

CAREER BY DESIGN - VALUES INVENTORY

Select your top five values from this VALUES INVENTORY that includes cultural, individual, work, and personal values. All of the values are positive. As you select your values, you will simultaneously learn about others' values. You need not agree with others' values, but it is helpful to know what the values alternatives are so that you can choose your own values (and respect others' when you need to do so). If you believe one of your top 5 values is missing from the VALUES INVENTORY, there is space to write that value in at the end of the list. If you need to tweak the definition of a value, feel free to do so. These are your values. The definitions provided are there to help you think about what the value may mean.

The challenge is in choosing only five values. Please differentiate espoused (talked about) values from enacted (lived) values. It is helpful to share your top five values with at least one other person.

List your top five values in the first column from the left and leave the columns with the check marks blank. You will fill in the check marks during the Values Clarification activity either in a live session, by using the audio cd, or by following the instructions in the workbook.

YOUR TOP 5 VALUES	✓	✓	✓	✓	✓
1					
2					
3					
4					
5					

	Acceptance – be accepted as you are for who you are
	Access – live and work where the playing field is even and provides access to what is needed for a quality life
	Accuracy – use data in ways that get consistent, verifiable results
	Achievement - succeeding in doing something based on effort expended; an internal standard of excellence in all that you do
	Advancement – have challenges and opportunities where you can take risks, demonstrate ability, and win/compete to gain higher status or better position
	Adventure - undertaking activities that provide excitement and extraordinary events; seeking and being willing to participate in things that involve risk and uncertainty
	Ageing well - changing with time, maturing when growing older in life
	Altruism – selfless concern for the well-being of others
	Artistic expression – sharing processes and products of human skill, imagination, and invention with the world
	Authority – the legitimate right to make decisions based on position power
	Autonomy - have personal control over your tasks and time
	Beauty/aesthetics – make life more beautiful or have time to appreciate beautiful things
	Being - thinking, contemplating are valuable; self-definition based on “who I am” regardless of external accomplishment
	Birthright - family background and heritage are essential self-defining qualities.
	Challenge – invent or revitalize thoughts, ideas, processes, or approaches that prove your abilities and help you grow
	Change - seen as positive, healthy, natural; it represents growth; “new and improved” concept
	Charity - voluntary sharing; giving money, materials, support, kindness, and resources to people in need
	Cleanliness – the state of being free from dirt, and the process of achieving and maintaining that state
	Comfort - being, feeling relaxed; free from pain and anxiety
	Commitment – keeping your word and agreements to self and others

	Communication – being effective in letting others know what you think and feel
	Community – commitment to the shared responsibilities and connections in the area you live, of the groups to which you belong
	Compassion – a motivational state associated with the propensity to actively relieve the suffering of others
	Competence – possessing and using skills, knowledge, qualities, and capacity to do something well
	Competition – competition is healthy and brings out the best in people
	Conservation – to protect all life forms—animals, fungi, plants, people—and their habitats
	Conservatism – disposed to preserve existing conditions, institutions, or to restore traditional ones and limit change so that it is moderate and purposeful
	Context/place - physical, geographic, historical, cultural, and temporal contexts are meaningful and important to life
	Contribution – have your work, life, presence on the planet make a difference
	Cosmopolitan – global citizenship; awareness of and connection to how events affect entire world population
	Courage – ability and willingness to take action even when it is risky or even life-threatening
	Creativity – allow your imagination to find new, unique ways to express ideas, thoughts
	Curiosity – explore new areas of knowledge and awareness; seek new understanding
	Democracy – the right of every one to contribute to the governance of nations, organizations, and communities
	Detail – thorough and attentive to particular and specific parts or processes
	Dignity – maintaining poise and a sense of self, no matter what
	Direct communication - honest, open, get to the point
	Discipline – calm, controlled, conscious behavior; systematic approach to behavior, activity, subject, or lifestyle
	Discovery - finding out about things for the first time; finding something new or unexpected after searching

	Diversity – seeking and valuing contact with those who are different from you; believe variety enhances your life experience
	Doing/activity orientation — hard work pays off; prefer action over contemplation of ideas; self-worth based on what you do or accomplish with your life
	Duty – carry out your responsibilities and commitments.
	Empathy – an emotional sensitivity to the needs and wants of others
	Empiricism – belief in knowledge acquired through sensory, objective, verified, quantified, scientific methods and experimentation
	Equality/egalitarianism – belief that all people are equal and should have equal access to things they need in life; treat everyone the same; believe people are (should be) free to change their roles
	Excellence – an internal high standard for doing/achieving things in life
	Expertise – to value and be valued for your knowledge, wisdom, experience, scholarly or intellectual abilities
	Expressiveness – share your unique ideas, feelings, and talents with others
	Extraversion – deriving energy from the outer world of people, objects, and events that involves initiating, expression, gregariousness, activity, and enthusiasm
	Extrinsic religiosity - religion helps us obtain desired goals, personal comfort, and social status consistent with God’s wish for us
	Fairness - demonstrating impartial, unbiased, and equitable treatment to others; giving to each according to what they need, earned, or deserve
	Faith – a strong belief in a higher intelligence that guides, sustains your life
	Family – having a strong commitment to people with whom you share bonds of blood and marriage
	Fate - external forces (e.g., God, fate, genetics) control humankind, and many things are beyond our control because they are hereditary or in God’s hands, etc.
	Financial freedom - having enough financial resources to support your lifestyle; no debt; working because you want to, not because you have to
	Formality - ritual and tradition are valued; formality is a sign of respect and importance
	Freedom/autonomy – have open-ended responsibilities with ability to choose and define your life, love, and work
	Friendship – personal relationships grounded in mutual concern for each other

