

VALUES WORKSHEET

A value is something that has intrinsic merit, or something that is highly important to you. A full understanding of yourself includes identifying your core values, for they are reflected in or guide your behavior on a day-to-day basis. Values give you an internal compass, and they help you to manifest the way you are in the world of work.

Many people have core values that rarely change, however values may evolve over time. As you navigate different stages of life or experience a personal change of circumstances, priorities or willingness to compromise will shift.

The values you hold have a direct relationship to the types of work you will find satisfying, an environment that is a good fit for you, and the types of people with whom you will spend most of your waking hours. Knowing your values is an essential element for your career management.

Take the time to consider the following exercises to identify your values. Revisit these from time to time, as you prepare for new job opportunities or experience shifts in your life.

IDENTIFYING & RATING VALUES

The following list describes a wide variety of satisfactions that people obtain from their jobs. Look at the definitions and rate the degree of importance that you would assign to each for yourself using the scale below:

1. Not important at all
2. Slightly unimportant
3. Slightly important
4. Very important

	Achievement/accomplishment: produce significant results; complete tasks and projects successfully.
	Advancement: consistently move ahead to new and progressive opportunities.
	Adventure: have work duties that involve excitement and risk-taking.
	Aesthetics: study or appreciate the beauty of things, ideas, etc.
	Affiliation/Belonging: have a sense of being a contributing member of a group.
	Artistic Creativity: engage in the creation of art, music, writing, sculpture, design, etc.
	Autonomy: able to choose your own projects, and set your own pace, schedule, and work habits, with minimal supervision.
	Balance: spend equivalent time and effort on tasks, work, and overall life.
	Challenge: involved with stimulating or demanding tasks or projects.
	Change and Variety: have work responsibilities which frequently change in their content and setting.
	Competition: engage in activities where results are measured frequently and compared with others'.
	Creativity: make, invent, or produce original, new, innovative, or imaginative things, programs, approaches, or ideas.
	Equity: work in a setting that ensures everyone has access to the same opportunities.
	Excitement: involved with new and dynamic experiences with variety and change, perhaps risk.
	Fame: possess extreme visibility, a great reputation, being recognized and renowned.
	Fast Pace: work in a setting in which activities and tasks must be done rapidly.

	Financial Security: pay and benefits that are satisfactory and predictable.
	Friendships: have caring relationships, camaraderie and interaction with co-workers.
	Fun: experience pleasure, amusement, and enjoyment.
	Harmony: feeling inner calm and tranquility.
	Health: optimal functioning of body, mind, and spirit.
	Help Others: give assistance, support, and aid to others.
	Help Society: contribute to the betterment of the community, the world.
	Inclusion: feel and/or be valued, leveraged, and welcomed within a given setting.
	Independence: self-reliance; freedom from the influence, guidance, or control of others.
	Influence People: be in a position to change attitudes or opinions of other people.
	Integrity: strict personal honesty; firm adherence to a moral code.
	Intellectual Status: be regarded as a person of high intelligence or as one who is an acknowledged expert in a given field.
	Learning: acquire knowledge and understanding, satisfy curiosity.
	Location: live and work in a geographical area conducive to my lifestyle and activities I enjoy.
	Make Decisions: have the authority to decide courses of action, policies, etc.
	Moral Fulfillment: have work that contributes to a set of moral standards that I feel are important.
	Personal Development: acquire new skills and demonstrate abilities.
	Physical Challenge: have a job with activities that rely on your body and physical exertion.
	Power: able to do something or act in a particular way; able to direct or influence the behavior of others or the course of events.
	Public Contact: have regular, high volume day-to-day contact with people (outside of your colleagues).
	Recognition: positively acknowledged by others; given special notice or attention.
	Respect: treated with consideration and fairness.
	Risk-taking: facing unknown or (potentially) dangerous challenges or demands.
	Security: protection from fear, anxiety, or danger; predictability.
	Stability: maintain an enduring, dependable, and predictable situation (e.g., work activities, organizational culture).
	Status: possess a prestigious position or rank.
	Supervision: directly responsible for supporting, managing, leading and assigning the work done by others.
	Teamwork: work closely with others toward common goals; have close working relationships.
	Time Freedom: able to work according to my own time schedule; no specific working hours required.
	Wealth: own a significant quantity of money or possessions.
	Work Alone: complete tasks, duties, and projects by myself, without significant amount of contact with others.
	Work under Pressure: work in situations where time pressure is prevalent and/or the quality of work is judged critically by supervisors, customers or others.

