



Planning Your Future: “Work & Personal Values”

A value is a belief and a priority that is meaningful to you. Values are desirable qualities, standards or principles that serve as your guiding force, especially when making decisions and pursuing options that best meet your needs and lead to increased happiness. Values influence both your actions and reactions. Therefore identifying and focusing on your work and personal values helps you clarify what is most important to you, and helps you become more successful and satisfied in life. By clarifying and applying your values, you can achieve enhanced self-awareness and ultimately be guided towards a more satisfying career.

Check off all the values that you currently consider important in both your career and life planning.

Work Environment

- ☐ Flexibility
- ☐ Work under tight deadlines
- ☐ Pleasant surroundings
- ☐ Time freedom
- ☐ Stability & security
- ☐ High earnings/salary
- ☐ Action-oriented
- ☐ Relaxed work pace
- ☐ Quiet environment
- ☐ Highly organized
- ☐ Excitement
- ☐ Work under pressure
- ☐ Predictability & structure
- ☐ Specific location
- ☐ High volume of public contact
- ☐ Comfortable & stable income
- ☐ Work outdoors
- ☐ Private office
- ☐ Safe environment
- ☐ Aesthetically pleasant surroundings

Work Content

- ☐ Achievement-focused
- ☐ Precision work
- ☐ Challenging work
- ☐ Serve as a leader
- ☐ High levels of competence required
- ☐ Ability to see tangible results
- ☐ High-risk work
- ☐ Work on cutting edge of knowledge
- ☐ Detail-oriented
- ☐ Social activism focus
- ☐ Intellectual stimulation
- ☐ Excellence valued
- ☐ Focused/detailed work
- ☐ Opportunity for creativity & self-expression
- ☐ Change & variety
- ☐ Growth opportunity
- ☐ Control of daily work
- ☐ Adventurous work
- ☐ Helping others
- ☐ Initiative driven

Work Relationships

- ☐ Teamwork focus
- ☐ Trust among colleagues
- ☐ Cultural diversity
- ☐ Caring relationships
- ☐ Competitive environment
- ☐ Cooperation & collaboration
- ☐ Humor & fun
- ☐ Harmony – low levels of conflict
- ☐ Autonomy
- ☐ Recognition for accomplishments
- ☐ Support from supervisors & managers
- ☐ Open communication
- ☐ Work independently
- ☐ Coworkers considered friends
- ☐ Shared values
- ☐ Colleagues provide intellectual challenge & stimulation

Intrinsic & Personal Values

- ☐ Integrity
- ☐ Status/prestige
- ☐ Achievement/results-oriented
- ☐ Respect from others
- ☐ High levels of responsibility
- ☐ Power
- ☐ Influence people
- ☐ Appreciation
- ☐ Belonging and sense of community
- ☐ Equality
- ☐ Independence
- ☐ Focus on service/contribution
- ☐ Authenticity
- ☐ Commitment
- ☐ Work-life balance
- ☐ Honesty
- ☐ Directly help others
- ☐ Impact society
- ☐ Justice & fairness
- ☐ Connection to religion/spirituality

Now that you have identified, go back and circle the top 10 values that are the most essential to your overall happiness and career satisfaction. On the following page, prioritize your values, define them in your own words, and identify specific key examples of when each value was or was not met in a past experience.



My Top 10 Values: Expanded Activity

VALUE

DEFINITION

#1 _____

Example:

#2 _____

Example

#3 _____

Example:

#4 _____

Example:

#5 _____

Example:

#6 _____

Example:

#7 _____

Example:

#8 _____

Example:

#9 _____

Example:

#10 _____

Example:
