



Values are personal beliefs that indicate to each of us what is desirable, important, meaningful, useful, and worthwhile. **Understanding what you value, personally and professionally, will help you make career and lifestyle choices that will be more satisfying and rewarding.** Once you understand your values, you can make better decisions about whether certain opportunities are right for you – like whether or not you should pursue a certain job.



Activity 1 – Checklist for Personal Values

This exercise is designed to help you reach a better understanding of the values that matter most to you.

Instructions: From this list of values below, select the 10 that are most important to you as guides for how to behave, or as components of a valued way of life. Feel free to add any values of your own to this list.

Achievement	Friendships	Physical challenge
Advancement and promotion	Growth	Pleasure
Adventure	Having a family	Power and authority
Affection (love and caring)	Helping other people	Privacy
Arts	Helping society	Public service
Challenging problems	Honesty	Purity
Change and variety	Independence	Quality of what I take part in
Close relationships	Influencing others	Quality relationships
Community	Inner harmony	Recognition (respect from others, status)
Competence	Integrity	Religion
Competition	Intellectual status	Reputation
Cooperation	Involvement	Responsibility and accountability
Country	Job tranquility	Security
Creativity	Knowledge	Self-respect
Decisiveness	Leadership	Serenity
Democracy	Location	Sophistication
Ecological awareness	Loyalty	Stability

Economic security	Market position	Status
Effectiveness	Meaningful work	Supervising others
Efficiency	Merit	Time freedom
Ethical practice	Money	Truth
Excellence	Nature	Wealth
Excitement	being around people who are open and honest	Wisdom
Fame	Order (tranquility, stability, conformity)	Work under pressure
Fast living	Personal development	Work with others
Financial gain	Freedom	Working alone
?	?	?

My top 10 values:

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

Now narrow that list down to 5 values:

1.	2.	3.	4.	5.
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Finally, pick your 3 tops values:

1.	2.	3.
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The Importance of Values

Values exist, whether you recognize them or not. Life can be much easier when you acknowledge your values – and when you make plans and decisions that honor them.

What is the purpose of clarifying your values? Why become conscious about what you value?

- To know who you are, what's important to you.
- To keep life-directing decisions from being based on impulse, pressure, emotion or a family or friend's advice instead on the values by which you live. What happens when your decisions are based on someone else's values or opinions? Based on impulse? Based on convenience or expedience, instead of what you believe is right?
- To show yourself that you can take charge of your life by matching your decisions with your values.

Once you know what your basic values are, you can begin making deliberate choices based on your conscious values.



For more on the benefits of identifying your values, read this article:

<https://www.lifehack.org/articles/communication/8-benefits-identifying-your-values.html>

When Values Conflict

When the things that you do and the way that you behave match your values, life is usually good – you're satisfied and content. But when these don't align with your personal values, that's when things feel... wrong. This is called a **values conflict** and can be a real source of unhappiness. In a values conflict, there is a difference of opinion created by disparities in long-held beliefs and worldviews. These conflicts are not easily resolved with facts as the differences are belief-based and not fact-based. This is why making a conscious effort to identify your values is so important.



Reflection Question: Based on the top value you pick in the last activity, can you think of a behavior or action you could do that would conflict with that value?

Values at Work

If you value family, but you have to work 70-hour weeks in your job, will you feel internal stress and conflict? And if you don't value competition, and you work in a highly competitive sales environment, are you likely to be satisfied with your job?

In these types of situations, understanding your values can really help. When you know your own values, you can use them to make decisions about how to live your life.



Once you understand your own values, you can use them to make these types of decisions:

- What job should I pursue?
- Should I accept this promotion?
- Should I start my own business?
- Should I compromise or be firm with my position?
- Should I follow tradition or make a new path?



For more on finding a job that aligns with your interests and values, read this article: <https://www.indeed.com/career-advice/finding-a-job/how-to-determine-what-to-do-with-your-life>

Activity 2 – Aspects I Value in a Job

Work related values are a part of setting job search goals. Decide what working conditions are important to you.

Instructions:

1. Draw a line through those conditions that you would not like in a job.
2. Check the box next to those conditions that you would like in a job.
3. Number the top ten most important values – with one being the most important.

*If there is a working condition that is important to you and not listed, please write that condition in the free space.

<input type="checkbox"/> Independence	<input type="checkbox"/> Retirement Benefits	<input type="checkbox"/> Size of Employer
<input type="checkbox"/> Competence	<input type="checkbox"/> Health Benefits	<input type="checkbox"/> Diversity
<input type="checkbox"/> Creativity	<input type="checkbox"/> Other Benefits	<input type="checkbox"/> Organizational Structure
<input type="checkbox"/> Challenge	<input type="checkbox"/> Flexible Schedule	<input type="checkbox"/> Relocation
<input type="checkbox"/> Status	<input type="checkbox"/> Shift: 1 st , 2 nd , 3 rd	<input type="checkbox"/> Quality Environment
<input type="checkbox"/> Position	<input type="checkbox"/> Regular Work Week	<input type="checkbox"/> Decision Making
<input type="checkbox"/> Security	<input type="checkbox"/> Recognition	<input type="checkbox"/> Work Under Pressure
<input type="checkbox"/> Variety	<input type="checkbox"/> Travel Involved	<input type="checkbox"/> Slow Pace
<input type="checkbox"/> Fast Pace	<input type="checkbox"/> Public Transportation	<input type="checkbox"/> Distance to Work
<input type="checkbox"/> Excitement	<input type="checkbox"/> Work Alone	<input type="checkbox"/> Availability of Overtime
<input type="checkbox"/> Commuting Distance	<input type="checkbox"/> Work on a Team	<input type="checkbox"/> Cube as Office Space
<input type="checkbox"/> Public Contact	<input type="checkbox"/> Formal Environment	<input type="checkbox"/> Shared Office Space
<input type="checkbox"/> Wage	<input type="checkbox"/> Casual Environment	<input type="checkbox"/> Own Office Space
<input type="checkbox"/> Power	<input type="checkbox"/> Learning Opportunities	<input type="checkbox"/> Flex Time
<input type="checkbox"/> Respect	<input type="checkbox"/> Skill Building	<input type="checkbox"/>
<input type="checkbox"/> Authority	<input type="checkbox"/> Career Enhancement	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

The top 10 aspects you value in a job (ranked):

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



For more on how to choose a career based on your interests, watch this video:
<https://www.youtube.com/watch?v=9pvWJEYhfvc>

Conclusion and Reflection

Understanding your values can help you make better decisions in your personal and professional life. One way to decide if a job/workplace is one where you will be productive and successful is to ask whether or not it reflects your values. If there is a conflict in values, you may need to either look elsewhere or decide how you might respond to that conflict if/when it occurs.



Reflection Question: Based on the values and work aspects you identified above, does your current job satisfy those values? If you are looking for a job, do the roles and positions you're applying to satisfy those values?