Choose up to 10 of these work values which are most important to you (in no particular order). If you can think of any work values that are not included in the list above, and which are especially important to you, add them to your list.

- 1.
- 2.
- 3.

- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Do you have more than 10 that you want to “keep”? For the purposes of this activity, to identify your “must-haves” select no more than 10.

Now, rank order the list. What is your experience with this task (i.e., easy, frustrating, took time and reflection)?

Next, for each value indicate how you would like to use it in your career/job. For example, “I would like to help others by talking to them about their family problems and generating strategies to address or resolve those problems.”

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

VALUES CARD SORT

You will need a large surface area on which to spread out the cards for the exercise.

1. Print the pages that follow, single-sided, and cut out each value so that you have a stack of cards. You may use the blank boxes to write in your own values not on the list.
2. Take each card and consider it carefully. Is this value important to you?
 - a. If it is important, put it in one stack.
 - b. Place those that are not important to you in another stack.
3. Now take the value cards that are important to you. What does each value mean to you? Take each card and decide:
 - a. Is it crucial for you to have?
 - b. Is it something you would like to have (but could do without)?

Create two piles of cards as before.

4. Lay out the cards that are crucial.
 - a. If you have more than eight, move others to the “like to have” group.
 - b. Rank order your crucial values.
5. If you can, take the exercise one step further. Prioritize the values in the stack of cards representing “like to have,” for these will be points to consider for negotiation when you consider job offers.

You will want to seek the values you have identified as “crucial” in any new position you consider, or throughout the progression of your career. Armed with this knowledge, you will be more powerful in negotiation and in assessing new opportunities in the future. “Values alignment” is very important for fulfillment!

A second approach to prioritizing values:

1. Print the pages that follow, single-sided, and cut out each value so that you have a stack of cards. You may use the blank boxes to write in your own values not on the list.
2. Hold the cards face down in your hand, then “deal” yourself a set of 7 cards face up.
3. Flip over the next card from the stack. Would you replace one of the 7 cards on the table with this 8th card?
 - a. If yes, swap one value for another, and place the discarded value card to the side.
 - b. If no, put the value card you don’t want to the side.
4. Repeat the process until you have gone through the entire stack of cards.
5. What are your reactions to the 7 values cards left on the table?

Taking Large Risks	Success	Working on New Areas
Security	Routine	Individuality
Sharing	Influence	Making a Product
Social Change	Acquire Knowledge	Ethical
Spirituality	Leadership	Physically Active
Stable Environment	Location	Supervising Others
Structured Work	Making Decisions	Supervising a Project

Taking Small Risks	Status	Vacation
Flexible Time	Large Organization	Quiet Environment
Variety in Work	Small Organization	Recognition
Predictable Work	Supportive Colleagues	Adventure
Financial Security	Work Setting	Authority
Good Benefits	Working Alone	Beauty
Positive Culture	Working with Others	Sense of Belonging

Leave of Absence	Powerful Role	Manage Own Time
Training/ Education	Contact with Public	Commitment
Competition	Teamwork	Creative
Control	Duty	Excellence
Family	Balance	Pace
Active	Outdoors	Commute
Travel	Equity	Constant Learning

Friendship	Honesty	Growth
Healthy Environment	Helping Role	Working with Deadlines
Sense of Humor	Independence	Current Technology
Solving Problems	Inclusion	Wealth