

STEP 1: SELF ASSESS

IDENTIFYING PERSONAL & CAREER VALUES

To live a fulfilling life, work at a meaningful job, and be happy, you must start by determining your signature values. Values, unlike beliefs, come from the heart, not the head. The process of identifying your signature values will require very little thought on your part. Simply allow your heart to feel what makes you happy.

To determine your life and career values, start by asking yourself, “What’s most important to me in my life or career that will make me happy and significantly enrich the quality of my life?” Once you have identified your life and career values, you may want to group them or rank them according to how happy you are living in harmony with them. By doing so, you will clearly understand what you must work on to live a fulfilling and rewarding life and what you must work on to identify a fulfilling and rewarding job.

Control what you can control. Evaluate your rankings and then revise them wherever possible. This will help raise your happiness level to address the more pressing issues better. Understand that your life’s values will constantly shift and change. You must be prepared to review and revisit your values and hierarchy regularly.



ACTIVITY 1.1

This activity aims to identify your personal and career values. Complete the personal values exercise first (page 2), followed by the career values (page 3). Read through each list. When you find a value that describes you, circle it. Next, condense the circled items to the 10 values most describe you. Then, reflect on the meaning of each of the 10 values and ask yourself if they are aligned with the choices you make and the actions you take daily. Finally, once you reflected, select your top 5 core values. It may be helpful to use one of the charts provided to organize your thoughts.

Some people have found it helpful to use charts (pages 4-7) to help group values together and create categories or themes (culture, engagement, leadership, organization, satisfaction, etc.), while others use them to compare similarities between personal and career values. I recommend you do both.



ACTIVITY 1.2

Complete the reflection questions below, and be prepared to discuss them with your coach.

- What did you identify as your top 5 *personal* values?
- What did you identify as your top 5 *career* values?
- Do you have any additional *personal* or *career* values that are not listed on either sheet?
- Are there any similarities between your *personal* and *career* values?
- Do these values guide your words and actions, and if so, how?
- How do you feel when you make choices in line with your identified values versus times when you don’t?
- What changes can you make in your life or career so that your choices and actions are more consistent with your values?
- Is your team, supervisor, or employer aware of your career values? What is the best way to communicate them effectively?
- How can you use your results when applying for jobs?
- Can you craft a question for each value that can be used during the interview process (“Do you have any questions for us?”)?



Stop. With your coach, discuss your findings for activities 1.1 and 1.2

Personal Values

ACCEPTANCE:

To be accepted as I am

ACCURACY:

To be correct in my opinions and actions

ACHIEVEMENT:

To accomplish and achieve

ADVENTURE:

To have new and exciting experiences

ATTRACTIVENESS:

To be physically attractive

AUTHORITY:

To be in charge of others

AUTONOMY: To be self-determining and independent

BEAUTY:

To appreciate the beauty around us

CARING:

To take care of others

COMFORT:

To have a pleasant, enjoyable life

COMMITMENT:

To make a long-lasting and deep commitment to another person

COMPASSION:

To feel and show concern for others

COMPLEXITY:

To have a life full of variety and change

CONTRIBUTION:

To make a contribution that will last after I am gone

COURTESY:

To be polite and considerate to others

CREATIVITY:

To have new and original ideas

DEPENDABILITY:

To be reliable and trustworthy

DUTY:

To carry out my duties and responsibilities

ECOLOGY:

To live in harmony with and protect the environment

FAME:

To be known and recognized

FAMILY: To have a happy, loving family

FLEXIBILITY:

To adjust to new or unusual situations easily

FORGIVENESS:

To be forgiving of others

FRIENDS:

To have close, supportive friends

FUN:

To play and have fun

GENEROSITY:

To give what I have to others

GENUINENESS:

To behave in a manner that is true to who I am

GOD'S WILL:

To seek and obey the will of God

GROWTH:

To keep changing and growing

HEALTH:

To be physically well and healthy

HELPFULNESS:

To be helpful to others

HONESTY:

To be truthful and genuine

HUMILITY:

To be modest and unassuming

HUMOR:

To see the humorous side of myself and the world

INDEPENDENCE:

To be free from depending on others

INDUSTRY:

To work hard and well at my life tasks

INNER PEACE:

