



VALUES ALIGNMENT TOOLKIT

Breaking Barriers, Building Futures.

Created exclusively for WIIT attendees.

Alignment is an advantage in
how you live and work.

This toolkit is designed to help
you break internal barriers,
strengthen decision-making,
and build a future rooted in
clarity and intention.



When high achievers feel overwhelmed, it's rarely because they don't know how to work hard. It's because they say yes too quickly, too often, or for the wrong reasons. This filter helps you slow down just long enough to make decisions that protect your values, your time, and the future you're building.

Use it for anything that creates a strong emotional pull.

Some situations that may apply:

- New projects
- Committee roles
- Travel
- Promotions
- Big asks
- Volunteer commitments

THE FILTER

BEFORE YOU SAY YES:

Does this align with my No Matter What Values™?

If a decision doesn't support your values, it will eventually cost you energy, clarity, or resentment. Alignment means the decision actively honors what matters most to you, not just what looks good on paper.

Quick Check: Which value is this supporting, and how?

Would I still choose this if no one were watching?

This question removes optics. It helps you notice when you're saying yes for validation, approval, fear of judgment, or pressure to prove yourself.

Quick Check: If there were no title, visibility, or credit, would I still want this?

Am I saying yes from clarity or from pressure?

Many "yesses" are emotional reflexes: fear of missing out, fear of disappointing someone, guilt, or the habit of being reliable. Clarity feels steady. Pressure feels urgent.

Quick Check: Is this a grounded decision or a fast reaction?

What future version of me does this decision support?

Every yes builds direction. This question anchors you in your longer-term growth and life vision.

Quick Check: Does this expand the future I want, or reinforce a pattern I'm trying to outgrow?

What will this cost me if I say yes?

Every yes has a hidden price: time, energy, focus, family bandwidth, health, relationships, or the ability to say yes to something more important later. Naming the cost makes it real.

Quick Check: What am I trading away, and is that trade worth it?

APPLICATION

STEP 1: NAME THE DECISION

Upcoming decision/opportunity: _____

Why is this on my plate right now? _____

STEP 2: RUN THE FILTER

My No Matter What Values™

● **Does this align with my No Matter What Values™?**

Yes No

Which value(s) does this support? _____

● **If no one were watching, would I still choose it?**

Yes No

Which value(s) does this support? _____

● **Am I making this choice from clarity or pressure?**

Clarity Pressure

What pressure is present? _____

● **Does this contribute to my future-self alignment?**

Yes No

What future does this build? _____

● **What is the cost of "Yes"?**

Time: _____ Energy: _____ Focus: _____

Other: _____

APPLICATION

STEP 3: DECIDE

Is this aligned overall?

- Yes No Not sure yet

My decision (choose one):

- Accept: Clear yes
 Adjust: Yes, with conditions
 Decline: Clear no
 Pause: I need more information/time

STEP 4: ADJUSTING

If your decision was to Adjust, it's time to define those conditions.

What needs to change for this to be aligned?

- Scope
 Timeline
 Role expectations
 Support/resources
 Frequency

My aligned conditions:

APPLICATION

STEP 5: SIMPLE LANGUAGE YOU CAN USE

Accept:

“Thanks! This aligns with my priorities, and I’m in.”

Adjust:

“I’m interested, and I can do it if we adjust _____. If that works, I’m in.”

Decline:

“Thank you for thinking of me, but I’m not able to take this on right now.”

Pause:

“I want to be thoughtful about this. Can I get back to you by _____?”

Every yes shapes your future. Decide from values, not velocity.