IDENTIFY YOUR CAREER VALUES
5 Step Workbook

Identify Your Work Values
Career Values Identification Workbook

Table of Contents

Introduction

This workbook helps you identify your work or career values – what's most important to you in your work life. One definition of fulfilment is simply "living your values". It therefore makes sense that to feel fulfilled in our work we need to make sure that our work aligns with our values too.

Why does this matter? Well, knowing your work values enables you to understand what drives and motivates you while at work. It also helps clarify what you may want to avoid in the workplace. And once you're clear on your work values (whether you're looking at a new role, career change or just looking for ways to improve your current situation), you can do so in an informed manner: Knowing your work values will enable you to choose roles, careers and activities at work that support and enhance your values - and avoid those that contradict them.

Note: Your work values change over time (just as your personal values do). They shift as you understand yourself better and as your priorities in life change. Values are always moving and this is why we can 'outgrow' a job or role that initially suited us.

Final Tip: The longer you spend and the more effort you put in, the more effective this values exercise will be.

Before you get started, **write here what you would *specifically* like to get out of this exercise**:

....

....

If you have questions, please just ask me! **It's now time to begin - enjoy your workbook!**

coaching
companies

Identify Your Work Values
Career Values Identification Workbook

Work Values Step 1 – Work Experience Review

This first exercise is simply to think about your work experience and use this to drive out initial value ideas.

1) In the boxes below, write a list of a few things you Love, Like, Tolerate and Hate in current and past work.
2) It doesn't matter how big, small, personal or even silly each item may seem – this is about how you FEEL and **what made a difference to your EXPERIENCE of work**. You can continue on a separate sheet if you like.

	LOVE	LIKE	TOLERATE	DISLIKE or HATE
Current (or most recent) Work	• • •	• • •	• • •	• • •
Previous Work	• • •	• • •	• • •	• • •
Previous Work	• • •	• • •	• • •	• • •
Previous Work	• • •	• • •	• • •	• • •

So, what values and common themes do you notice? _____

_____

If the things you tolerate/dislike were your values NOT being met, what values might you have?

_____

Work Values Step 2 – Brainstorming

You've reviewed your work experience so far and now it's time for a fuller brainstorm of possible values. This brainstorm exercise is for you to learn about the REAL you, so allow about 30 minutes to start with.

1) Aim for a list of 30-50 things that answer the question, **"What's most important to me in my work-life?"**
2) Revisit your list after a minimum of 24 hours and write down anything else that comes to you.

DON'T:
- Worry about whether it's a 'value' word right now, just use whatever words or phrases spring to mind!
- Judge your answers - or 'cherry-pick' values you think you *should* have!

DO:
- Consider some-times when you've got angry/upset (often a value NOT being met).
- Think of times when you've been really enjoying yourself at work (often a value being met).
- Consider words or themes that come up a lot for you at work - they may be important!

1. ……………………………	17. ……………………………	33. ……………………………
2. ……………………………	18. ……………………………	34. ……………………………
3. ……………………………	19. ……………………………	35. ……………………………
4. ……………………………	20. ……………………………	36. ……………………………
5. ……………………………	21. ……………………………	37. ……………………………
6. ……………………………	22. ……………………………	38. ……………………………
7. ……………………………	23. ……………………………	39. ……………………………
8. ……………………………	24. ……………………………	40. ……………………………
9. ……………………………	25. ……………………………	41. ……………………………
10. ……………………………	26. ……………………………	42. ……………………………
11. ……………………………	27. ……………………………	43. ……………………………
12. ……………………………	28. ……………………………	44. ……………………………
13. ……………………………	29. ……………………………	45. ……………………………
14. ……………………………	30. ……………………………	46. ……………………………
15. ……………………………	31. ……………………………	47. ……………………………
16. ……………………………	32. ……………………………	48. ……………………………

Work Values Step 2b – Brainstorming (wrap-up)

To wrap-up your brainstorming, AT LEAST a week after completing Step 2, complete these final actions:

- Review your brainstormed list from Step 2 and **add any new items** that have come up since.
- Anything you can DO or HAVE is probably not a value: Look over your brainstormed items and if it is **something you can do or have ask, "What does that give me?" until you get to the value underneath**.
e.g. Travel could be Adventure and/or Learning, Teamwork could be Fun or Community, Writing could be Creativity. Cross out the old word and write your new "value" word in the same spot.

