

Values: The accepted or unconsciously held beliefs or standards by which one lives.

If we have consistency between our values and our work, we have a higher degree of job satisfaction. Therefore, clarifying our values can guide us in the both the kind of work we seek and how we do our work. Over time our values can change, especially if we are doing personal growth work. Our life circumstances may also influence our value priorities. It is beneficial to discern our values before making relationship decisions, assessing career alternatives or making a major life decision. Below is an exercise that will help you clarify your values for both your personal and professional life.

Using the following scale, rate the following values:

1 = Really important to me; a must have

2 = Rather important to me

3 = Not very important to me

4 = Do not value at all

____ Advancement: Environment that promotes people to higher levels of responsibility and pay

____ Aesthetics: Contribution to the beauty of your surroundings, or appreciation of beauty

____ Altruism: Welfare of others is paramount

____ Adventure: Involves risk taking and challenge outside of the normative expectations of activity

____ Affiliation: People contact for personal enjoyment and/or professional purposes

____ Autonomy: Self determining and independent thought and action

____ Collaboration: Working with other people to accomplish a desired outcome

____ Competition: Process whereby two or more people or groups vie for the "win" over the others

____ Creativity: A new way of accomplishing or expressing ideas, programs or structures

____ Diversification: Opportunity to do a variety of tasks and perform a myriad of skills routinely

____ Geographic Location: Proximity to one's desired and needed activities, both professional and personal

____ Growth: Stimulation to one's mental, emotional and spiritual learning

____ Integrity: Adherence to moral principles and professional standards

____ Leadership: Influence, direct, mentor and develop others

____ Mastery: Expertness in one's area of study, task or field

- _____ Numerical: Orientation to mathematical and statistical information
- _____ Physicality: Use of one's body in service of work
- _____ Recognition: Acknowledged and appreciated for work, contribution and/or existence
- _____ Routine: Repetitive tasks and/or known pattern of activities worked on each day
- _____ Security: Some assurance that the same job, title, pay will be available on an on-going basis
- _____ Sincerity: Honest and open about matters deeply felt
- _____ Religious Beliefs: Existence, nature and worship of a deity and the human's role within that context
- _____ Wealth: Pay received for one's products or services is above average
- _____ Other:

List all of your "1s"

_____	_____	_____
_____	_____	_____
_____	_____	_____

Of all of the "1s" listed above write down the five you couldn't live without (just a list, not a rank):

These top 5 values just defined your ideal life by achieving these in your personal/professional world! It is important however, to get the proper mix of these values at home and at work.

Even though all five of those top values are important, sometimes our priorities become more evident when we are asked to force rank them. Next, rank them according to what you couldn't live without with one being the highest value. For example, Integrity might be number 5, because Security is currently more important and thus number 4 in the rank.

#5: _____ value. It is number 5 because....

#4: _____ value: It is number 4 because....

#3: _____ value: It is number 3 because....

#2 _____ value: It is number 2 because....

#1 _____ value: It is number 1 because...

Lastly, look at your top three values: #1_____, #2_____ and #3_____.

Think of the ways your current or most previous job/colleagues/boss supported, opposed or compromised your values:

Supported (personal values match job):

Opposed (personal values are in conflict with job):

Compromised (can accept values but would rather not at job):