	Fundamentalism – only one set of religious teachings (the Bible, the Torah, the Koran, etc.) clearly contains the fundamental, basic, intrinsic, essential, inerrant truth about humanity and God; this essential truth is fundamentally opposed by forces of evil that must be vigorously fought; this truth must be followed today using basic, unchangeable practices from the past; and following these fundamental teachings creates a special relationship with God/Jesus/Allah/Yahweh
	Future - planning ahead, goal setting, working today for a better future
	Generosity – willingness to share time, treasures, talents with others without viewing it as a transactional exchange for something in return
	Group/collectivism - strong identification with others; think interdependency with others is normal and desirable
	Growth –in personal terms, to have opportunities to improve yourself and self-actualize; professionally, to seek to enhance your skills and experience
	Harmony – seeking, contributing to, and maintaining conflict-free relations between people; “all for one, and one for all”
	Healing – helping others become healthy or maintain their health
	Help others – Give support, advice, information, or assistance to people, animals, groups, or organizations
	Hierarchy – View rank, status, and title as important; we should treat people differently according to their place in society; specific rights, obligations, and personality characteristics are expected based on age, sex, and position within society
	Honesty – telling the truth about your life and experience
	Human interaction - personal relationships with people are important
	Humility - being modest and respectful
	Idealism – cherishing or pursuit of high and noble principles and goals
	Immanence spirituality – belief that everything is God/part of the universe; transcendence of interpersonal and intrapersonal boundaries is good
	Independence – making decisions and carrying them out without regard or need for others’ assistance or approval
	Indirect communication - subtle, delicate, inferred communication that respects people’s intelligence and ability to decipher meaning while saving face
	Individuality – free to be yourself and express yourself in your own unique manner; see privacy as necessary and desirable; see each person as unique/special

	Influence – have an impact on the opinions, decisions, lives of others
	Informality - casual and spontaneous behavior is appreciated
	Initiative – taking action on your own without waiting for approval or permission
	Innovation – creating new and different objects, ideas, and experiences
	Integrity – consistency in word, thought, and deed in your interactions
	Intellectual challenge – explore ideas, problems, puzzles, or decisions that test your mental abilities, creativity, knowledge, assumptions, or world views; competitive tests of mental prowess against other intellectuals
	Introversion – deriving energy from your inner world of thoughts, feelings, and ideas; being receptive, contained, intimate, reflective, or quiet
	Intrinsic religiosity – believe people should <i>live</i> their religion; orthodoxy is valued
	Joy – happiness, contentment, pleasure (especially of an elevated or spiritual kind)
	Justice - fairness or reasonableness in the way people are treated, the decisions made, and the result/impact
	Kindness – good and charitable behavior, pleasant disposition, concern for others
	Knowledge/expertise - contribute to new findings in technology, research, or science; strong desire to learn new things; be valued for intellectual prowess
	Leadership – make a significant difference for achieving shared goals; have impact
	Learning – acquiring new, modifying, or synthesizing existing knowledge, behaviors, skills, values, or preferences; detecting and correcting errors
	Legacy - directing resources (time, talent, money) to causes you care about in order to make a significant difference in the world that continues even after you are gone
	Leisure - time without obligations or work responsibilities, and therefore being free to engage in enjoyable activities
	Liberalism – belief in the importance of liberty and equal rights, generally pro progress or reform in political or religious affairs
	Love – intense feelings of tender affection and compassion for others
	Loyalty – supporting a person or cause due to your feelings/attitude of devoted attachment and affection through challenging as well as good times
	Making a difference - leaving the world a better place for having lived; having a significant impact in your sphere of influence

