

RAFT

Resilience for
Advocates through
Foundational Training®

**Building Blocks
to Resiliency Series:
Discovering Your Values and
Saying “No” in a Positive Way**

RAFT VIRTUAL TRAINING WORKBOOK



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ABOUT RAFT

RAFT supports organizations and advocates to cultivate human-centered workspaces through foundational wellness practices, resources, and training to build resilience and promote a healthier gender-based violence advocacy ecosystem.

VIRTUAL TRAINING OBJECTIVES

In this 2-hour workshop you will learn how to determine your values and how to protect and uphold them by saying a positive “No.”

You will:

- ★ Learn Relaxation Techniques
- ★ Realize the importance of considering yourself and your well-being first
- ★ Discover your most important values
- ★ Learn how to apply values when saying “no” in a positive way

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Defining Values

There are numerous definitions of “values” available in dictionaries, books, and across the internet. Values are a subjective concept, what one person sees as a value another person may see as irrelevant.

For this exercise we will use the following definition for “Values”:

Values are **any idea or theme** that is important enough to you that **it affects how you think, how you act, and how you feel.**

Why are Values so Important?

- ★ Foundations of laws, customs, and tradition
- ★ Reflect your sense of right and wrong
- ★ Influence your attitudes and behaviors
- ★ Give your life purpose, meaning, and passion

Find Your Top 3 to 5 Core Values

To start discovering your core values, take five minutes to scan the list of values on pages 4 - 5 of this workbook. When you see a value that resonates with you, circle it!

Questions to help you find them:
Who am I or who do I want to be?

What do I stand for? What do I want to stand for?

How do I relate to the world around me?

Core Values Exercise

Step One:

Scan the list of values below and **check off or circle** the values that immediately grab your attention. Try not to pause and think about each value, circle only the ones that immediately have an impact on you.

Acceptance	Affection	Accomplishment	Adventure	Adoration
Adaptability	Achievement	Trust	Abundance	Acknowledgement
Aggressiveness	Agility	Being the Best	Appreciation	Ambition
Amusement	Vivacity	Attractiveness	Approachability	Awareness
Cheerfulness	Belonging	Assertiveness	Balance	Clear mindedness
Camaraderie	Attentiveness	Beauty	Commitment	Closeness
Warmth	Bravery	Compassion	Contribution	Connection
Calmness	Confidence	Encouragement	Credibility	Challenge
Contentment	Wealth	Dependability	Cleanliness	Courage
Fairness	Determination	Composure	Devotion	Family
Trustworthiness	Consistency	Dignity	Friendliness	Discipline
Creativity	Empathy	Fun	Eagerness	Curiosity
Faith	Truth	Education	Daring	Flow
Growth	Excellence	Depth	Focus	Helpfulness
Expertise	Wisdom	Freedom	Hospitality	Financial Independence
Enjoyment	Giving	Humour	Fortitude	Enthusiasm
Grace	Intimacy	Impact	Winning	Holiness
Kindness	Independence	Fidelity	Honesty	Love
Ingenuity	Zeal	Honour	Loyalty	Inquisitiveness
Fitness	Hopefulness	Maturity	Intelligence	Happiness
Humility	Mysteriousness	Justice	Harmony	Imagination

List continues on next page...

Obedience	Knowledge	Health	Inspiration	Playfulness
Logic	Liveliness	Intuition	Popularity	Making a Difference
Mindfulness	Joy	Practicality	Mastery	Recreation
Openness	Reliability	Motivation	Reflection	Optimism
Respect	Organization	Relaxation	Passion	Security
Perseverance	Self-Reliance	Peace	Self-control	Proactivity
Significance	Sexuality	Sensuality	Professionalism	Simplicity
Presence	Service	Resilience	Rest	Prosperity
Skillfulness	Strength	Solitude	Spontaneity	Sincerity
Structure	Spirituality	Support	Thoroughness	Success
Thankfulness	Teamwork	Timeliness	Unflappability	Temperance
Thoughtfulness	Variety	Vitality		

Write down any thoughts or takeaways that come up while scanning the list and thinking about your core values:

Step Two:

Transfer your selected values to the space below. Take a break and return to step three with fresh eyes and a clear mind.

Step Three:

Revisit the list of values above and **choose the top ten values** from that list. Transfer those values below.

Note: this is a great time to use meditation or a spiritual practice to sit with the above values and select your top ten!

Step Four:

Copy each of your top ten Core Values below, then **write why that value is important to you.**

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Step Five:

After writing why each value is important to you, **select the five values that now feel most important.**

Step Six:

Write each of your remaining five Core Values below. Think about a situation in your life where you needed to make a choice. Write why this Core Value was important in making that decision.

1.

2.

3.

4.

5.

Step Seven:

Looking at your top five Core Values, and how you used those Core Values to make decisions, rank them from 1 to 5 in order of how important you feel they are in your life.