To experience personal peace

INTIMACY:

To share my innermost experience with others

JUSTICE:

To promote equal and fair treatment for all

KNOWLEDGE:

To learn and possess valuable knowledge

LEISURE:

To make time to relax and enjoy

LOGIC:

To live rationally and sensibly

LOVED:

To be loved by those close to me

LOVING:

To give love to others

MASTERY:

To be competent in my everyday activities

MODERATION:

To avoid excess and find a middle ground

ORDERLINESS:

To have a life that is well-ordered and organized

PLEASURE:

To have experiences that feel good

POPULARITY:

To be well-liked by many people

POWER:

To have control over others

PURPOSE:

To have meaning and direction in life

REALISM:

To see and act realistically and practically

RESPONSIBILITY:

To make and carry out important decisions

RISK:

To take risks and chances

ROMANCE:

To have intense, exciting love in my life

SAFETY:

To be safe and secure

SELF-ACCEPTANCE:

To like myself as I am

SELF-CONTROL:

To be self-disciplined and govern my own activities

SELF-ESTEEM:

To feel positive about myself

SELF-KNOWLEDGE:

To have a deep, honest understanding of myself

SERVICE:

To be of service to others

SIMPLICITY:

To live life simply, with minimal needs

SPIRITUALITY:

To grow spiritually

STABILITY:

To have a life that stays reasonably consistent

STRENGTH:

To be physically strong

TOLERANCE:

To accept and respect those different from me

VIRTUE:

To live a morally pure and excellent life

WEALTH:

To have plenty of money

OTHER:

Career Values

ACCOMMODATION:

Modification of a job, job site, or way of doing a job so that persons with disabilities can have equal access to opportunity in all aspects of work and perform the essential functions of their positions

EMPLOYEE RESOURCE GROUPS (ERGS):

Employer-recognized groups that promote diversity and inclusion efforts and allow for networking, mentorships, social programming, and other opportunities for professional and personal development

AUTONOMY:

The ability to be an independent self-determining individual

BENEFITS:

Mandatory or voluntary payments or services provided to employees, typically covering retirement, health care, sick pay/disability, life insurance, and paid time off

BRAND NAME:

The importance of working for a well-known or household name

CAREER DEVELOPMENT:

Progression through a series of employment stages characterized by relatively unique issues, themes, and tasks (promotion potential)

CROSS-FUNCTIONAL COLLABORATION:

Ability to work in a team from the different departments across an organization to solve specific problems

COMMUNICATION:

The ability to express ideas in writing or speech

COMMUNITY:

People who care about something and pursue it together

COMPENSATION:

To be highly paid for your work

CORPORATE SOCIAL RESPONSIBILITY:

The concept that a corporation has an impact on the lives of its stakeholders and the environment, encompassing such areas as corporate government, philanthropy, sustainability, employee rights, social change, volunteerism, corporate-sponsored community programs, and workplace safety

CREATIVITY:

The ability to transcend traditional ideas, rules, patterns, relationships, or the like to create meaningful new ideas, forms, methods, and interpretations

EMOTIONAL WELLBEING:

Inner peace, abiding confidence, freedom from anxieties, tranquility

EQUITY:

Non-cash pay that is offered to employees (restricted stock, performance shares)

HEALTH & WELLNESS PROGRAMS:

Organized programs intended to improve and promote employee health and fitness

IMPACT:

The personal ability to make a positive change by advancing the organization, division, department, or office

INCLUSION:

Extent to each person in an organization feels welcomed, respected, supported, and valued as a team member

INDUSTRY:

group of companies that are related based on their primary business activities

LABOR UNIONS:

Groups of workers who formally organize and coordinate their activities to achieve common goals in their relationship with an employer or group of employers (i.e., trade union)

LEADERSHIP & INFLUENCE:

Ability to influence, guide, inspire, or motivate a group or person to achieve goals

LEADERSHIP DEVELOPMENT:

Professional program that helps management—and executive-level employees develop knowledge, skills, abilities, and other characteristics related to leadership

LOCATION:

The geographic location of where one performs work

LOYALTY:

Maintained allegiance to a person, group, institution, or idea

MENTORING:

A relationship in which one person helps guide another's development

ORGANIZATIONAL VALUES:

