

POSITIVE
PSYCHOLOGY
COACHING
WORKBOOK FOR CLIENT



Exercise 1: The top 5 value exercise

Take some time with the core values exercises to consciously assess what really matters to you. Identifying your values will make it much easier for you to work out how you need to adjust what you are doing in your life and work.

So what is really important to you? What are the things that make you feel you are really doing what you were put on this earth to do? Which activities leave you feeling fulfilled and satisfied? What is it about them that makes them so special? It is usually the fact that a core value is being met – something like challenge, fun, contribution or order. They will be different for each of us.

- What I have created on the next page is an inventory of core values that you can just read through and see which values ring true for you.
- Just use ticks and crosses to mark off values or, if you prefer, use a rating to help you work out which are more important.
- Remember that no list can ever be complete. There may be some additional personal values that are unique to you, so don't be limited by the list. Just add anything else that just feels right.

Acceptance	Fairness	Peace
Achievement	Fame	Personal Development
Advancement & Promotion	Family Happiness	Personal Expression
Adventure	Fast Pace	Planning
Affection	Freedom	Play
Altruism	Friendship	Pleasure
Arts	Fun	Power
Awareness	Grace	Privacy
Beauty	Growth	Purity
Challenge	Harmony	Quality
Change	Health	Radiance
Community	Helping Others	Recognition
Compassion	Helping Society	Relationships
Competence	Honesty	Religion
Competition	Humor	Reputation
Completion	Imagination	Responsibility &
Connectedness	Improvement	Accountability
Cooperation	Independence	Risk
Collaboration	Influencing Others	Safety & Security
Country	Inner Harmony	Self-Respect
Creativity	Inspiration	Sensibility
Decisiveness	Integrity	Sensuality
Democracy	Intellect	Serenity
Design	Involvement	Service
Discovery	Knowledge	Sexuality
Diversity	Leadership	Sophistication
Environmental Awareness	Learning	Spark
Economic Security	Loyalty	Speculation
Education	Magnificence	Spirituality
Effectiveness	Making a Difference	Stability
Efficiency	Mastery	Status
Elegance	Meaningful Work	Success
Entertainment	Ministering	Teaching
Enlightenment	Money	Tenderness
Equality	Morality	Thrill
Ethics	Mystery	Unity
Excellence	Nature	Variety
Excitement	Openness	Wealth

Other values that are not on this list:

The 5 most important values:

- 1.

- 2.

- 3.

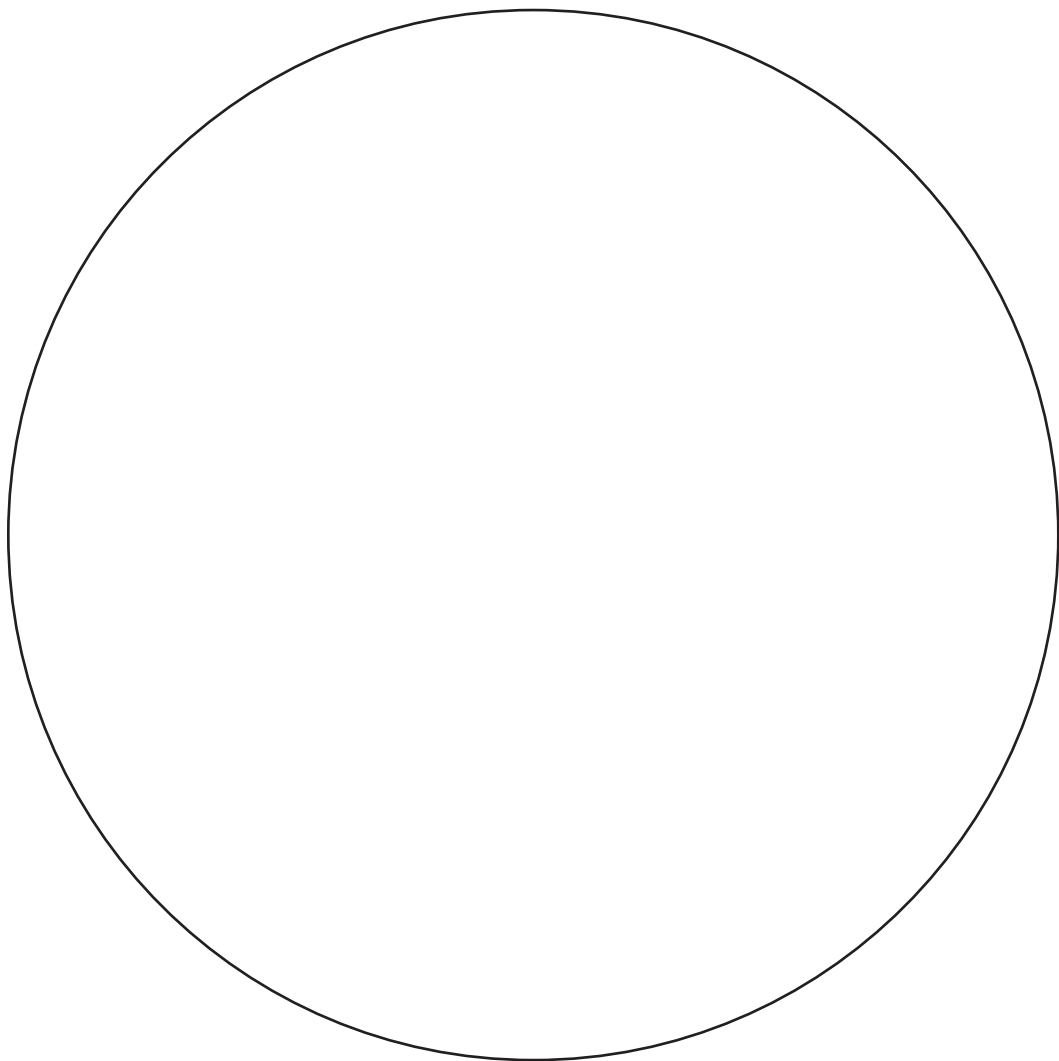
- 4.

