

# WORK VALUES

## ACTIVITY SHEET

### PRIORITIZING WORK VALUES

The following categories of values motivate individuals to varying degrees. This exercise is designed to help you prioritize your values as you currently hold them.

Indicate how important each of the following is to you by circling the appropriate number.

Scale: 7 - Very Important, 1 = Not Important

#### INDEPENDENCE

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| Operating independently,<br>With minimal supervision      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Depending primarily on myself<br>for getting the job done | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Working alone a great<br>percentage of the time           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Setting my own goals<br>and schedule                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Making the final decisions<br>on work that I do           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

#### CREATIVITY

|  |   |   |   |   |   |   |   |
|--|---|---|---|---|---|---|---|
| Using and developing my<br>creative talents                              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Contributing new ideas in<br>work situations                             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Inventing/utilizing new<br>techniques or approaches<br>to problems       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Using original solutions rather<br>than relying on routing<br>procedures | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Producing a unique product<br>or end result                              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

#### MONEY

|  |   |   |   |   |   |   |   |
|--|---|---|---|---|---|---|---|
| Having a level of income that<br>affords me luxuries | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Having financial security                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Having an unlimited potential<br>for income          | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Having a high level of fringe<br>benefits or "perks" | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Being financially independent                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

#### SELF EXPRESSION

|  |   |   |   |   |   |   |   |
|--|---|---|---|---|---|---|---|
| Being able to express my ideas<br>through work               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Developing my potential<br>to the fullest                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Expressing my unique talents<br>or abilities through my work | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Having a job that I can mold to<br>fit my changing self      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Being myself in the work<br>environment                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

#### CHALLENGE

|  |   |   |   |   |   |   |   |
|--|---|---|---|---|---|---|---|
| Solving difficult problems   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Handling assignments that<br>challenge or require me to<br>learn something | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Tackling assignments others<br>prefer to avoid                             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Doing something others said<br>couldn't be done                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Avoiding work that is easy   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

# VALUES

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## ACCURACY

work that is relatively free from mistakes or errors as the result of careful planning of detail.

## ACHIEVEMENT

to attain a desired goal; accomplishment

## BEAUTY

work that stresses the quality of pleasure; pleasing to the mind

## CHAIN-OF-COMMAND

series of executive positions in order of authority

## COMMON-SENSE-ORIENTATION

work that allows one to stick to sound facts or principles; flexibility

## CONSERVATIVE

work that adheres to traditional methods or views

## CREATIVITY

creating new ideas, things, designs

## EMPATHY

work that permits one to become involved with others

## FAIRNESS

work in which people are treated equally

## HONESTY

work that permits one to be fair and straightforward in their conduct; integrity; character

## IMAGINATION

work that allows one to conceive new thoughts; picture things the way they could be opposed to the way they are

## INDEPENDENCE

work that allows one to do a job in his/her own way

## INVENTIVENESS

work that allows one to discover or find new ways to do things

## JUSTICE

being impartial or fair with others

## LIBERAL

open mindedness; not bound by authoritarianism; not strict in the observance of established ways of doing things

## LOYALTY

allegiance to a person, group, or institution

## NATURE

work that allows one to be outdoors

## PERSISTENCE

work that permits one to continue in a state, opinion, purpose, or course of action, especially against opposition

## PERSONAL FREEDOM

work that allows one to experience self or individual control or independence

## RESPONSIBILITY

to be entrusted with or accountable for certain assignments, tasks, or duties

## RISK-TAKING

willing to chance a loss or take a course of action that could lead to uncertain danger

## SELF-EXPRESSION

work that allows one to express his/her own personality, feelings, or ideas

## SERVICE TO OTHERS

work that allows one to assist or benefit others

## STATUS

work that brings a high position in society

## SUCCESS

achievement of something desired, planned, or attempted; to prosper

## THRIFT

wise economy in the management of money and other resources; frugality

## UNDERSTANDING

to grasp or comprehend the meaning intended or expressed by another

## 25 WORK-RELATED VALUES

Recognizing your values is an important part of the self-assessment process.