Note: this is a great time to use meditation or a spiritual practice to help with this decision.

1.

2.

3.

4.

5.

Step Eight:

Finally, you want to turn this list of Core Values into a tool that you can use as a filter when making important decisions in your life. This is your Core Value Statement and you craft it by turning your Core values into an easy to remember sentence that you can repeat, as needed, without having to reference it.

If you have difficulty remembering your top five Core Values, pick the three that are the most important to you (the number three pops up in brain and memory science a lot) and use them to craft your Core Value statement.

Core Value statment example:

I seek **Knowledge, Inspiration** and **Playfulness** through **Adventures** with my **Family**.

Current Ways of Saying “No.”

The three A's according to William Ury's book: The Power of a Positive NO



Accommodate

Instead of saying “no” you accommodate the person's request.

This results in a loss of your power.

Example: Saying yes to a project at work when I don't have time for it and I am already overwhelmed.



Attack

Instead of saying “no” you attack the person.

This results in a loss of relationship.

Example: Lashing out about how busy I am when my partner asks me to do the dishes.



Avoid

Instead of saying “no” you avoid the person.

This results in a loss of power and relationship.

Example: I avoid responding to my co-worker's email because they asked me to work on a project and I don't have time.

Take a few minutes to think about, and write down, how you are currently saying “no” to people in your life.

Do you accommodate? Attack? Avoid? Or some combination of the three?

Saying “No.” in a Positive Way

What is a positive “No.”

A positive “No” starts with what you’re for instead of what you’re against. Focus on what you want, your core interest, and what really matters to you. This way you are not in opposition to someone else’s demand or behavior. Instead, you can rely on the personal core values you’ve established today.

Yes!

Yes to your core values.

No.

No, I cannot.

Yes?

Is there another solution?

Yes!

Always begin with a “yes” first. Your first yes is saying yes to one of your core values.

This first “Yes” is the basis for your “No.” Uncovering your “yes” first will ground you in something positive, give you a sense of direction, and give you energy.

No.

Deliver a clear “no” to the request the other person has made.

Yes?

After you have said “no,” create an invitation for a positive outcome. Tell the other person not just what you don’t want but what you do want. So, as you close one door, you may be able to open another. This second “Yes?” must be something you are comfortable and willing to do, it is not a compromise or an accommodation that will stress or upset you. In some situations, there may not be a second “Yes?” to offer.

Note: It is ok to take your time delivering a positive “No.” In some situations, you may not be ready or able to deliver your “Yes! No. Yes?” immediately. You may need time to think. Take a few breaths while you think, or, if needed, ask to give the person an answer later so you can take time to think through your “Yes! No. Yes?”

Yes! No. Yes? Example

A co-worker has family coming to visit and asks you to cover their weekend shifts. You promised to spend time with your partner this weekend. Using your values to craft a "Yes! No. Yes?" you tell your co-worker:

"I have plans with my partner this weekend and **family** is very important to me. **(Yes!)** So, no I cannot work your shifts this weekend **(No)**. But, you're welcome to ask me again in the future and I will likely say yes if you give me a week's notice. **(Yes?)**"

Empower Your "No."

You need to be able to follow through on your "No." even if the other person refuses your "Yes?" and refuses your "No." It helps to create a **practical strategy you can follow that addresses your core interests and values**, and you can follow without the other person having accepted your "No."

Stand by your decision to say "No." and lean into your values to support you in this situation. This is not the time to compromise or make a less preferred agreement. It is a course of action you can pursue independent of the other's agreement, or non-agreement.

In this way, you take action to meet your own needs and interests and allow others to meet their own needs. You can share as much as you want about your thought process, depending on the circumstances.

Empower Your "No." Example

Your co-worker refuses to accept your "No." They tell you that they really need you to cover for them or their plans are ruined. You empower your "No." by repeating, "I am going to spend time with my partner this weekend." Following through on this plan does not require their acceptance of your "No," you can spend the weekend with your partner with or without their agreement.

Protecting Your Relationships

When saying no you want to maintain both your power and the relationship. The “Yes! No. Yes?” formula helps you to maintain both by making your values clear to the other person, setting a clear boundary, and offering an alternative. It also shows the person that you have taken the time to listen and really think about saying “no” to them.

The more you can use the “Yes! No. Yes?” formula the clearer and more consistent your boundaries, and other people’s awareness of those boundaries, will become. This will make future “no’s” easier to deliver because the other person understands your boundaries better.

★ Don’t accommodate the person and switch your “no” to a “yes.”

This will lead to you losing your power at the expense of trying to protect the relationship.

★ Don’t attack the person or get angry if they push back at your “no.”

This will lead to you losing the relationship at the expense of keeping your power.

★ Don’t avoid the person so you don’t have to keep saying “no.”

This results in you losing power and damaging the relationship.