

Step 1A– Defining What I Want – Assess Your Values

- Complete the values chart below using the rating scale listed
- Select your top 5 most essential values; write a brief statement as to why these are your top 5

Rating Scale

- 1- Things I value VERY MUCH
- 2- Things I VALUE
- 3- Things I DON'T VALUE very much

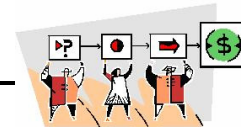
Score	Value	Definition
	Help Society	Do something which contributes to improving the world we live in
	Help Others	Be directly included in helping other people, either individually or in small groups
	Work Ethics	Feeling satisfied from a job well done
	Enjoyment of Life	Enjoying life, having fun in life
	Honesty	Being able to tell people what I really think and believe, having them be honest with me
	Approval	Having other people like me
	Competition	Engage in activities which pits my abilities against others
	Make decisions	Have the power to decide courses of action
	Respect	Having other people think highly of me and hold me in good esteem
	Leadership	Be in a position to influence the attitudes or opinions of other people
	Knowledge	Understanding gained through study and/or experience.
	Work mastery	Become an expert in whatever work I do
	Peace	Living in peaceful, harmonious society and environment
	Creativity	Have the opportunity to create new things, ideas, products, works of art
	Freedom	Being able to do or say what I want
	Good character	Knowing inside that I do the right, moral thing
	Loyalty	Sticking with people who are close to me and/or believe what I do
	Justice	Being fair and just and having others treat me fairly and justly
	Stability	Have a routine and duties that are largely predictable
	Safety	Be assured of being safe and free from harm
	Recognition	Be publicly recognized
	Children	Having happy, healthy children
	Excitement	Experience a high degree of (or frequent) excitement
	Adventure	Have duties which require frequent risk taking
	Power	Having authority over others
	Economic security	Having enough money to buy whatever I want
	Leisure	Having time for hobbies, sports and other activities
	Inner harmony	Being at piece with one's self
	Wealth	Profit, gain, making a lot of money
	Trustworthiness	Having people trust me and being able to trust them
	Challenge	Do activities that use my physical and or/mental capabilities
	Independence	Be able to determine the nature of my day without significant direction from others
	Change and Variety	Varied, frequently changing responsibilities and settings

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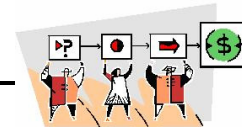


	Moral Fulfillment	Feel that whatever I do contributes to a set of moral standards which I feel are very important
	Community	Being a part of a close and supportive community
	Caring	Experiencing love and affection daily
	Health	Being free from disease or sickness, feeling good physically
	Religion/Spirituality	Doing what's right according to my religious/spiritual beliefs
	Family	Making sure my family members are healthy and safe
	Friendship	Having good reliable friends I can count on
	Other	
	Other	

Statement for Your Top 5

Questionnaire for Values Clarification (2002). Johns Hopkins Bloomberg School of Public Health Center for Communication Programs. Retrieved November 30, 2004, from <http://www.jhuccp.org/research/download/Valuesinstrument.pdf>

Step 1B – Defining What I Want – *Defining “Job Nirvana”* Create your job/role profile. What will be important to you in a job? Your top values will guide the way here. List them and don't be afraid to look for everything you want.



Step 2 – Understanding What I Have- now you know what is important to you. The next step is to determine how your current role can satisfy these important needs

My Needs	Current Role	+/-

Step 3 – Creating An Improvement Plan - Review your findings. Search for ways to increase your satisfaction in all facets of your job. List these below. Meet with your manager to present this plan and gain approval for the job changes you wish to make.