### Rank Your Values
#### Exercise 1

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Help Society</td>
<td>Doing something to contribute to the betterment of the world I live in</td>
</tr>
<tr>
<td>Help Others</td>
<td>Helping people in a direct way, either individually or in groups</td>
</tr>
<tr>
<td>Public Contact</td>
<td>Have a lot of day-to-day contact with people</td>
</tr>
<tr>
<td>Creativity</td>
<td>Create new ideas, programs, products, organizational structures or anything else not following a format previously developed by others</td>
</tr>
<tr>
<td>Work Alone</td>
<td>Do projects by myself, without any significant amount of contact with others</td>
</tr>
<tr>
<td>Affiliation</td>
<td>Being recognized as a member of a particular organization</td>
</tr>
<tr>
<td>Autonomy</td>
<td>Ability to determine the nature of my work without much direction</td>
</tr>
<tr>
<td>Team Work</td>
<td>Working closely with co-workers to reach common goals</td>
</tr>
<tr>
<td>Influence</td>
<td>Be in a position to change attitudes or opinions of other people</td>
</tr>
<tr>
<td>Balance</td>
<td>Experiencing balance among family, work and play aspects of life</td>
</tr>
<tr>
<td>Power</td>
<td>Controlling the work activities of others</td>
</tr>
<tr>
<td>Status</td>
<td>Being regarded as an expert in my field</td>
</tr>
<tr>
<td>Friendships</td>
<td>Develop close personal relationships with people as a result of my work activities</td>
</tr>
<tr>
<td>Feedback</td>
<td>Receiving frequent feedback from others about my work</td>
</tr>
<tr>
<td>Competition</td>
<td>Engage in activities that pit my abilities against others where there are clear “win” and “lose” outcomes</td>
</tr>
<tr>
<td>Moral</td>
<td>Significantly contributing to a set of moral standards, which I feel, is important</td>
</tr>
<tr>
<td>Advancement</td>
<td>The opportunity to work hard and make rapid career advancement</td>
</tr>
<tr>
<td>Stability</td>
<td>Have a work routine and job duties that are not likely to change over time</td>
</tr>
<tr>
<td>Variety</td>
<td>Having responsibilities that frequently change in content or setting</td>
</tr>
<tr>
<td>Excitement</td>
<td>Experience a high degree of excitement and energy in my work</td>
</tr>
<tr>
<td>Aesthetics</td>
<td>Make beautiful things and contribute to the beauty of the world</td>
</tr>
<tr>
<td>Order</td>
<td>Working in a structured orderly environment</td>
</tr>
<tr>
<td>Fast Pace</td>
<td>Work in circumstances where there is a high pace of activity</td>
</tr>
<tr>
<td>Salary</td>
<td>Have a strong likelihood of accumulating large amounts of money</td>
</tr>
<tr>
<td>Free Time</td>
<td>Adequate time for leisure activities and interests outside of work</td>
</tr>
<tr>
<td>Responsibility</td>
<td>Taking a high level of responsibility, in whatever form</td>
</tr>
<tr>
<td>Physical</td>
<td>Having a job that makes physical demands I would find rewarding</td>
</tr>
<tr>
<td>Setting</td>
<td>Working in a comfortable or pleasant setting</td>
</tr>
<tr>
<td>Other Value</td>
<td>Working in a comfortable or pleasant setting</td>
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</table>
HOW SELF-AWARE ARE YOU?

PLEASE READ THROUGH THE LIST OF CHARACTERISTICS BELOW. CIRCLE THE 10 THAT MOST DESCRIBE YOU. OF THOSE 10, PUT A STAR NEXT TO THE TOP 5 THAT YOU EXHIBIT MOST OF THE TIME.

<table>
<thead>
<tr>
<th>Active</th>
<th>Accurate</th>
<th>Adaptable</th>
<th>Adventurous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggressive</td>
<td>Ambitious</td>
<td>Angry</td>
<td>Assertive</td>
</tr>
<tr>
<td>Authentic</td>
<td>Aware</td>
<td>Bold</td>
<td>Calm</td>
</tr>
<tr>
<td>Caring</td>
<td>Clear-Thinking</td>
<td>Confident</td>
<td>Competitive</td>
</tr>
<tr>
<td>Cooperative</td>
<td>Creative</td>
<td>Determined</td>
<td>Dependable</td>
</tr>
<tr>
<td>Direct</td>
<td>Efficient</td>
<td>Empathetic</td>
<td>Enthusiastic</td>
</tr>
<tr>
<td>Friendly</td>
<td>Flexible</td>
<td>Honest</td>
<td>Inclusive</td>
</tr>
<tr>
<td>Independent</td>
<td>Inquisitive</td>
<td>Kind</td>
<td>Logical</td>
</tr>
<tr>
<td>Organized</td>
<td>Open-Minded</td>
<td>Optimistic</td>
<td>Patient</td>
</tr>
<tr>
<td>Practical</td>
<td>Responsible</td>
<td>Resourceful</td>
<td>Sensitive</td>
</tr>
<tr>
<td>Self-Controlled</td>
<td>Sincere</td>
<td>Team Player</td>
<td>Tolerant</td>
</tr>
<tr>
<td>Trustworthy</td>
<td>Warm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PLEASE LIST ANY OTHER WORDS THAT MIGHT BETTER DESCRIBE YOU?
Defining Your Values (Source: Mindtools)

When you define your personal values, you discover what's truly important to you. A good way of starting to do this is to look back on your life to identify when you felt really good, and really confident that you were making good choices.

