

Rank Your Values
Exercise 1

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

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.

ACTIVE	ACCURATE	ADAPTABLE	ADVENTUROUS
AGGRESSIVE	AMBITIOUS	ANGRY	ASSERTIVE
AUTHENTIC	AWARE	BOLD	CALM
CARING	CLEAR-THINKING	CONFIDENT	COMPETITIVE
COOPERATIVE	CREATIVE	DETERMINED	DEPENDABLE
DIRECT	EFFICIENT	EMPATHETIC	ENTHUSIASTIC
FRIENDLY	FLEXIBLE	HONEST	INCLUSIVE
INDEPENDENT	INQUISITIVE	KIND	LOGICAL
ORGANIZED	OPEN-MINDED	OPTIMISTIC	PATIENT
PRACTICAL	RESPONSIBLE	RESOURCEFUL	SENSITIVE
SELF-CONTROLLED	SINCERE	TEAM PLAYER	TOLERANT
TRUSTWORTHY	WARM		

PLEASE LIST ANY OTHER WORDS THAT MIGHT BETTER DESCRIBE YOU?



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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	Excellence	Perfection
Accuracy	Excitement	Piety
Achievement	Expertise	Positivity
Adventurousness	Exploration	Practicality
Altruism	Expressiveness	Preparedness
Ambition	Fairness	Professionalism
Assertiveness	Faith	Prudence
Balance	Family-Orientedness	Quality - orientation
Being the best	Fidelity	Reliability
Belonging	Fitness	Resourcefulness
Boldness	Fluency	Restraint
Calmness	Focus	Results Oriented
Carefulness	Freedom	Rigor
Challenge	Fun	Security
Cheerfulness	Generosity	Self Actualization
Clear-mindedness	Goodness	Self Control
Commitment	Grace	Selflessness
Community	Growth	Self reliance
Compassion	Happiness	Sensitivity
Competitiveness	Hard Work	Serenity
Consistency	Health	Service
Contentment	Helping Society	Shrewdness
Continuous Improvement	Holiness	Simplicity
Contribution	Honesty	Soundness
Control	Honor	Speed
Cooperation	Humility	Spontaneity
Correctness	Independence	Stability
Courtesy	Ingenuity	Strategic
Creativity	Inner Harmony	Strength
Curiosity	Inquisitiveness	Structure
Decisiveness	Insightfulness	Success
Democraticness	Intelligence	Support
Dependability	Intellectual Status	Teamwork
Determination	Intuition	Temperance
Devoutness	Joy	Thankfulness
Diligence	Justice	Thoroughness
Discipline	Leadership	Thoughtfulness
Discretion	Legacy	Timeliness
Diversity	Love	Tolerance
Dynamism	Loyalty	Traditionalism
Economy	Making a difference	Trustworthiness
Effectiveness	Mastery	Truth-seeking
Efficiency	Merit	Understanding
Elegance	Obedience	Uniqueness
Empathy	Openness	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.