- 5.

Exercise 2: Happiness Pie

Part I: Instructions for Real Version:

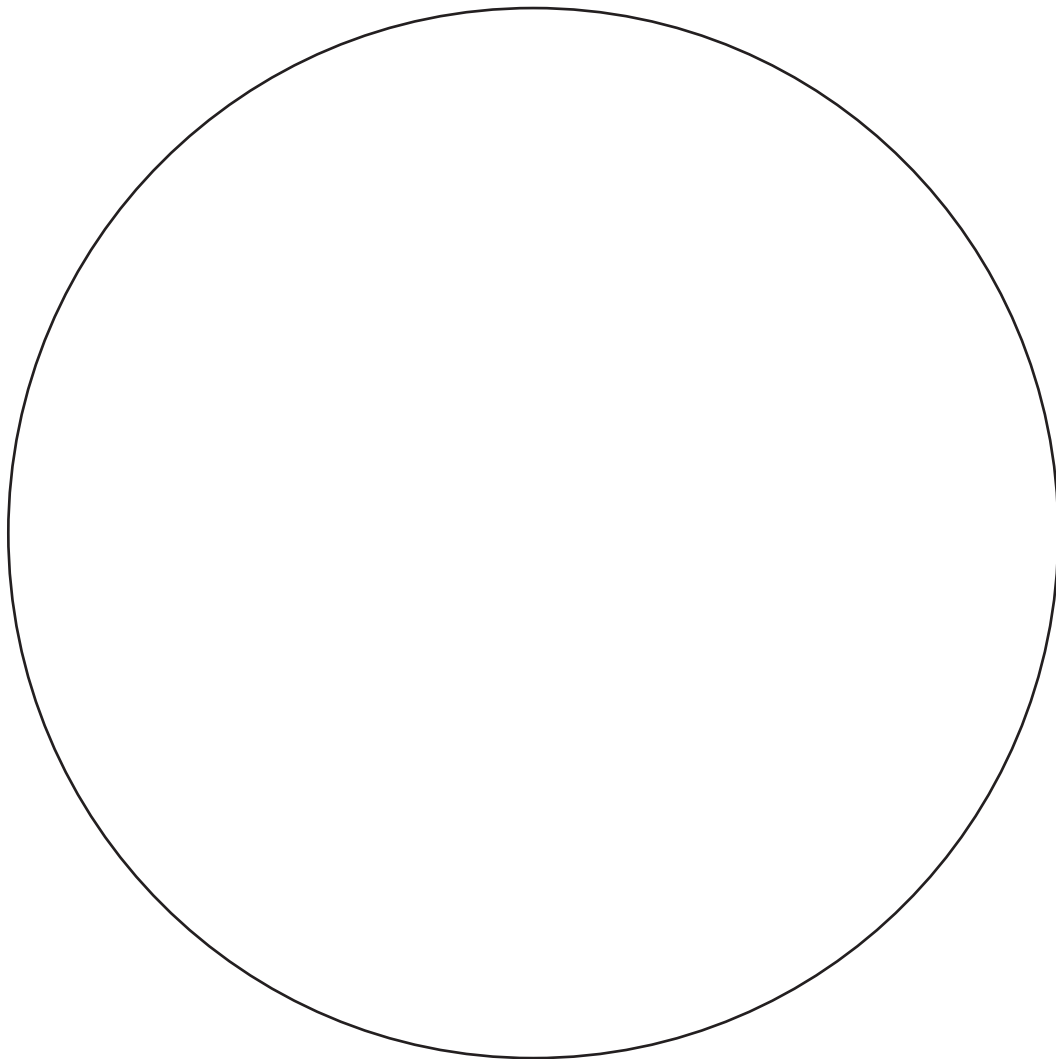
Think of this circle as a pie and draw lines to “cut slices” that reflect what parts of life you put your energy into and think about now. Indicate how much time and energy you put into areas by making bigger “slices” for areas that get a lot of time and energy and making smaller size “slices” for areas that get less of your time and energy. Write in the name of each area or slice. Consider any of the following areas for your pie: Health, Self-Esteem, Goals-and-Values, Spiritual Life, Money, Work, Play, Learning, Creativity, Helping, Love, Friends, Children, Relatives, Home, Neighborhood, Community.