Review the following work-related values and rate them 1-5 (with 1 being the most important and 5 being the least important). Then summarize your most important values at the bottom of the page.

- \_\_\_\_\_ Money
- \_\_\_\_\_ Job security
- \_\_\_\_\_ Autonomy
- \_\_\_\_\_ Affiliation with people you like
- \_\_\_\_\_ Safe working conditions
- \_\_\_\_\_ Location
- \_\_\_\_\_ Benefits
- \_\_\_\_\_ Interesting work
- \_\_\_\_\_ Making a contribution
- \_\_\_\_\_ Innovation and creativity
- \_\_\_\_\_ Opportunities for advancement
- \_\_\_\_\_ Professional development
- \_\_\_\_\_ Recognition
- \_\_\_\_\_ Challenge
- \_\_\_\_\_ Power
- \_\_\_\_\_ Flexibility
- \_\_\_\_\_ Work-life balance
- \_\_\_\_\_ Growth
- \_\_\_\_\_ Variety
- \_\_\_\_\_ Leadership
- \_\_\_\_\_ Challenge
- \_\_\_\_\_ Meaning
- \_\_\_\_\_ Technical competence
- \_\_\_\_\_ Prestigious organization
- \_\_\_\_\_ Resources
- \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_

Values Summary:

## VALUES QUESTIONNAIRE

1. Would you work if you didn't have to? Why?
2. In what kinds of work situations would you work harder than you ordinarily do?
3. Are there situations where you would work for less than normal pay? What would be the compensating rewards?
4. If you could use your work to indulge in your favorite form of play, what would you be doing?
5. What activities do you pursue when you have completely free time with no obligations?
6. If you were free to schedule your working time any way you like within a 7-day/week, what would your calendar look like?
7. People who work with me think that I am .....
8. Rank these sources of reward from work, according to their relative desirability to:

| <b>YOU</b>   | <b>YOUR MOTHER</b> | <b>YOUR FATHER</b> |
|--------------|--------------------|--------------------|
| Money        | Money              | Money              |
| Prestige     | Prestige           | Prestige           |
| Security     | Security           | Security           |
| Recognition  | Recognition        | Recognition        |
| Independence | Independence       | Independence       |

9. Which three values are your highest priorities?
10. Which three are your lowest priorities?
11. Are these priorities reflected in your current work?
12. What conflicts or discrepancies do you see between your values and your work?
13. How would you like to change this situation?

# WORKING CONDITIONS

***It's no measure of health to be well adjusted to a profoundly sick society.***

*- Krishnamarti*

Although you may not get everything you want, it is important to determine your work priorities and negotiate for the things that are more important to you.

Put a check mark next to the conditions that you consider non-negotiable (in other words, your must-haves).

- |  |   |
|--|---|
| <input type="checkbox"/> short commute             | <input type="checkbox"/> on-the-job training              |
| <input type="checkbox"/> casual work environment   | <input type="checkbox"/> fast pace                        |
| <input type="checkbox"/> flexible schedule         | <input type="checkbox"/> holiday pay                      |
| <input type="checkbox"/> private office            | <input type="checkbox"/> room for advancement             |
| <input type="checkbox"/> job security              | <input type="checkbox"/> privacy                          |
| <input type="checkbox"/> reasonable hours          | <input type="checkbox"/> state-of-the-art technology      |
| <input type="checkbox"/> on-site day care facility | <input type="checkbox"/> tuition reimbursement            |
| <input type="checkbox"/> employee parking          | <input type="checkbox"/> family leave policy              |
| <input type="checkbox"/> company car               | <input type="checkbox"/> good working conditions          |
| <input type="checkbox"/> performance bonuses       | <input type="checkbox"/> professional working environment |
| <input type="checkbox"/> nice offices              | <input type="checkbox"/> other: _____                     |
| <input type="checkbox"/> liberal vacation policy   | <input type="checkbox"/> other: _____                     |
| <input type="checkbox"/> sick leave                | <input type="checkbox"/> other: _____                     |
| <input type="checkbox"/> insurance benefits        |   |