	Mastery – possession of consummate skill, control, command, or grasp of a skill, ability, or organization, or people; having the upper hand in a contest/competition
	Materialism - acquiring and protecting wealth or objects are desirable; material possessions are a sign of success
	Membership – a sense of belonging and therefore contributing your time, talents, skills, and energy to organizations, clubs, and institutions
	Multiculturalism – appreciation, acceptance, and promotion of multiple cultures
	Natural abilities (use) – use innate gifts as way to acknowledge life purpose
	Naturalness – be able to dress and be casual, your natural self
	Nature – being concerned with animals, environment and people’s impact on nature; being outdoors
	New ideas – appreciation of new concepts, approaches, theories, inventions, etc.
	Objectivity – approach people, tasks, or decisions with detachment, appreciation for cause and effect, neutrality, and accuracy
	Opportunity – a condition of openness such that every one has access to resources necessary for a fulfilling life
	Order – a condition of logical, methodical, and comprehensible arrangement among separate elements, processes, or people in a group
	Organizing – the act of rearranging or coordinating people, processes, objects, events, or elements
	Parenting - to have, acquire, and use experiences, skills, and responsibilities involved in teaching and caring for children
	Past - tradition and history are important and provide guidelines for living life
	Patriotism - pride in or devotion to your country
	Peace – mental calm and serenity, without anxiety, making sure you and others get along without war, conflict, fights
	People – interest in, value of, concern for well-being of other human beings
	People (contact) – have frequent, quality interaction with others
	Perfection – complete flawlessness, free from fault or defect, the highest degree of proficiency, skill or excellence
	Personal control – expecting to control your life and environment to sustain or improve your quality of life

	Physical activity – be able to have energetic movement or exercise
	Physical challenge – perform activities, sports, stunts, etc., that require hard labor, pit you against others physically, or test your own physical limits
	Place/space – be in surroundings that reflect your lifestyle, preferences, values, and interests
	Power - the capacity to influence the behavior of others to achieve a result and to have impact; the right, authority, or desire to have power-over or power-with others
	Practicality – action orientation with sensible, hands-on approach to work
	Pragmatism – linking of practice with theory; practical approach to problems and affairs that balances ideals with what works
	Precision – work/live in ways where there is little room for error
	Progress – positive movement toward a goal or something valued; growth, development, advancement
	Preservation – guarding children, nature, people, animals, or things from danger, harm, or injury
	Quality – excellent standard or level of service, product, action, event, etc.
	Quest (spirituality) – honestly facing existential questions in their complexity (e.g., Why are we here? Why is there death? What is the purpose of life? why earth-humans-animals? etc.), while at the same time resisting clear-cut, pat answers
	Reality – the state of things as they actually exist, rather than as they might appear or be imagined; authenticity
	Reciprocity – relationships involve mutual exchange of obligations, favors, and privileges
	Recognition – receive validation and acknowledgment from others for your effort-based accomplishments
	Relationships – have time to develop and maintain quality contact with people you care about
	Respect – admiration and acknowledgment from others; wanting others to admire and defer to you
	Responsibility – willingness to be accountable for your charges in life
	Results – see bottom-line, measurable, tangible impact of your actions and work
	Retirement - leaving a job or career; the end of the time when you work for money

	Ritual – a set of actions performed regularly, often with an unchanging pattern
	Self-discipline - practicing methods that ensure controlled and orderly behavior; mental self-control used to direct or change behavior or learn something
	Self expression – sharing your personality, feelings, or ideas through work, speech, art, life
	Self-help - initiative, hard work, and individual accomplishment are essential qualities
	Service – give support, information, and advice to others
	Shared values – be with others who agree with you about what is most important in life and how to reach mutual goals
	Simplicity – a straightforward quality of life without complications, difficulties, or embellishments
	Spirituality - growth and introspection are seen as the purpose of life and the measure of one’s worth
	Solitude – a state of being alone, remote or secluded
	Stability/Security – regular, predictable work-life through the use of routines and structure with predictable income
	Status – have or earn prestige with a reputation based on achievements, talents, skills, or family; have a positive public image
	Supervising – oversee people and activities, usually in a work arena
	Surrender - to release; to let go; to relinquish possession or control to somebody (something, e.g., God/fate) greater than yourself (your ego)
	Talents (use) – use innate aptitudes, flair, gifts, abilities, or capacities
	Task accomplishment – carry out projects in a systematic way to meet goals, output, or performance objectives
	Time: alone - spending time in solitude, separated from other people; usually in quiet, remote, or secluded places where human activity is limited or absent
	Time: cyclical - importance attached to doing things in season
	Time: linear - importance attached to schedules, calendars, deadlines, watches, and being “on time”
	Time: procedural - doing things when everything comes together naturally
	Tradition - heritage, continuity, and stability are desired and worth continuing

	Transformation – change involving an end to some aspect of self you valued and becoming something new
	Travel - to journey to and visit different people, cultures, and places in the world
	Trust – the ability to have confidence in, and reliance on, others’ goodwill in situations involving risk or interdependence
	Utilitarianism – the proper course of action is one that is useful and maximizes the greatest good; the value of something is determined by its usefulness
	Wealth – have, gain, or maintain a high economic standard of living; high net worth
	Well-defined responsibilities – use training, skills, abilities, and experience to do clearly defined tasks with delineated roles and expectations
	Winning – achieving victory or success by defeating an opponent; gaining something of value through skill and or luck
	Wisdom - the knowledge and experience needed to make sensible, caring decisions and judgments
	YOUR VALUES AND YOUR DEFINITIONS Use the spaces below to add values not included in the inventory.