

ATLANTA CHALLENGE



**CAREER VALUES
IDENTIFICATION
WORKBOOK**

CAREER VALUES IDENTIFICATION

Table of Contents

Introduction	2
Work Values Step 1 – Work Experience Review	3
Work Values Step 2 – Brainstorming	4
Work Values Step 3 – Review and Condense	5
Work Values Step 4 – Prioritisation	6
Work Values Step 5 – Review and Wrap-up	7

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:**



CAREER VALUES IDENTIFICATION

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 Work				
Previous Work				
Previous Work				
Previous Work				
Previous Work				



CAREER VALUES IDENTIFICATION

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 about times when you have been really happy or 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!



CAREER VALUES IDENTIFICATION

1 _____	13 _____	25 _____
2 _____	14 _____	26 _____
3 _____	15 _____	27 _____
4 _____	16 _____	28 _____
5 _____	17 _____	29 _____
6 _____	18 _____	30 _____
7 _____	19 _____	31 _____
8 _____	20 _____	32 _____
9 _____	21 _____	33 _____
10 _____	22 _____	34 _____
11 _____	23 _____	35 _____
12 _____	24 _____	36 _____



CAREER VALUES IDENTIFICATION

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.** Eg. 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 10 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 10 items in priority order - we do the prioritization next in Step 4.



CAREER VALUES IDENTIFICATION

My Top 10 Values

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

1 _____

0 _____

Work Values Step 4 – Prioritization

Now this part – the prioritization – 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.

- 1) Using just the first word from your Top 10 list items in Step 3, roughly prioritize your list in the left-hand column below (QUICKLY – this a 1 minute job!).
- 2) Now, take the first value (A) on your list below and compare it to the second item (B). Do this by answering this question below:

**"If I had to choose between having (A) and NOT (B),
OR having (B) and NOT (A) for the rest of my life - which would it be?"**

Think carefully: You're going to be without one of these *forever* - so **use your heart to mindfully choose.**



CAREER VALUES IDENTIFICATION

- 3) If (A) wins, compare (A) to the next item (C) on your list. Use the same question, "Would I rather have (A) and NOT (C), or (C) and NOT (A) *for the rest of my life* ?"
- 4) Keep working your way down the list until an item beats A.
- 5) If you get to the bottom of your list and nothing beats (A), then (A) is your top value: Write (A) in the number (1) spot in the right-hand column and start the process again with (B).
- 6) If an item, say (E) beats (A), simply continue the question process down the list using the new 'most important' value of (E). Continue from where (A) got to - if (A) beat all the items above then (E) will too!
 - If you get to the bottom of the list and nothing beats (E), then (E) is your top value: Write (E) in the number (1) spot in the right-hand column.
 - Then return to (A) and repeat the process down the list (from (F) forwards) to see if anything else beats (A).
 - If (A) now beats all your other values, it is your second most important value: Place it in the number (2) spot.
- 3) Repeat this process until you have a prioritized order for your values.

NOTE: This may sound complicated, but it's much easier to do than it is to describe, so just get started!

Initial Top 10 Work Values	Final Prioritized Top 10 Work Values
A _____	1 _____
B _____	2 _____
C _____	3 _____
D _____	4 _____
E _____	5 _____
F _____	6 _____
G _____	7 _____
H _____	8 _____
I _____	9 _____
J _____	10 _____



CAREER VALUES IDENTIFICATION

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?

Congratulations. You've finished!

Please use the space below to brainstorm next steps or make notes:

