

VALUES INVENTORY WORKSHEET

Identify, prioritize, and examine your values

STEP 1: Identify priority levels from the list of life and work values below ranging from “must have,” “would like,” or “least important” (little meaning to you at this time) by marking in the columns.

<i>LIFE VALUES</i>	Must Have	Would Like	Least Important
Being as healthy as possible			
Helping others			
Having a happy family			
Feeling part of a group			
Having adventure and travel			
Being outdoors			
Being respected by peers			
Having leisure and recreation			
Being at peace with myself			
Growing as a person			
Living by my religious beliefs			
Having status and prestige			
Having material possessions			
<i>WORK VALUES</i>	Must Have	Would Like	Least Important
Having challenging work			
Having power or influence			
Helping others			
Working as part of a team			
Being a leader			
Being outdoors			
Working independently			
Having creative experiences			
Having respect of peers			
Earning a very high income			
Having major responsibilities			
Having fringe benefits, perks			
Enjoying what I do at work			
Doing something important			
Being intellectually stimulated			
Opportunities for promotion			
Earning a comfortable income			
Being in charge			
Developing and using expertise			
Having job security			
Having good working conditions			



STEP 2: Prioritize your top six “must-have” values (three from the life values, three from the work values). Once you have identified your top “must-have” values, rank them from 1 to 3 (1 being the most important).

<i>LIFE VALUES</i>	Rank (1-3)
<i>WORK VALUES</i>	Rank (1-3)

STEP 3: Examine your top six “must-have” values and ranking and use the space below to reflect on them, writing down the reasons why they are important to you.

Life Value 1: _____

This is important to me because: _____

Life Value 2: _____

This is important to me because: _____

Life Value 3: _____

This is important to me because: _____

Work Value 1: _____

This is important to me because: _____

Work Value 2: _____

This is important to me because: _____

Work Value 3: _____

This is important to me because: _____

What's next? You now have your personal values summary. During your job search and interviews, this information will be especially useful to help you distinguish between jobs that fit or do not fit with your life and work values.