Beliefs and principles defined by an organization to direct and govern its employees' behavior

PERFORMANCE APPRAISALS:

Process of measuring and evaluating an employee's adherence to performance standards and providing feedback to the employee

PROFESSIONAL DEVELOPMENT:

Funding and/or paid time off to develop or excel in performing given tasks

RECOGNITION:

Favorable attention or acknowledgment from others that makes one feel significant

RELATIONSHIPS:

Ability to build strong relationships with peers

REMOTE WORK:

The ability to work from home temporarily or permanently

REPORTING STRUCTURE:

Where one falls on the organizational chart

RESPONSIBILITY:

Level of accountability or performance assigned to a job description

JOB SECURITY:

To know the stability of the company or position

SIZE:

The headcount within a company, division, department, or office

SUPERVISOR:

The person who is directly responsible for your performance appraisals

SUSTAINABILITY:

The practice of purchasing and using resources wisely by balancing economic, social, and environmental concerns toward the goal of securing present and future generational interests

TITLE:

The official title listed on your official job description

TRANSPORTATION & PARKING:

The accessibility and cost of public transportation and/or parking

LOW TURNOVER:

Act of replacing employees who are leaving an organization. Attrition or loss of employees

WORK-LIFE BALANCE:

The balance between time spent working and personal life

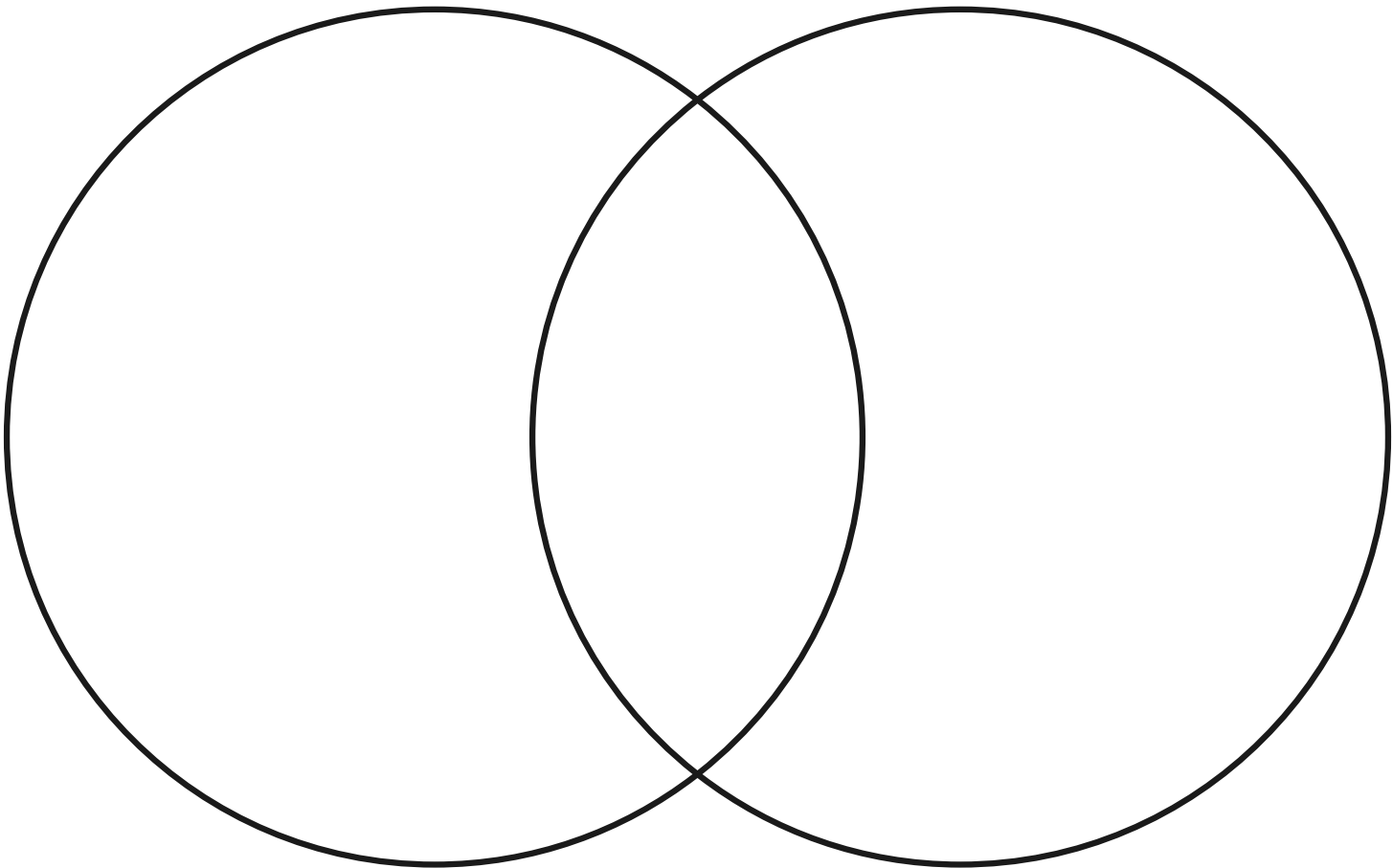
WORK STATION & OFFICE:

