



Values Inventory

- I. Our personal and professional values influence the decisions we make and the behaviors we engage in. As life gets busier, sometimes you can lose sight of your values and make choices that are not in line with who you are and what you want to present to the world around you. Take a moment to review this list of values. Circle the values that resonate with you the most.

Authenticity	Fame	Peace
Achievement	Friendships	Pleasure
Adventure	Fun	Poise
Authority	Growth	Popularity
Autonomy	Happiness	Recognition
Balance	Honesty	Religion
Beauty	Humor	Reputation
Boldness	Influence	Respect
Compassion	Inner Harmony	Responsibility
Challenge	Justice	Security
Citizenship	Kindness	Self-Respect
Community	Knowledge	Service
Competency	Leadership	Spirituality
Contribution	Learning	Stability
Creativity	Love	Success
Curiosity	Loyalty	Status
Determination	Meaningful Work	Trustworthiness
Fairness	Openness	Wealth
Faith	Optimism	Wisdom

II. Review the initial list of values that you circled. Identify the top five core values that are important to you and complete the table below.

Value	Brief Explanation Why is this value important to you?
1.	
2.	
3.	
4.	
5.	

III. Now that you have taken the time to reflect and identify your most important core values. Ask yourself:

1. How might I be living outside of my values right now?

2. What would I need to change to support my values?



Clearing Clutter: Tuning in to Time, Space and Mind

BOOK RECOMMENDATIONS:

The Anxious Lawyer by Jeena Cho, Karen Gifford

Created by lawyers for lawyers, Cho and Gifford provide a straightforward 8-week introductory program on meditation and mindfulness that can reduce anxiety, improve focus and clarity, and enrich the quality of life.

Better Than Before: Mastering the Habits of Our Everyday Lives by Gretchen Rubin

Ever ask yourself “How do we change?” Better than Before presents a practical, concrete framework to allow readers to understand their habits—and to change them for good. It explains the (sometimes counter-intuitive) core principles of habit formation through research, humor, and vivid stories of lives transformed.

Clutter Busting: Letting Go of What's Holding You Back by Brooks Palmer

Loaded with inspiring anecdotes and practical tips, Clutter Busting is based on the premise that your things are not sacred, but you are. Palmer shows how to get rid of the things in our lives that no longer serve us. By tossing out these unneeded items, we are also eliminating their negative influences, freeing up energy, and unlocking our potential..

Declutter Your Mind: How to Stop Worrying, Relieve Anxiety, and Eliminate Negative Thinking by Scott & Davenport

This book is for anyone who recognizes how their untamed thoughts are interfering with their focus, productivity, happiness, and peace of mind. It details the habits, actions, and mindsets you can use to clean up the mental clutter that might be holding you back from being more focused and mindful.

Manage Your Time to Reduce Your Stress: A Handbook for the Overworked, Overscheduled, and Overwhelmed

According to the author, Rita Emmett, the key is not time management but “stuff management — taking control of all those tasks to do, people to see, commitments and obligations to fulfill. Mismanagement of all that “to-do” stuff is what leads to stress and with quick, easy-to-digest tips you will learn positive ways to manage the “busy” in your life.

Mindfulness: An Eight-Week Plan for Finding Peace in a Frantic World by Williams & Penman

reveals a set of simple yet powerful practices that you can incorporate into daily life to help break the cycle of anxiety, stress, unhappiness, and exhaustion. It promotes the kind of happiness and peace that gets into your bones. It seeps into everything you do and helps you meet the worst that life throws at you with new courage.

Organized Enough: The Anti-Perfectionist's Guide to Getting--and Staying—Organized by Amanda Sullivan

will teach you the lifelong habits of the organized, showing you how to make cleaning up effortless and automatic. With seven concepts to help you define your goals and seven essential habits to keep chaos and clutter at bay, Organized Enough will teach you to reframe how you think about your space, your stuff, and your life.

The Sweet Spot: How to Accomplish More By Doing Less by Christine Carter, Ph.D.

Drawing on the latest research related to happiness, productivity, and performance, Carter provides concrete tips on how to sharpen your focus, improve your efficiency, and use technology to your advantage.

PODCASTS:

Happy Lawyer Happy Life offers insights and resources for legal professionals seeking fulfilling careers and happiness both in law and in their life outside of the law.