real version

Part II: Instructions for Ideal Version:

Think of this circle as a pie and draw lines to “cut slices” that reflect what areas of life that you feel are most important to your overall happiness and peace of mind. Indicate the relative importance of areas by making bigger size “slices” for areas you see as very important and smaller size slices for less important areas. Write in the name of each area or slice. Consider any of the following areas for your pie: Health, Self-Esteem, Goals-and-Values, Spiritual Life, Money, Work, Play, Learning, Creativity, Helping, Love, Friends, Children, Relatives, Home, Neighborhood, Community—Feel free to add areas not in this list. You may also draw pies for particular areas like Work, Friends, Play. Once you are done, think of ways to make your time and activities reflect your true priorities. Post this in a place where you can see it easily or carry it with you or as a reminder to live in accord with its priorities.



ideal version

Homework:

- Make a visual representation of your goals and/or values (also referred to as visionary board). This can be done digitally, by selecting images, photo's, words, names, etc. from the internet and combining them in a powerpoint file, or by hand, using magazines and other resources. If you feel comfortable, bring your visionary to the next session.

Homework:

1. please complete the VIA questionnaire online:
 - Go to: <http://www.viacharacter.org>
 - Click on the Take Surveys button in the menu bar.
 - Click on the VIA Survey option.
 - Click on the Enter the Survey Center to Register button.
 - The test is free, but you have to register to be able to take it. Fill out the form.
 - Click on the Register button and you will be taken to the test
2. Ask two other persons, preferably a friend and a family member to assess your strenghts. Use the two homework forms with strength related questions on the next two pages and ask others to select 5 (not more or less) strengths that they believe are characterizing you. Please bring this list to the next session.
3. Become aware of your own strengths this week. Pay attention to positive feelings this week. Feelings like for instance energy, excitement or gratitude. If you want, you can write down what you are doing, who is with you, and if any strengths are at play.

Homework – To be completed by a family member

Please read the following descriptions of 24 positive character attributes given below. Select the ONLY FIVE (no less, no more) you find most often characterize me by placing a check mark in the corresponding box.