Work Values Step 3 – Review and Condense

Next we want to review and condense the values, ideas and words you've come up with so far – to about 8 key factors or values that you will work with going forwards.

1) **Look for and group similar items** together.
2) Finally, **pick the most meaningful word** from each group to place at the front and place all the similar items after the most meaningful word, separating each item with a ' / ' and list them below.
For example: If Integrity was your most meaningful word, then honesty, trust and truth might all fit alongside like this: **Integrity**/honesty/trust/truth

NOTE: Don't worry about putting your Top 8 items in priority order - we do the prioritization next in Step 4.

My Top 8 Values

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

Work Values Step 4 – Prioritisation

Now this part – the prioritisation – takes a bit of thought. And it's totally worth it, because this is where you get to see what's REALLY important to you. You may well be surprised by your final value priorities - and if so that's great, because now you'll have a new *more meaningful* way of looking at your work-life.

Actions required:

- **In the second ring** (grey area) – write your top 8 values from step 3 – no specific order
- In the inner ring – state as a % (max value 100%), the extent that you are living this value today?
- Work your way around the circle, comparing each value against the other 7. *i.e.*
  - value 1 against value 2, then 1 against 3, 1 against 4 & so on, then repeat for values 2 thru 7
  - don't over think your decision – choose your preferred value as quickly as possible.
- In the 3rd ring – after identifying the value which is preferred - score 1 for that value
- In the outer ring – tally the score recorded for each value to reveal the value priorities – highest score equals highest priority.

coaching companies
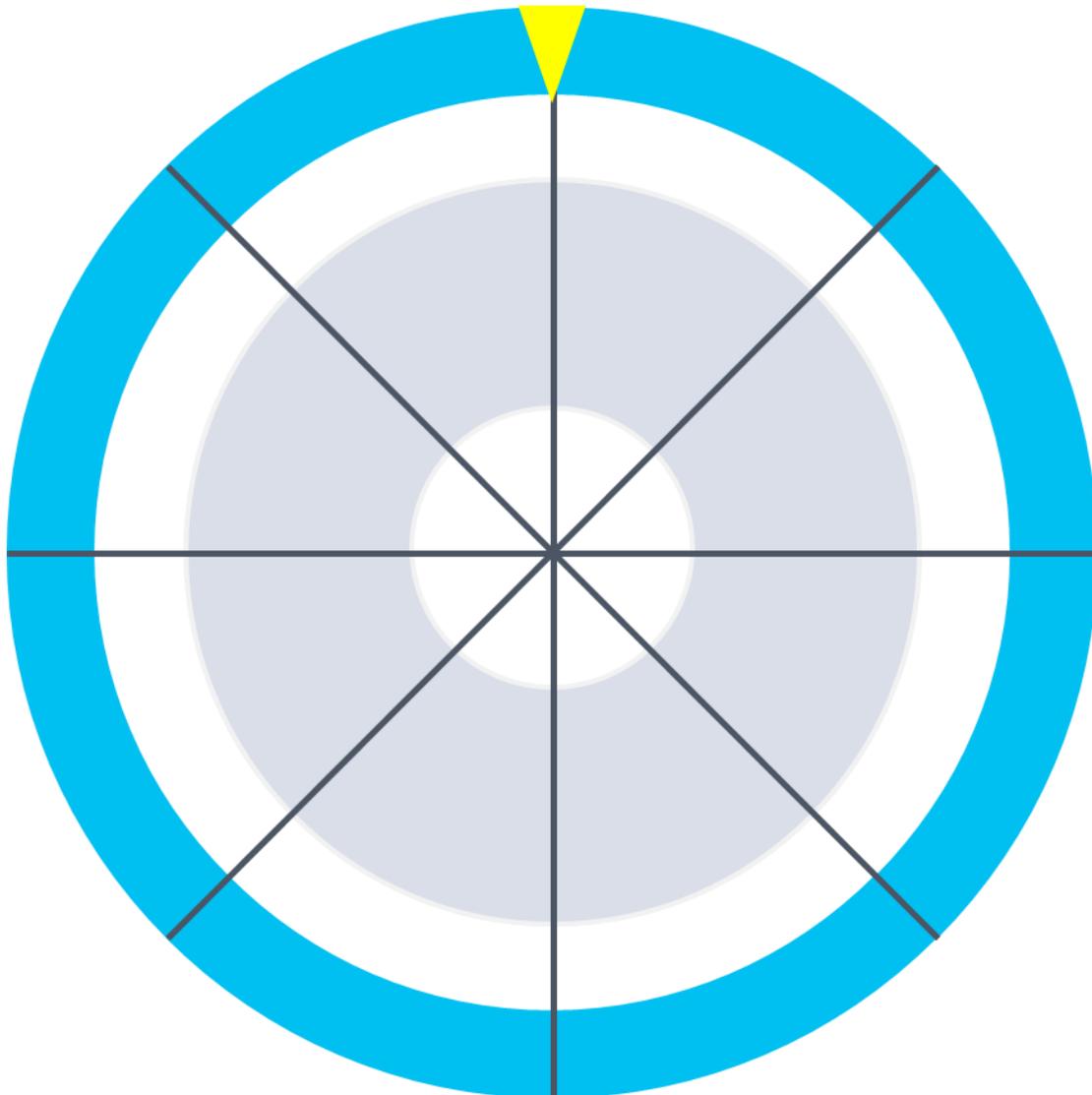
Identify Your Work Values
Career Values Identification Workbook

