

VALUES EXERCISE



Follow these steps to define and describe your most important values and then see how you can put these insights into action!



STEP ONE:

SELECTING YOUR VALUES SHORTLIST

1. Review the list of values in the **Values List** on pages 3 and 4.
2. Rate each value according to how important they are in your work and/or personal life from **Very Important or Important or Not Important**. Put a ✓ in the '**VALUE IMPORTANCE LEVEL**' section for each value.
3. Add any additional values to the list that are **Very Important** to you and rate them too.
4. Highlight or circle all of the values you have rated as Very Important values. These are your **CORE VALUES**.
5. Review this highlighted list of **Very Important** values and select your top 5. Order them from 1 to 5, with 1 being the highest importance to you. You now have your **Core Values** list. Enter these values into table 2, **My Core Values**.
6. You may find that you have several important values and find it hard to reduce to a shortlist of 5. Look at your list of **Very Important** Values. Are there any that are similar that could be grouped together?



STEP TWO

DESCRIBING YOUR VALUES

We will use our own definition of values in how we see the world around us. To make sure that we are clear when we describe our values to other people (for example in an interview), the next step is to clearly define your values.

7. Write a short description on how you define your values for each of your CORE Values in the **MY CORE VALUES** table, column two. Check that you have a variety of values and try to avoid selecting similar definitions. The aim is to get a list of 5 values that are independent of each other.

STEP THREE

PUTTING YOUR VALUES INTO ACTION

Finally, to make sure that you live your values, you need to be aware of actions you or your organisation will take to help you satisfy your values. This step is important to help you plan your life and work to make sure you are working in your ultimate environment. This part of the exercise will help you prepare for interviews and performance reviews too.

8. In the third column in the **MY CORE VALUES** table list the actions you will take to make sure that your values are satisfied (about 4 is good). Include actions that you expect your organisation to take to help you satisfy your values.

Some examples of a completed values exercise

These examples illustrate how two people can have the same value preference, but they may mean something completely different to them. Note that values are specifically role related.

Roles	Value	Definition	Actions
An Executive Assistant	Relationships	Regular contact with a variety of people inside and outside my department.	<ol style="list-style-type: none"> 1. Organising events with other PA's in my organisation and event managers. e.g. AGM, annual Christmas dinner 2. Getting to know the travel agent who makes bookings for my boss's international travel for business and pleasure 3. Being a member of the office social committee
Management Consultant	Relationships	Getting to know people well at work and meet outside work too.	<ol style="list-style-type: none"> 1. Work in a team 2. Having a client facing role that requires socialising out of office hours too 3. Organise social events with colleagues and friends. E.g. member of the office social committee.

In this example, we review two people in similar roles and how they may share the same value but have different definitions and life goals.

Roles	Value	Definition	Actions
Accountant #1	Money	Having a regular income to support my family and save for the future	<ol style="list-style-type: none"> 1. Have a job with a regular income 2. See a Financial Planner and Tax Accountant once a year to plan for retirement 3. Save enough to have an annual holiday overseas for the family

Accountant #2	Money	Progressing in my career to earn a six-figure annual salary	<p>Continue studies to develop greater expertise</p> <p>Work for organisations that are growing and pay well, so I can expand my expertise and increase my salary</p> <p>Focus on developing my strengths to maximise my income</p>
----------------------	-------	---	---

Values List

VALUE	VALUE IMPORTANCE LEVEL Select <u>HOW IMPORTANT</u> each value is to you, be it at work and/or in your personal life			CORE Values 1 to 5
	Very Important	Important	Not Important	
Acceptance				
Accomplishment				
Achievement				
Adventure				
Aesthetics				
Artistic				
Autonomy				
Belonging				
Challenge				
Change				
Commitment				
Community				
Compassion				
Competence				
Competition				
Completion				
Contact				
Contribution				
Cooperation				
Creativity				
Democracy				

VALUE	VALUE IMPORTANCE LEVEL Select <u>HOW IMPORTANT</u> each value is to you, be it at work and/or in your personal life			CORE Values 1 to 5
	Very Important	Important	Not Important	
Dependability				
Ecological Awareness				
Excellence				
Excitement				
Fame				
Family				
Fast Pace				
Financial Gain				
Flexibility				
Freedom				
Friendship				
Fun				
Growth				
Helping				
Honesty				
Independence				
Leadership				
Learning				
Loyalty				
Money				

VALUE	VALUE IMPORTANCE LEVEL			CORE Values 1 to 5
	Select <u>HOW IMPORTANT</u> each value is to you, be it at work and/or in your personal life			
	Very Important	Important	Not Important	
Mastery				
Meaningful				
Morality				
Openness				
Passion				
Peace				
Power				
Pressure				
Prestige				
Privacy				
Progress				
Promotion				
Quality				
Rapport				
Recognition				
Relationships				
Reputation				
Respect				
Responsibility				
Reward				
Risk				

VALUE	VALUE IMPORTANCE LEVEL			CORE Values 1 to 5
	Select <u>HOW IMPORTANT</u> each value is to you, be it at work and/or in your personal life			
	Very Important	Important	Not Important	
Routine				
Security				
Self-Expression				
Stability				
Status				
Success				
Teamwork				
Trust				
Variety				

My Core Values

Values	My Definition	Actions
1.		
2.		
3.		
4.		
5.		

STEP FOUR

Analysis of your values in your life today.

Now that you have identified your core values and explored how you may live them in your life, the final step is to analyse and reflect on how successfully (or not!) you are living your values. This reflection may also give you insights on what to change in your life to make sure you are living your values.

Ask yourself the following questions.

- How many of your core values are being satisfied in your life right now? In what way?
- When have your values been satisfied in your work life? How does it affect you?
- What values are not being satisfied now? What is stopping them from being satisfied?
- When your values are not satisfied, how does it affect you?

Use this space to write down what you have learnt about yourself in this exercise.