

# Work and Personal Values

Values are beliefs, standards, and principles that guide your actions and decisions. People are typically more successful in their careers when they work in jobs that reflect their values.

## Step 1: Identify Your Values

- Check the values that are important to you. There are no right or wrong answers.

### Work Environment

- Established training
- Learn on the job
- Relaxed work pace
- Fast work pace
- Specific location
- Daily travel
- Frequent trips
- High volume of public contact
- Low public contact
- Private office
- Work indoors
- Work outdoors
- Safe environment
- High risk work
- Physically active
- Sedentary
- Formal dress
- Business casual
- Informal dress
- Small organization
- Large organization
- Flexible hours
- Set work schedule
- On-call position
- Family friendly
- Job stability

### Work Characteristics

- Challenging work
- Visible progress
- Big picture focus
- Detail-oriented
- High levels of responsibility
- Influence people
- Social activism focus
- Using data and ideas
- Intellectual stimulation
- Requires creativity
- Innovation opportunities
- Adventurous work
- Change and variety
- Regular routine
- Room for advancement
- Supervise others
- Be your own boss

### Work Relationships

- Teamwork focus
- Work independently
- Caring relationships
- Coworkers considered friends
- Shared values
- Trust among colleagues
- Cultural diversity
- Competitive environment
- Harmony; low levels of conflict
- Hard-working and serious
- Humor and fun
- Accomplishment recognition
- Support from supervisors
- My ideas are valued
- Open communication
- Close management style

### Personal Values

- Integrity
- Health
- Respect from others
- Moral fulfillment
- Equality
- Helping others
- Impact society
- Geographic location
- Work-life balance
- Honesty
- Lifelong learning
- Happiness
- Religion or spirituality
- Wealth
- Status and prestige
- Power
- Rewarding work

## Step 2: Identify Which Values are Important for You.

- Select the top five values from the ones that you checked.

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# Work and Personal Values

## Step 3: Connect your values with career options.

- Label the rows with your top five values from Step 2.
- Label the columns with three career options that interest you.
- State how your values do or do not match your career interests in the chart below.

	Career 1	Career 2	Career 3
Value 1			
Value 2			
Value 3			
Value 4			
Value 5			