Work Values Step 5 – Review and Wrap-up

Congratulations! You now have your Top 8 Work or Career Values! Here are some final questions to help you improve your life at work, and gain the most from completing this workbook.

1. What did you **learn about yourself** during this Values exercise?

....

....

....

....

2. What were your biggest **surprises**? ....

....

....

....

3. What could you do differently at work to align your work-life (even) more with your values?

- What could you **stop** doing?   ....

- What could you **do less** of?   ....

- What could you **do more** of?   ....

- What could you **continue** doing?   ....

- What could you **start** doing?   ....

4. What is **ESSENTIAL** to have in your work? ....

5. What must I **AVOID** in my work? ....

6. Finally, what would have happened **in 3 year's time** so that your work-life is spectacular and you feel magnificent

about yourself and work? ....

....

....

coaching companies

Congratulations. You've finished!

Please use the space below to brainstorm or make notes:

Remember that your values change over time - just as you do!
So, feel free to return to this workbook at any time to redo or simply review your values.
Especially if you're looking for ideas or are feeling bored, tired, fed up or frustrated at work!

coaching
companies

Identify Your Work Values
Career Values Identification Workbook

Glossary of Values (list is not exhaustive)

- Accountability
- Achievement
- Adaptability
- Administration
- Adventure
- Adventure
- Affection
- Appreciation
- Attitude
- Authenticity
- Authority
- Autonomy
- Balance
- Beauty
- Boldness
- Collaboration
- Challenge
- Change
- Citizenship
- Commitment
- Community
- Compassion
- Competency
- Confidence
- Congruence
- Contribution
- Control
- Creativity
- Curiosity
- Courtesy
- Determination
- Dependability
- Discipline
- Diversity
- Empathy
- Endurance
- Equality
- Ethics

- Fairness
- Faith
- Fame
- Family
- Flexibility
- Freedom
- Friendships
- Fun
- Generosity
- Growth
- Happiness
- Helping others
- Honesty
- Hospitality
- Human Dignity
- Humor
- Integrity
- Ideation
- Independence
- Influence
- Inner Harmony
- Interdependence
- Intimacy
- Justice
- Kindness
- Knowledge
- Leadership
- Learning
- Love
- Loyalty
- Meaningful Work
- Obedience
- Openness
- Optimism
- Order
- Patience
- Peace
- Pleasure

- Poise
- Popularity
- Positive attitude
- Productivity
- Professionalism
- Recognition
- Relaxation
- Religion
- Reputation
- Respect
- Responsibility
- Safety
- Security
- Self-motivation
- Self-Respect
- Service
- Simplicity
- Spirituality
- Stability
- Success
- Status
- Synergy
- Tradition
- Transcendence
- Trustworthiness
- Uniformity
- Variety
- Wealth
- Wisdom
- Work ethics
- Workmanship
- .
- .
- .
- .
- .
- .
- .

coaching companies