

Clarifying Your Work Values:

Knowing What's Important to You

Values are a set of standards that determine attitudes, choices, and action. Mapping your value priorities can help lay important groundwork for making sound career decisions that fit your unique pattern of values, interests, and talents. Work-related values underlie our choices about work. Some people value creativity; others place a premium on income or contributing.

Workplaces are becoming more collaborative, and people are increasingly looking not just for jobs, but also for organizations whose values and culture align with their own. By the same token, the most effective organizations attract people who already share most of their key values. Discussing your values in an appointment with a career counselor can help you focus and choose work environments and positions that are the best fit for you.

Underline all the values most important in your worklife for the next few years. Then narrow down the list and circle the top ten values that are absolutely essential to express or satisfy in your work. Prioritize those top ten and define them on the next page.

<i>WORK CONTENT</i>	<i>WORK SETTING</i>	<i>WORK RELATIONSHIPS</i>	<i>INTRINSIC VALUES</i>
challenging	flexibility	teamwork	integrity
leading	deadline pressure	trust	status
competence	surroundings	cultural identity	achievement
mastery	time freedom	caring	respect
risk	security	competition	responsibility
leading edge	high earnings	cooperation	power
detail-oriented	action-oriented	diversity	influence
social activism	structure	collaboration	appreciation
learning	casual	humor	helping
focus	quiet	harmony	belonging
creativity	organized	autonomy	community
variety	excitement	recognition	equality
growth	pressure	support	independence
knowledge	predictability	open communication	contributing
control	location	people contact	service
adventure	public contact	independence	authenticity
helping	comfortable income	fun	commitment
initiating	relaxed pace		balance
excellence			honesty
			having an impact
			fairness
			prestige

other values: _____

YOUR TOP TEN VALUES

YOUR DEFINITION OF EACH VALUE

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

(Source: Career Development Center, Stanford University)