The location and resources allocated to your workspace

WORKPLACE AMENITIES:

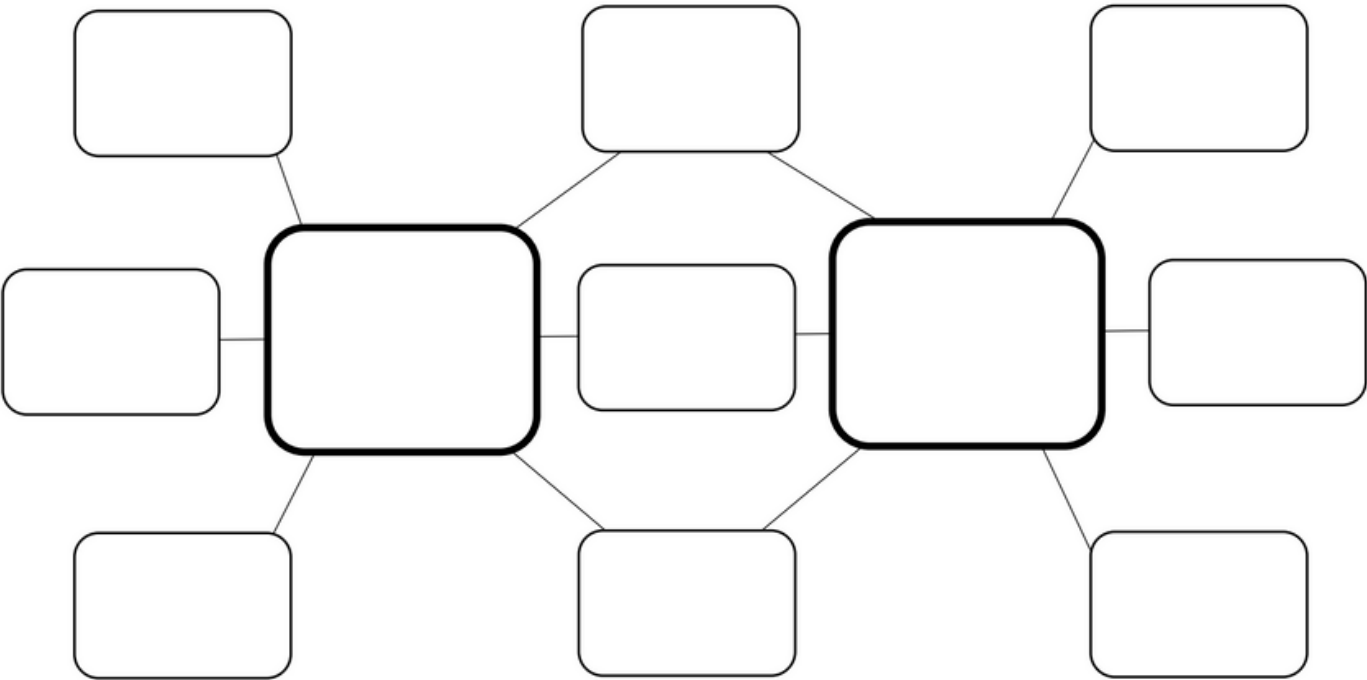
Items to make the workday more enjoyable and productive such as walking trails, exercise rooms, pool tables, or a coffee shop

