

# Work/Life Values Checklist

## Work/Life Values Checklist Results

Report Prepared for John Smith.

Having a clear sense of your values is critical to your career development and will help you make satisfying choices. Values contribute significantly to a sense of fulfillment or meaning in life. Alternatively, when values are thwarted, people often report feeling that they are "living life on a treadmill" or that they are "burned out." Do you feel either of these ways now? Your results from the Work/Life Values Checklist should help you sort out what is important in both your work and your life. You can use these results to find out why a current job is not satisfying-- why you may feel burned out-- or to help you evaluate different career and life choices. You are most likely to find satisfaction from work and life roles that match your values. Your results are shown below. You may want to print them.

Values in **red** text = Core Values

Values in **blue** text = Possible Core Values

	Work Values	Life Values
<b>Very Important</b>	Intellectual Development Use of Abilities Achievement Advancement Altruism	Intellectual Development Use of Abilities Achievement Advancement Altruism
<b>Important</b>	Leadership Autonomy Creativity Economic Rewards Personal Development	Leadership Autonomy Creativity Economic Rewards Personal Development
<b>Somewhat Important</b>	Spirituality Physical Activity Recognition Risk Taking Social Interaction	Spirituality Physical Activity Recognition Risk Taking Social Interaction

<b>Not Important</b>	Time with Family and Friends Variety Cultural Acceptance Safety/Health	Time with Family and Friends Variety Cultural Acceptance Safety/Health
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## Understanding Your Core Values

**Step 1** Look at the values listed in the Very Important row. If you have the same value(s) listed for both your work and your life, they are highlighted in **RED**. These values are particularly influential in your life and can be thought of as core values. They are probably central in your life and contribute significantly to your sense of personal satisfaction or dissatisfaction. As you plan your future, make sure that you incorporate or address your core values.

**Step 2** Look for values that are listed as Very Important in one column and Important in the other. These values are highlighted in **BLUE**. These values may also be core values for you at this point in your life. Creating opportunities that allow you to fulfill these values will add meaning and satisfaction to your life.

**Activity** If you would like to explore your Core Values further, complete the Core Values Exercise now. Print out your results before going to the activity. Or you may choose to return at another time to complete this exercise.

## Understanding Your Work Values

**Step 3** Look at the work values listed in the Very Important row. You identified these as very important in your work. Think about what each value means to you. For example, one person may see autonomy as the opportunity to make his or her own decisions at work while another may see it as the opportunity to work independently of any business or corporation. When you explore different career options, make sure that you consider how each option will match with your most important work values.

**Step 4** Look at the work values listed in the Important row. You identified these values as important in your work. Although these values are not your most prominent work values, they are important, and they are likely to contribute to your work satisfaction. When important values are not being met, people sometimes report that they are not fully satisfied. A person may not be dissatisfied, especially if very important values are being fulfilled, but instead he or she may feel as if something is missing.

**Step 5** Look at values that are listed as Very Important or Important in your work, but not in your life. These are values that you want to be met primarily through your work. If work is a primary outlet for a specific value, then you will want to carefully consider different career options in terms of ability to fulfill this value.

**Activity** If you would like to explore your Work Values further, complete the Work Values Exercise

now. Print out your results before going to the activity. Or you may choose to return at another time to complete this exercise.

## Understanding Your Life Values

Step 6 Look at your life values listed in the Very Important row. Again consider what each value means to you personally. When you explore different career options or life choices, make sure that you consider how each will fit with your most important life values. For example, if physical activity is one of your important life values, ask yourself whether the job or career you are considering will allow you to spend enough time working out, gardening, hiking, etc., to satisfy your need for such activity. Your self-acceptance and sense of fulfillment are likely to be higher when your values and life choices are consistent.

Step 7 Look at the life values listed in the Important row. Although these values are not your most central values, they are important, and they are likely to contribute to your personal satisfaction.

Step 8 Look for values that are listed as Very Important or Important in your life, but not in your work. These are values that you want to be met outside of work. Social, leisure, community, or other roles will serve as the primary outlet for fulfilling these values.

Activity If you would like to explore your Life Values further, complete the Life Values Exercise now. Print out your results before going to the activity. Or you may choose to return at another time to complete this exercise.

### **SUMMARY OF YOUR RESULTS**

Matching values with work and life roles is perhaps the single most important ingredient for personal satisfaction, no matter what stage of your life or career you are in. To begin putting what you have just learned into action, complete the Work/Life Values Plan. The information from the Work/Life Values Checklist was designed to enhance your self-understanding and ability to identify compatible career and life activities. We want to help you integrate the information from this checklist with other parts of the CareerHub. You may find the following steps helpful:

- Look at the Career Planning Steps to see what other steps you can take to plan your career.
- If you have completed the Interests/Skills Checklist, look for similarities or patterns in your interest/skills and Work/Life Values Checklist results.
- Review your values results as you gather career information from the Links and Resources section of this site or from other sources.

## Core Values Exercise

If you had very important/important values that showed up in both the work and life values columns, you may find it helpful to answer the following questions. If you think that you will want to refer back to your answers in the future, write them down.

- Do I agree that these are my core values? Which are and which are not?
- Why are these values central to me?
- Have these values always been central to me? If not, why are they so important now?
- Would I be satisfied in a work setting where these values are not met, even if I can meet them through other life roles?
- Is each of my core values currently being fulfilled? If not, how could each be satisfied?

## Work Values Exercise

Look at the values that showed up as very important and/or important in your work. Answering the following questions about these values should help you relate them to your career identity and work behaviors. If you think that you will want to refer back to your answers in the future, write them down.

- Why are these values important in my work?
- In what ways do these values contribute to my career identity (i.e., how I see myself as a career professional)?
- In what ways or in what work roles do I currently exercise these values? Do these activities or roles fulfill these values? If not, are there activities or roles at work that will help me realize these values more fully?
- If you are considering other career options, in what ways might these options fulfill your work values?
- To what degree have these values been met in previous jobs?

## Life Values Exercise

Look at the life values that showed up as very important and/or important. Answering these questions should help you relate your values to your self- understanding and activities in your life. If you think that you will want to refer back to your answers in the future, write them down.

- Why are these values important in my life?
- In what ways do these values contribute to my self-identity?
- What activities give me a sense that these values are being met?
- To what degree have these values been met previously in my life?
- Are these values currently being met in my life? If not, are there activities or roles that will help me realize these values more fully?

## Work/Life Values Plan

Values	Degree to which values are being met: high, medium, low	Activities or roles you perform now that meet values	Activities or roles that you could perform to meet values
<b>Your Core Values</b>			

<b>Your Work Values</b>	.	.	.
<b>Your Life Values</b>	.	.	.

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