Wisdom & Knowledge – strengths which involve acquiring and using knowledge	
	Creativity: Thinking of novel and productive ways to do things
	Curiosity: Openness to experience]: Taking an interest in all of ongoing experience
	Open-mindedness: Thinking things through and examining them from all sides
	Love of learning: Mastering new skills, topics, and bodies of knowledge
	Perspective: Being able to provide wise counsel to others
Courage – emotional strengths which involve exercise of will to accomplish goals in the face of opposition, external or internal	
	Bravery: Not shrinking from threat, challenge, or pain
	Persistence : finishing what one starts, persisting a group of action in spite of obstacles
	Integrity : speaking the truth and presenting oneself in a genuine way
	Vitality / Zest : approaching life with excitement and energy; not doing things half-way or half-heartedly, living life as an adventure, feeling alive and activated
Humanity – interpersonal strengths that involve tending and befriending others	
	Love: Valuing close relations with others, in particular those in which sharing and caring are reciprocated; being close to people
	Kindness: Doing favours and good deeds for others; helping them; taking care of them
	Social intelligence :Being aware of the motives and feelings of self and others; knowing what to do to fit into different social situations; knowing what makes other people tick
Justice – strengths that underlie healthy community life	
	Citizenship :Working well as member of a group or team; being loyal to the group; doing one’s share
	Fairness: treating all people the same according to notions of fairness and justice; not letting personal feelings bias decisions about others; giving everyone a fair chance
	Leadership: Encouraging a group of which one is a member to get things done and at the same time maintain good relations within the group; organizing group activities and seeing that they happen
Temperance – Strengths that protect against excess	
	Forgiveness & Mercy: forgiving those who have done wrong; accepting the shortcomings of others; giving people a second chance; not being vengeful
	Humility / Modesty: Letting one’s accomplishments speak for themselves; not seeking the spotlight; not regarding oneself as more special than one is
	Prudence: Being careful about one’s choices; not taking undue risks; not saying or doing things that might later be regretted
	Self-regulation [self-control]: Regulating what one feels and does; being disciplined; controlling one’s appetites and emotions
Transcendence – Strengths that forge connections to the larger universe and provide meaning	
	Appreciation of beauty and excellence: Noticing and appreciating beauty, excellence, and/or skilled performance in all domains of life, from nature to arts to mathematics to science.
	Gratitude: Being aware of and thankful for the good things; taking time to express thanks
	Hope / Optimism: Expecting the best in the future and working to achieve it; believing that a good future is something that can be brought about
	Humour / Playfulness: Liking to laugh and tease; bringing smiles to other people, seeing the light side; making (not necessarily telling) jokes
	Spirituality: Knowing where one fits within the larger scheme; having coherent beliefs about the higher purpose and meaning of life that shape conduct and provide comfort

Homework – To be completed by a friend

Please read the following descriptions of 24 positive character attributes given below. Select the ONLY FIVE (no less, no more) you find most often characterize me by placing a check mark in the corresponding box.

Wisdom & Knowledge – strengths which involve acquiring and using knowledge	
	Creativity: Thinking of novel and productive ways to do things
	Curiosity: Openness to experience]: Taking an interest in all of ongoing experience
	Open-mindedness: Thinking things through and examining them from all sides
	Love of learning: Mastering new skills, topics, and bodies of knowledge
	Perspective: Being able to provide wise counsel to others
Courage – emotional strengths which involve exercise of will to accomplish goals in the face of opposition, external or internal	
	Bravery: Not shrinking from threat, challenge, or pain
	Persistence : finishing what one starts, persisting a group of action in spite of obstacles
	Integrity : speaking the truth and presenting oneself in a genuine way
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Session 3

My Character Strengths are:

1. _____
2. _____
3. _____
4. _____
5. _____

Homework

1. In order to move closer to my goals, I have planned the following concrete actions for next week:
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____

2. Pay attention to both positive and negative feelings this week. Feelings like for instance energy and excitement but also to negative feelings or thoughts that may accompany the process of change.

Session 4

1. In order to move closer to my goals, I have planned the following concrete actions for next week:

1. _____

2. _____

3. _____

4. _____

5. _____

2. Try to practice mindfulness this week. Chose your own exercise(s), for instance:

- A sitting meditation
- a body scan
- the three minute breathing
- mindful eating

All exercises (also small informal ones) can be found on the website in pdf and/or audio format (mp3).

Session 5

1. In order to move closer to my goals, I have planned the following concrete actions for next week:

1. _____

2. _____

3. _____

4. _____

5. _____

2. Choose one or more activities that can be done this week in order to increase positive emotions. Examples are:

- practicing gratitude (3 good things)
- mindfulness meditation
- loving kindness Meditation
- practicing kindness
- listening to music (really listening, not using it as background noise)
- spending time in nature

All exercises can be found on the website in pdf and/or audio format (mp3).