The Art of Lawyering Podcast Being a lawyer is tough. Being a great lawyer is even tougher. Being a great lawyer who makes money and lives a life you love is nearly impossible. Until now. Whether you are a law firm owner, an associate attorney, or somewhere in between, this podcast is built to help you get the most out of life. Topics include: law firm marketing; leadership; entrepreneurship; management; mindset; productivity; lawyering skills; how to start a law firm; and much much more!

The Lawyer Stress Solution: How to survive - and thrive! - in your legal career with Kara Loewentheil provides lawyers with concrete, practical and specialized tools for dealing with the stress, anxiety, and pressure of a legal career. Harvard Law School graduate and Certified Life Coach Kara Loewentheil combines her legal experience and coaching wisdom to teach lawyers how to deal with the unique challenges of the legal profession. You'll be surprised how much you can enjoy practicing law when you know how to manage your "lawyer brain."

The Resilient Lawyer podcast is inspired by those in the legal profession living with authenticity and courage. Each week, we share tools and strategies for finding more balance, joy, and satisfaction in your professional and personal life! Jeena Cho - Author of The Anxious Lawyer

MINDFULNESS APPS:

Headspace makes it easy for people just learning the art of meditation. Starting on level one, you'll learn meditation basics and techniques through fun, animated videos and a guided 10-minute session each day.

Insight Timer is one of the most popular free apps available, offering a wealth of guided meditations appropriate for all levels and the ability to connect with a community of like-minded individuals.

Stop, Breathe & Think: The app prompts you to take 10 seconds to think about how you feel mentally, physically, and emotionally, and then offers a handful of meditations tailored to your state of mind. You can also track your progress through a chart that shows how you feel before and after meditating.

APPS TO KEEP DIGITAL TECHNOLOGY IN CHECK:

Boomerang for Gmail – allows you to schedule emails to be sent in the future

Evernote - captures, stores and synchronizes text, image and video files across multiple computing devices

Focus Booster – activity tracker and Pomodoro timer

FocusWriter – a free word processor that blocks out all distractions; it's just you and the blank page

Freedom.to –allows you to block certain apps and websites and put it on a schedule. For example, you can block Twitter for 30 minutes while you crank out a memo.

Inthemoment.io –keeps track of the number of times you pick up your iphone, how long you use it for and keeps track of the worst offender apps

Pocket – when you come across something you want to read (but shouldn't), store it in Pocket and read it later

Rescue Time - shows you how you spend your time and provides tools to help you be more productive.

Trello - a task management app that gives you a visual overview of what is being worked on and who is working on it



D I S T R I C T O F C O L U M B I A B A R
L a w y e r A s s i s t a n c e P r o g r a m

Essential Questions to Declutter

So you have committed to decluttering. Great! You have already started the process by simply making the decision to commit. Now let's get to work.

In order to declutter long-term, it is essential to understand *why* you are cluttered. You might start by asking yourself:

1. What is working well and not working well in my life right now?
2. What is making me feel overwhelmed?
3. How/where is the clutter paralyzing me from moving forward?
4. What clutter am I managing that I don't need to be?
5. What's the 1st decision/step I can make to start dealing with it?

Now you are ready to act to remove the clutter. You may want to use these questions as a guide.

- Q. Have I used this in the last six months?
A. If the answer is no, it is time to dispose of it.
- Q. Am I holding onto this out of obligation, expectation, or because I "should"?
A. If so, acknowledge the feelings and then let them go. Don't let other people's expectations (or your perception of their expectations) dictate what you keep in your life.
- Q. Is this something I use regularly?
A. If not, do I have a realistic plan to use this? Am I saving this just in case? Be honest with yourself, "someday" is not a plan. Have a concrete plan for use of the item, schedule it/set a deadline, and if the day comes and you haven't used it, toss it.
- Q. Do I have multiples of the same thing? Could something similar I own serve the same purpose?
A. Be strict. Minimize repetitive items. Multifunctional is optimal here.
- Q. Is this item worth the time, energy, and/or space it takes up?
A. Be honest. Acknowledge how you are feeling and act according to your priorities.
- Q. Is this something I love? Am I holding on to it for sentimental reasons?
A. Tough love. Be strict and keep only a few of these items. Place them in a specific container. Take pictures of any mementos and then throw them away.
- Q. Does this fit in my space? Does this fit with who I am today?
A. Remember, your space is sacred. Think hard about these answers. While you may feel attached to the item, it may not actually suit your space or who you are now.

Want to learn more?

Call the Lawyer Assistance Program for free, confidential assistance at 202.347.3131