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## MOTIVATING AND PERSONAL VALUES

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

How important is each of these things to you in your work or personal life?

- Always** = a value you want in your life every day
- Often** = a strong value but not as important as Always
- Sometimes** = important to you some of the time
- Seldom** = not very important
- Never** = has no value to you

**Example:**

How important is this to me?	Always	Often	Sometimes	Seldom	Never
Work that is very interesting		✓			
Work on difficult problems					✓

How important is this to me?	Always	Often	Sometimes	Seldom	Never
Work that is very interesting					
Work on difficult problems					
Get ahead rapidly, get promoted for work done well					
Adventure and risks					
Work with beautiful things or ideas					
Affection, caring, intimacy, love					
Being a member of an organization					
Creative art work					
Working alone or being in control					
Feeling reverent, worship					

<b>How important is this to me?</b>	<b>Always</b>	<b>Often</b>	<b>Sometimes</b>	<b>Seldom</b>	<b>Never</b>
Wearing casual clothing					
Problem-solving					
Doing many different tasks					
Close friends at work					
Pride in my work					
Neighbors and community					
Having similar values as others at work					
Good salary					
Work that uses my talents					
Competing against others					
Doing what is socially correct and accepted					
Writing and talking about ideas in my job					
Starting new programs, finding new ways to do things					
Making decisions					
Faith and commitment					
Continuing education					
Working with energetic people					
Nice, comfortable workplace					
Work that is a good match with my beliefs					
Excellence					
Excitement about my work					
Using my skills and knowledge					
Caring for family					
Working fast					
Friends					
Getting reports on how I'm doing at work					
Regular hours					
Time for recreation					
Using many kinds of knowledge					
Definite goals					

<b>How important is this to me?</b>	<b>Always</b>	<b>Often</b>	<b>Sometimes</b>	<b>Seldom</b>	<b>Never</b>
Health					
Helping people directly					
Making the world better					
Being able to buy things I want in the future					
Pay based on how well I do					
Working independently					
Influencing people's opinions					
Being an expert					
Quiet and peace at work					
Fairness					
Learning					
Being a leader					
Leisure activities					
Good place to live					
Making decisions					
Having a teacher or mentor					
Working for ideals or moral values					
Being tidy and organized					
Admiring and being loyal to a company or organization where I work					
Job helps me learn and grow					
Trying to improve myself					
Job requires strength or agility					
Being the boss or the person in charge					
Careful and detailed work					
Regular schedule, no surprises					
Being able to make a lot of money					
Much contact with people					
Being important and admired					
Job at a well-known organization					
I can keep my job and salary for a long time					

<b>How important is this to me?</b>	<b>Always</b>	<b>Often</b>	<b>Sometimes</b>	<b>Seldom</b>	<b>Never</b>
I can improve things at work					
My duties will stay the same					
Giving support and advice					
People are impressed by my job					
I get clear directions from others					
I supervise other people					
I can see results					
Teamwork					
Technical skill					
Flexible schedule					
Travel					
Variety of experiences					
Being noticed for what I do					
Working alone					
Research, new ideas					
Working under pressure					
Working closely with others					
Other values:					
Other values:					

## SUMMARY

▶▶ List the 6 things from the **Always** column that are most important in your life and career:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

▶▶ List the 4 more things from the **Always** column that are important to you:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

▶▶ Circle the values above that are being met in your job and personal life at this time.

It is not likely that your job or career will meet all of your top values, but it is important to see if there are ways your job could be changed to include more of your important values. It is also important to look at things you do (other than work) that support your values.

**Balancing** these different parts of your life is what will bring you the greatest satisfaction.