showing	Fidelity	Cooperation
Deep Connections	Romance	Tolerance	Appreciation	Patience	Quality Time
Equal Relationship	Affection	Traditional	Mutual Support	Confidence	Emotional
		Gender Roles			Intelligence

Personal Values from Work:

Timeliness	Fame	Credibility	Dependability	Enthusiasm	Teamwork
Persistence	Power	Encouragement	Fast Pace	Achievement	Work-Life Balance
Dedication to Excellence	Hard Work Ethic	Adaptability	Trial and Error	Transparency	Charisma
Growth Mindset	Leadership	Self-Motivation	Positive Impact	Innovation	Dynamic Responses
Diversity	Entrepreneurship	Service to Others	Resourcefulness	Ingenuity	Tidiness
Learning From Mistakes	Self-Development	Profit	Coaching	Work Smarter, Not Harder	Organization
	Responsibility	Constructive Criticism	Mentorship	Professionalism	Management
			Problem-Solving	Quality	

Personal Values for Life:

Self-Discipline	Wellness	Self-Control	Anti-Racism	Community	Comedy
Family First	Health and Fitness	Restraint	Social Justice	Artistry	Change the World
Friendship	Personal Development	Consciousness	Environmental Protection	Experimentation	Inspire Others
Positive Attitude	Spontaneity	Conformity	Reliability	Imagination	Personal Expression
Freedom	Extraordinary Experiences	Non-Conformity	Protecting Others	Originality	Finesse
Creativity	Travel	Modesty	Self-Preservation	Cleverness	Open-Mindedness
Happiness	Exhilaration	Liveliness	Chasing Your Dreams	Stewardship	Natural Living
This Too Shall Pass	Exploration	Vivaciousness	Awareness	Pride in Your Work	Religion
Adventure	Financial Security	Curiosity	Calmness	Trust Your Gut	Tradition
Balance	Saving Money	Understanding	Non-Violence	Harmony	Strength
Free Time	Peace of Mind	Planning	Patience	Implementation	Entertainment
Leisure	Alone Time	Inner Truth	Altruism	Going with the Flow	Sustainability
Socializing		Righteousness	Tolerance		Laughter
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