

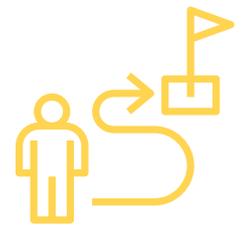
CAREER AND LIFE VALUES



Rate any of these work values on a scale of 1 to 5 according to their level of importance to you. After completing the rankings, choose the top 5 values which are most important to you.



- _____ **Help Society:** Contribute to the betterment of the world, people, (possibly animals) or others.
- _____ **Help Others:** Help other people in a direct way, either individually or in small groups.
- _____ **People Contact:** Have a lot of day-to-day contact with people.
- _____ **Team Work:** Have close working relationships with a group; working towards common goals.
- _____ **Affiliation:** Be recognized and receive the prestige of being a member of a particular group.
- _____ **Friendships:** Develop close personal relationships with people as a result of my work activities.
- _____ **Interpersonal Competition:** Engage in activities which pit my abilities against others where there are clear win-and-lose outcomes.
- _____ **Self-Competition:** Engage in activities which pit my abilities against my own prior performances.
- _____ **Make Decisions:** Have the power to decide courses of action, policies, etc.
- _____ **Work Under Pressure:** Work in situations where time pressure is prevalent, and/or the quality of my work is judged critically by supervisors, customers or others.
- _____ **Power & Authority:** Control the work activities or (partially) the destinies of other people.
- _____ **Influence People:** Be in a position to change attitudes or opinions of other people.
- _____ **Work Alone:** Do projects by myself, without significant contact with others.
- _____ **Intellectual Status:** Be regarded as a person who is an expert in a given field.
- _____ **Artistic Creativity:** Engage in creative work in any art forms.
- _____ **Creativity (general):** Create new ideas, programs, organizational structures, etc.
- _____ **Leadership:** Have a job in which I am directly responsible for the work done by others.
- _____ **Change & Variety:** Have work responsibilities that frequently change in content and setting.
- _____ **Precision Work:** Work in situations where attention to minute detail in work is necessary and valued.



- _____ **Routine:** Have a work routine and job duties that are largely predictable and not likely to change over a long period of time.
- _____ **Security:** Be in a job that is less likely to be threatened by changes in the economy.
- _____ **Fast Pace:** Work in circumstances involving a high pace of activity and work is done rapidly.
- _____ **Recognition:** Be recognized for the quality of my work in some visible or public way.
- _____ **Excitement:** Experience a high degree of (or frequent) excitement in the course of my work.
- _____ **Adventure:** Have work duties which involve frequent risk taking.
- _____ **Profit / Gain:** Have a strong likelihood of accumulating large amounts of money or material gain.
- _____ **Independence:** Be able to determine the nature of my work without significant direction from others. Not be closely supervised.
- _____ **Moral Fulfillment:** Feel that my work is contributing significantly to a set of moral standards, which I feel is very important.
- _____ **Location:** Find a place to live (town, geographical area) which is conducive to my lifestyle, and affords me the opportunity to do the things I enjoy most.
- _____ **Community:** Live in a town or city where I can get involved in community affairs.
- _____ **Physical Challenge:** Have a job that makes physical demands which I would find very rewarding.
- _____ **Time Freedom:** Have work responsibilities which I can work at according to my own schedule; no specific working hours required.
- _____ **Technology:** Work in an environment that utilizes and advances with technology.
- _____ **Progressive:** Be in an environment that is progressive in its attitudes, work, service, or products. To work with the cutting edge.
- _____ **Environmental Commitment:** To work in an organization that benefits the environment.
- _____ **Staying Put:** A job that would allow me to stay within a specific geographical region.
- _____ **Advancement:** A job that results in regular increases in work responsibilities, depth, scope, etc.
- _____ **Learning Opportunities:** A job with regular, if not daily, opportunities to learn new things.
- _____ **Diversity:** Work in an environment that has a proven track record in maintaining a diversified workforce, or promotes diversity through its work.
- _____ **Remote Work:** Work in a position where the work is done away from the office in a remote location.



Next steps...

- Think of other work values that are important to you.
- Reflect on these values and begin writing your personal mission statement using the template on the next pages.

PERSONAL MISSION STATEMENT



Reflect on the work values that you find most important to you and begin writing your personal mission statement using the guide below.

1. Choose your top 3-5 values and write them below:

Additional options to consider:

Achievement, Adventure, Balance, Curiosity, Faith, Harmony, Integrity, Justice, Peace, Service, Wealth

2. Select the top 2-3 ways you hope to live out your values:

Possible options to consider:

Administering	Empowering	Operating
Advocating	Facilitating	Organizing
Analyzing	Giving	Planning
Building	Helping	Providing
Collaborating	Inventing	Representing
Creating	Leading	Researching
Developing	Managing	Restoring
Educating	Motivating	Solving
Entertaining	Observing	Strategizing

3. Select the best 1-2 words to describe the desired result of living out your values:

Possible options to consider:

Awareness	Health	Positivity
Creativity	Human Rights	Reflection
Connection	Hope	Safety
Education	Inclusion	Security
Empowerment	Independence	Social Justice
Equality	Inspiration	Sustainability
Excellence	Leadership	Unity
Freedom	Mindfulness	Wellness
Happiness	Motivation	Wisdom

4. Who or what will you have an impact on?

Possible options to consider:

All	Communities	Men
Animals	Education Systems	Political Systems
Athletes	The Environment	Social Services
Businesses	Families	Veterans
Children	Immigrants	Victims
Churches	Legal Systems	Women
College Students	Medical Systems	Youth



5. Possible template/structure for your personal mission statement to consider:

I am driven by a passionate belief in _____, _____,
and _____. *(Insert words from #1)*

I plan on living out these values by/through _____
and _____. *(Insert words from #2)*

...to achieve _____. *(Insert word or words from #3)*

...that impacts _____. *(Insert word or words from #4)*

6. Write your own personal mission statement:



Next steps...

- Share your personal mission statement with career mentors and ask for feedback.
- Incorporate language from your personal mission statement into your resume, cover letter, and LinkedIn profile.

