**WHAT MAKES ME FEEL USEFUL & VALUABLE AT WORK**



**I THRIVE IN THESE CONDITIONS:**

**1. I enjoy working with:**

a. data (information, ideas, words, numbers)

b. people

c. things (machines, equipment, animals)

**2. I prefer working:**

a. indoors

b. outdoors

c. some inside and some outside

**3. I prefer working in:**

a. alone

b. groups

c. being part of a team but working autonomously

**4. I would like to work in a:**

a. large city

b. medium size city

c. town or suburban area

d. small town or rural area

**5. I prefer a job that involves:**

a. a lot of travel

b. some travel

c. no travel

**6. Are you more comfortable as a:**

a. team member

b. team leader

c. autonomous worker

**7. I prefer working at:**

a. During daylight hours

b. During the evening and /or night

c. I prefer to make my own schedule

**8. I would like to commute to work by:**

a. by my personal car

b. take public transportation

c. work remotely from home

**Values, Values, Values**

**Here’s a list of some conditions and values** that may be important to YOU in your work environment. When making a career choice, remember that what you value directly impacts your working conditions, find satisfaction and meaning in your work. Make a list of the 1’s and 3’s to easily identify what values you need in your career and work environment to feel best in.

1=Most Important 2= Somewhat Important 3= Least Important

**Values**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Recognition |  | 1 | 2 | 3 |
| Being Around Interesting People |  | 1 | 2 | 3 |
| Independence |  | 1 | 2 | 3 |
| Blending of Family and Career |  | 1 | 2 | 3 |
| Leisure Time |  | 1 | 2 | 3 |
| Variety and Change in Work |  | 1 | 2 | 3 |
| Power and Influence |  | 1 | 2 | 3 |
| Quality of Product |  | 1 | 2 | 3 |
| Competition |  | 1 | 2 | 3 |
|  |  |  |  |  |

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| **Conditions**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | Public Contact |  | 1 | 2 | 3 | | Clear Expectations |  | 1 | 2 | 3 | | Clear Rules |  | 1 | 2 | 3 | | Security |  | 1 | 2 | 3 | | Involvement in Decision-Making |  | 1 | 2 | 3 | | Regular 40-hour Work Week |  | 1 | 2 | 3 | | Mental Challenge |  | 1 | 2 | 3 | | Salary |  | 1 | 2 | 3 | | Benefits |  | 1 | 2 | 3 | |
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| **LET’S TALK ABOUT YOUR VALUES** |
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|  |
| **SO-SO IMPORTANT Values** |
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|  |

Here is a list of values\* found in a work environment that may or may not be important to you. Using your scissors and glue stick, cut and paste the different values in the appropriate area. Purple oval= important, orange oval= not important, white area= so-so

Accomplishment Affiliation ***Belonging***  Challenge CHANGE/VARIETY Compatibility Competence Competition Communication Creativity Development DIVERSITY Flexibility GROWTH Health Helping HUMOR Increasing Income Independence INFLUENCE Impact Interaction Insight Knowledge LEADERSHIP Learning Physical

*Making a Difference* POWER & AUTHORITY Problem-Solving Recognition Respect Security SOCIAL Solitude Spiritual Spontaneity TEAMWORK Work-Life

\*Values regarding a person’s principles, standard’s of behavior or work environments, judges what is or is not important in their life. One’s values are useful in making life decisions and choices.

**Value definitions**

**Accomplishment** - feeling that you have contributed to your work and to your world

**Affiliation** - being active or involved with a group of people, perhaps in a club, professional organization, community group or special interest team

**Belonging** - feeling wanted and needed by family and/or friends

**Challenge** - feeling personally and professionally challenged by your work

**Change/Variety** - having a job which has a reasonable amount of variety or different responsibilities

**Compatibility** - having good relationships with leaders, colleagues and others that you come into contact with at work

**Competence** - doing your work correctly, accurately and with ability

**Competition** - doing a job which matches your skills and abilities against those of other people

**Communication** - expressing your ideas, feelings, and concerns accurately to others

**Creativity** - creating new products, materials, services and/or systems; generating new ideas and implementing them

**Development** - working on self-improvement

**Diversity** - having the opportunity to meet and/or work with people with diverse cultural backgrounds

**Flexibility** – scheduling your work hours or the way you conduct your work

**Growth** - being with people who are stimulating and challenging, providing an opportunity to develop your own skills and abilities

**Health** - living a physically healthy life; exercising, eating properly, taking care of yourself

**Helping** - being involved in activities which offer assistance to others

**Humor** – ability to see that something is funny; enjoyment of things that are funny

**Increasing Income** - obtaining promotions or opportunities

to increase income or raise in salary and or position

**Independence** - determining your own activities and priorities with little direction from others

**Influence** - being able to influence other people

**Impact** - being able to help, guide and/or direct people, organizations or projects

**Interaction** - working predominantly with others

**Insight** - learning to accept yourself and your strengths and weaknesses

**Knowledge** - pursuing and expanding your field of knowledge

**Leadership** - managing or influencing the efforts of others

**Making a Difference** – contributing to efforts that benefit others

**Physical** - doing work in which coordination and physical activities are desired or required

**Power and Authority** - directing or controlling the activities of others

**Problem-Solving** - using problem solving skills and generating solutions

**Recognition** - having a large circle of colleagues; being known by a number of people

**Respect** - being respected by others, your colleagues, management and clients

**Security** - knowing that position is secure (not identified for reorganization or layoff)

**Social** - having regular or daily contact with other people

**Solitude** - working predominantly on your own

**Spiritual** - being true to your personal convictions

**Spontaneity** - feeling you can be flexible when desired; not feeling restricted

**Teamwork** – encouraging cooperation, collaboration and partnerships

**Work Life** – pursuing interests both within and outside of work