**Step 1:** Identify the times when you were happiest
Find examples from both your career and personal life. This will ensure some balance in your answers.
- What were you doing?
- Were you with other people? Who?
- What other factors contributed to your happiness?

**Step 2:** Identify the times when you were most proud
Use examples from your career and personal life.
- Why were you proud?
- Did other people share your pride? Who?
- What other factors contributed to your feelings of pride?

**Step 3:** Identify the times when you were most fulfilled and satisfied
Again, use both work and personal examples.
- What need or desire was fulfilled?
- How and why did the experience give your life meaning?
- What other factors contributed to your feelings of fulfillment?

**Step 4:** Determine your top values, based on your experiences of happiness, pride, and fulfillment
Why is each experience truly important and memorable? Use the following list of common personal values to help you get started and aim for about 10 top values. (As you work through, you may find that some of these naturally combine. For instance, if you value philanthropy, community, and generosity, you might say that service to others is one of your top values.)
Accountability
Accuracy
Achievement
Adventurousness
Altruism
Ambition
Assertiveness
Balance
Being the best
Belonging
Boldness
Calmness
Carefulness
Challenge
Cheerfulness
Clear-mindedness
Commitment
Community
Compassion
Competitiveness
Consistency
Contentment
Continuous Improvement
Contribution
Control
Cooperation
Correctness
Courtesy
Creativity
Curiosity
Decisiveness
Democraticness
Dependability
Determination
Devoutness
Diligence
Discipline
Discretion
Diversity
Dynamism
Economy
Effectiveness
Efficiency
Elegance
Empathy
Excellence
Excitement
Expertise
Exploration
Expressiveness
Fairness
Faith
Family-Orientedness
Fidelity
Fitness
Fluency
Focus
Freedom
Fun
Generosity
Goodness
Grace
Growth
Happiness
Hard Work
Health
Helping Society
Holiness
Honesty
Honor
Humility
Independence
Ingenuity
Inner Harmony
Inquisitiveness
Insightfulness
Intelligence
Intellectual Status
Intuition
Joy
Justice
Leadership
Legacy
Love
Loyalty
Making a difference
Mastery
Merit
Obedience
Openness
Perfection
Piety
Positiveness
Practicality
Preparedness
Professionalism
Prudence
Quality - orientation
Reliability
Resourcefulness
Restraint
Results Oriented
Rigor
Security
Self Actualization
Self Control
Selflessness
Self reliance
Sensitivity
Serenity
Service
Shrewdness
Simplicity
Soundness
Speed
Spontaneity
Stability
Strategic
Strength
Structure
Success
Support
Teamwork
Temperance
Thankfulness
Thoroughness
Thoughtfulness
Timeliness
Tolerance
Traditionalism
Trustworthiness
Truth-seeking
Understanding
Uniqueness
Unity
Step 5: Prioritize your top values
This step is probably the most difficult, because you'll have to look deep inside yourself. It's also the most important step, because, when making a decision, you'll have to choose between solutions that may satisfy different values. This is when you must know which value is more important to you.

- Write down your top values, not in any particular order.
- Look at the first two values and ask yourself, "If I could satisfy only one of these, which would I choose?" It might help to visualize a situation in which you would have to make that choice. For example, if you compare the values of service and stability, imagine that you must decide whether to sell your house and move to another country to do valuable foreign aid work, or keep your house and volunteer to do charity work closer to home.
- Keep working through the list, by comparing each value with each other value, until your list is in the correct order.

Step 6: Reaffirm your values
Check your top-priority values, and make sure they fit with your life and your vision for yourself.

- Do these values make you feel good about yourself?
- Are you proud of your top three values?
- Would you be comfortable and proud to tell your values to people you respect and admire?
- Do these values represent things you would support, even if your choice isn't popular, and it puts you in the minority?

When you consider your values in decision making, you can be sure to keep your sense of integrity and what you know is right, and approach decisions with confidence and clarity. You'll also know that what you're doing is best for your current and future happiness and satisfaction.

Making value-based choices may not always be easy. However, making a choice that you know is right is a lot less difficult in the long run.

Key Points
Identifying and understanding your values is a challenging and important exercise. Your personal values are a central part of who you are, and who you want to be. By becoming more aware of these important factors in your life, you can use them as a guide to make the best choice in any situation.

Some of life's decisions are really about determining what you value most. When many options seem reasonable, it's helpful and comforting to rely on your values and use them as a strong guiding force to point you in the right direction.