

## Values Checklist

Whenever you are in the process of making an effective-choice or decisions, you involve your values. A value is something that holds importance or meaning for you. Values may be concrete (car, home, money, etc.) or abstract (love, honesty, happiness, etc.). Values and decisions need to be consistent with each other. In order for your work to be satisfying, you must choose a job that is compatible with your values.

The following exercise contains a listing of values that can be derived from work. These are arranged in three categories: work conditions, work purposes, and work relationships.

Read the definitions of the work values listed in three categories below. Rate each value according to its degree of importance to you. Use the following scale when assigning your ratings.

- 0- unimportant in my choice of career
- 1- somewhat important in my choice of career
- 2- very important in my choice of career

Place the number corresponding to your rating in the appropriate space to the left of each work value.

### Work Conditions

The conditions of work involve:

- \_\_\_ **Independence/Autonomy**  
Doing what I want to do without much direction from others.
- \_\_\_ **Time Flexibility**  
Arranging my own hours, work according to my own time schedule.
- \_\_\_ **Change/Variety**  
Performing a variety of tasks in a number of different settings.
- \_\_\_ **Change/Risk**  
Performing new tasks and leading new programs that challenge the established order and may be initially resisted.
- \_\_\_ **Stability/Security**  
Performing regular, predictable tasks in a job I am comfortable in and which pays me reasonably well.
- \_\_\_ **Physical Challenge**  
Performing potentially dangerous tasks that challenge my physical capability and involve risk.
- \_\_\_ **Mental Challenge**  
Performing demanding tasks that challenge my intelligence and creativity.

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**Pressure/Time Deadlines**

Performing in a highly critical environment with constant time deadlines.

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**Precise Work**

Performing prescribed tasks that leave little room for error.

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**Decision-Making**

Making choices about what to do and how to do it.

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**Self-Development/Training**

Opportunities for advancing my knowledge and professional proficiency.

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**Travel**

Traveling to various locations to accomplish my work.

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**Other:****Work Purpose**

The purpose of work is to pursue:

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**Truth/Knowledge**

Pursue knowledge and understanding.

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**Expertise/Authority**

Seek recognition as an acknowledged expert or leader in a particular area.

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**Creativity/Innovation**

Develop new and different ideas, programs or structures.

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**Aesthetic Appreciation**

Seek out the appreciation of beauty in all of its various forms.

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**Social Contributions**

Seek to improve the human condition.

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**Material Gain**

Acquire and accumulate money or other material objects.

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**Achievement/Recognition**

Seek public recognition for my work contributions.

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**Ethical/Moral**

Act in accordance with a set of moral and ethical standards.

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**Spiritual/Transpersonal**

Seek beyond the ordinary realms of consciousness.

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**Competition**

Compete with others in work accomplishments/outcomes.

\_\_\_ **Identification with Client**

Understand and appreciate the client's condition and needs.

\_\_\_ **Other:**

## **Work Relationships**

Relationships that work would entail:

\_\_\_ **Work Alone**

Doing assignments by myself, minimal contact with other people.

\_\_\_ **Public Contact**

Interacting in predictable ways with continuous flow of people.

\_\_\_ **Close Friendships**

Developing strong interpersonal relationships with the people at work.

\_\_\_ **Group Membership**

Belonging to a group with a common purpose and/or interest.

\_\_\_ **Helping Others**

Assisting other people in direct ways to obtain information and/or resolve problems.

\_\_\_ **Influencing Others**

Affecting others in ways designed to change attitudes or opinions.

\_\_\_ **Supervising Others**

Being in a position to oversee the work of other employees.

\_\_\_ **Controlling Others**

Maintaining some control over the actions of other people.

\_\_\_ **Respect from Supervisor(s)**

Being treated as a professional colleague.

\_\_\_ **A Boss/ Respect**

\_\_\_ **Other:**

List below your top 3 or 4 most important work values in each of the three categories. Add any others that are important but which were not covered above.

Work Conditions	Work Purpose	Work Relationships

Now select your top five most important values.

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1.

2.

3.

4.

5.

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**Notes:**