Value Chart: Best for evaluating two ideas



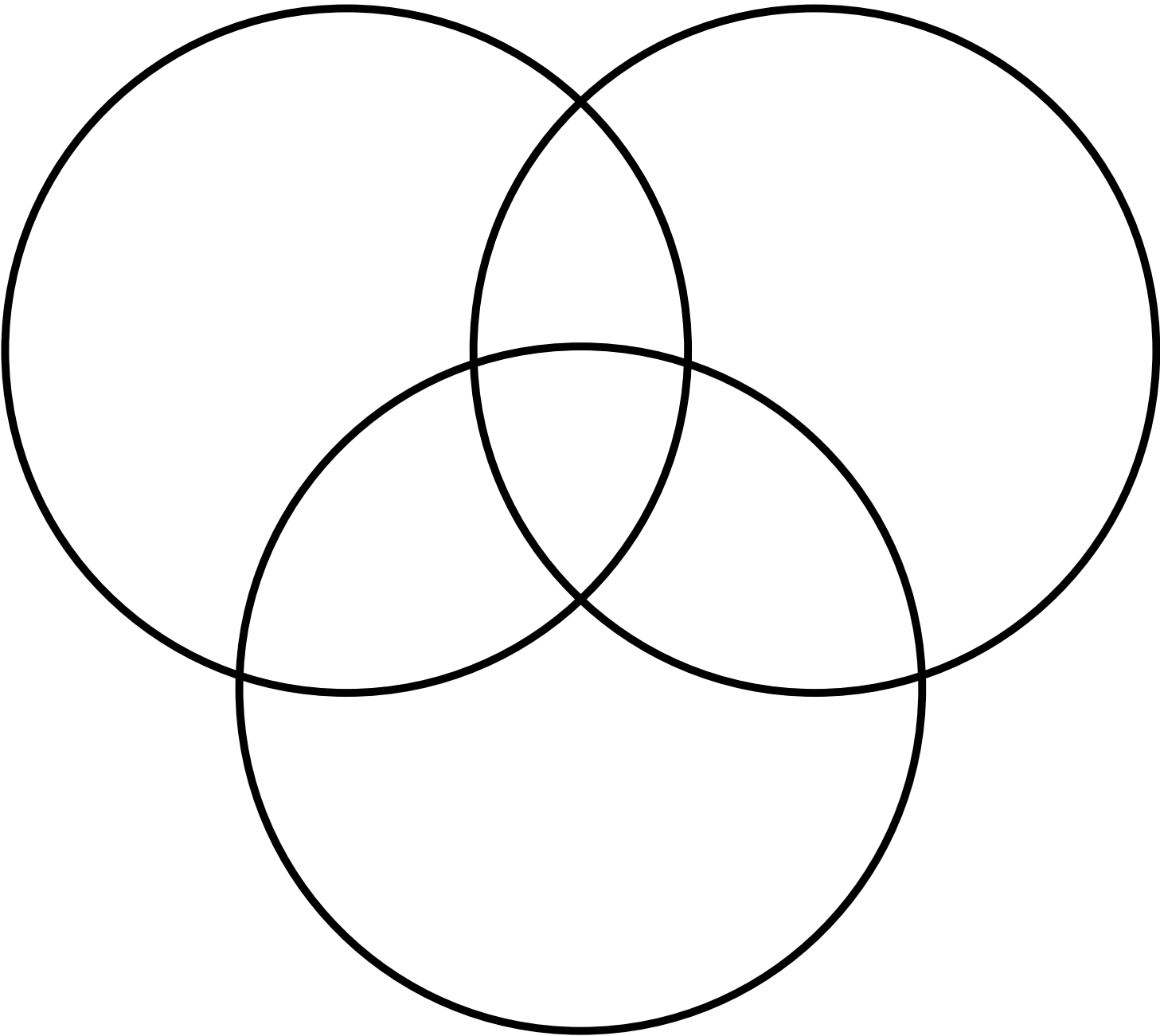
Notes:

Value Chart: Best for evaluating two ideas



Notes:

Value Chart: Best for evaluating three ideas



Notes:

Value Chart: Best for evaluating four ideas

Notes: