

## VALUES worksheet

**A**ccording to Webster's dictionary, a value is something that has intrinsic merit, or is something that you rate highly. To have a true understanding of yourself, it is critical to identify your core values, for they are reflected in 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. Often we can see what is important to others by observation; for example, she is really motivated by working on a team, she is trying hard for the promotion, or she wants more flexibility in her work schedule. But most of us find that observing ourselves is difficult at best, so it takes an exercise that provides perspective to distill this information about ourselves.

Values may evolve over time. When you start your first job, it is likely that good pay and benefits will be high on the list of work values. As time progresses, the opportunity to gain recognition for your accomplishments, or to work on creative projects, may become more important. Frequently, a personal change of circumstances will affect values; women often are challenged by this and must work to reach balance in personal and work values.

Clearly the values you hold will have a direct relationship to the type of work that you will find satisfying, the environment that is best for you, and the type of people with whom you will spend most of your waking hours. So knowing your values becomes an essential element for your profile. Knowing yourself will allow you to seek opportunities that will fulfill you most effectively, and enable you to do your best.

Please take the time to consider the following exercise to identify your values today. I recommend that you revisit these from time to time, as you prepare for new job opportunities or experience shifts in your life.

### Values Cards

1. Please take the cards provided and cut them up so that you have a stack of cards. You will need a large surface area on which to spread out the cards for the exercise.
2. Take each card and consider it carefully. Is this value important to you? If it is important, put it in one stack. 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 if it is something you would *like* to have, or if it is something *critical* for you to have. Create two piles of cards as before.
4. Lay out the cards that are critical. If you have more than eight, you must eliminate the others and make them part of "the like to have" group. (This can be tough!)
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. The values you have identified as "critical" you will want to seek in any new position for yourself. Armed with this knowledge, you will be more powerful in negotiations and in assessing new opportunities in the future. "Fit" is very important for your happiness and success!

<b>Taking Small Risks</b>	<b>Status</b>	<b>Vacation</b>	<b>Friendship</b>
<b>Taking Large Risks</b>	<b>Success</b>	<b>Leave of Absence</b>	<b>Working on New Areas</b>
<b>Security</b>	<b>Supervising Others</b>	<b>Training/ Education</b>	<b>Working with Deadlines</b>
<b>Sharing</b>	<b>Supervising a Project</b>	<b>Large Organization</b>	<b>Growth</b>
<b>Social Change</b>	<b>Flexible Time</b>	<b>Small Organization</b>	<b>Healthy Environment</b>
<b>Spirituality</b>	<b>Variety in Work</b>	<b>Supportive Colleagues</b>	<b>Helping Role</b>
<b>Stable Environment</b>	<b>Predictable Work</b>	<b>Work Setting</b>	<b>Honesty</b>
<b>Structured Work</b>	<b>Financial Security</b>	<b>Working Alone</b>	<b>Sense of Humor</b>
<b>Routine</b>	<b>Good Benefits</b>	<b>Working with Others</b>	<b>Independence</b>

<b>Individuality</b>	<b>Powerful Role</b>	<b>Commitment</b>	<b>Pace</b>
<b>Influence</b>	<b>Contact with Public</b>	<b>Competition</b>	<b>Active</b>
<b>Acquire Knowledge</b>	<b>Quiet Environment</b>	<b>Teamwork</b>	<b>Outdoors</b>
<b>Leadership</b>	<b>Recognition</b>	<b>Control</b>	<b>Commute</b>
<b>Location</b>	<b>Adventure</b>	<b>Creative</b>	<b>Travel</b>
<b>Making Decisions</b>	<b>Authority</b>	<b>Duty</b>	
<b>Making a Product</b>	<b>Beauty</b>	<b>Excellence</b>	
<b>Ethical</b>	<b>Sense of Belonging</b>	<b>Family</b>	
<b>Physically Active</b>	<b>Manage Own Time</b>	<b>Balance</b>	