

CAREER COACHING TOOLKIT

Discover Your Path to Success



Clear Waters
coaching

Gabriela@ClearWatersCoaching.com | 512-400-0162

IDENTIFY YOUR WORK VALUES

TABLE OF CONTENTS

Introduction	2
Step 1 – Work Experience Review	3
Step 2 – Brainstorming	4
Step 3 – Review and Condense	5
Step 4 – Prioritisation	6
Step 5 – Review and Wrap-up	7

INTRODUCTION

This workbook can help you identify your work and career values – what's most important to you in your work life. One definition of fulfilment is simply "living your values". In order to feel fulfilled in our work, our work must align with our core values.

Why does this matter? Identifying your work values enables you to understand your true motivation for working. It also helps clarify what you may want to avoid in the workplace. Once you're clear on your work values (whether you're looking for a new role, career change or just looking for ways to improve your current situation), you can make informed decisions. Understanding your work values enables you to choose roles, careers and activities that support and enhance your values - and avoid those that contradict them.

Note: Your work values may change over time (just as your personal values might). They shift as you understand yourself more and clarify priorities. Values are always moving and this is why we can 'outgrow' a job or role that initially suited us.

Before you begin, write down what you would *specifically* like to get out of this exercise:

.....
.....

If you have questions, please ask! It's now time to begin - enjoy your workbook!

IDENTIFY YOUR WORK VALUES

STEP 1 - WORK EXPERIENCE REVIEW

Think about your work experience and use this exercise to discover new ideas.

- 1) In the boxes below, list experiences that you Love, Like, Tolerate and Hate in current and past work.
- 2) It doesn't matter how big, small, personal or even silly each item may seem. The intent is to describe how you FEEL and which experiences are most impactful.

	LOVE	LIKE	TOLERATE	DISLIKE or HATE
Current (or most recent) Work	<ul style="list-style-type: none">•••	<ul style="list-style-type: none">•••	<ul style="list-style-type: none">•••	<ul style="list-style-type: none">•••
Previous Work	<ul style="list-style-type: none">•••	<ul style="list-style-type: none">•••	<ul style="list-style-type: none">•••	<ul style="list-style-type: none">•••
Previous Work	<ul style="list-style-type: none">•••	<ul style="list-style-type: none">•••	<ul style="list-style-type: none">•••	<ul style="list-style-type: none">•••
Previous Work	<ul style="list-style-type: none">•••	<ul style="list-style-type: none">•••	<ul style="list-style-type: none">•••	<ul style="list-style-type: none">•••
Previous Work	<ul style="list-style-type: none">•••	<ul style="list-style-type: none">•••	<ul style="list-style-type: none">•••	<ul style="list-style-type: none">•••

IDENTIFY YOUR WORK VALUES

What values and common themes do you notice?

STEP 2 - BRAINSTORMING

You've reviewed your work experiences so far and now we'll brainstorm even more possible values. There are most likely values that are hidden.

- 1) Aim for a list of 30-50 phrases that answer the question, "What's most important to me in my work-life?"
- 2) Revisit your list after a minimum of 24 hours and write down anything else that may come to you.

DON'T:

- Worry about whether it's a 'value' word right now. Choose whatever words or phrases inspire you!
- Judge your answers - or 'cherry-pick' values you think you "should" have.

DO:

- Consider times when you've become angry or upset (often a value NOT being met).
- Consider times when you've truly enjoyed yourself at work (often a value being met).
- Consider words or themes that come up a lot for you at work - they may be important!

1.	18.	35.
2.	19.	36.
3.	20.	37.
4.	21.	38.
5.	22.	39.

IDENTIFY YOUR WORK VALUES

- | | | |
|----------|----------|----------|
| 6. | 23. | 40. |
| 7. | 24. | 41. |
| 8. | 25. | 42. |
| 9. | 26. | 43. |
| 10. | 27. | 44. |
| 11. | 28. | 45. |
| 12. | 29. | 46. |
| 13. | 30. | 47. |
| 14. | 31. | 48. |
| 15. | 32. | 49. |
| 16. | 33. | 50. |
| 17. | 34. | 51. |

STEP 2B - BRAINSTORMING WRAP UP

A week after completing Step 2, complete these final actions:

- Review your list and add any new items that have come up since.
- Review your new item and ask, "How does this make me feel?" until you get to the value underneath. For instance, traveling could invoke feelings of curiosity/adventure or relaxation and tranquility. Collaboration could mean being creative and inspired or open and honest. Cross out the old word and write your new "value" word in the same spot.

STEP 3 - REVIEW AND CONDENSE

Next review and condense the values, ideas and words you've come up with so far down to 10 key values that you will work with moving forward.

IDENTIFY YOUR WORK VALUES

- 1) Group similar phrases and values together.
- 2) Choose the most meaningful words from each group and place at the front of each group. Organize remaining phrases by separating them with a ' / ' and list them below.
For example: If “Having Integrity” was your most meaningful phrase, then honesty, trust and truth might all fit in this category: Integrity/honesty/trust/truth

NOTE: Don't worry about putting your Top 10 items in priority order. We'll prioritize in the next step.

My Top 10 Values

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

IDENTIFY YOUR WORK VALUES

STEP 4 - PRIORITIZATION

This step takes a bit of thought. This step can you clarify what's truly, deeply, important to you. You may be surprised by your final value priorities and have a more meaningful way of looking at your work.

- 1) Using just the first word from your Top 10 list items in Step 3, roughly prioritize your list in the left-hand column below (Quickly – this a 1-minute exercise!).
- 2) Compare the first value (A) on your list below to the second item (B). Do this by answering this question below:

**"If I had to choose between having (A) and NOT (B),
OR having (B) and NOT (A) for the rest of my life - which would it be?"**

Think carefully: You're going to be without one of these forever - so **use your heart** a guide to choose.

- 3) If (A) wins, compare (A) to the next item (C) on your list. Use the same question, "Would I rather have (A) and NOT (C), or (C) and NOT (A) for the rest of my life?"
- 4) Keep working your way down the list until an item beats A.
- 5) If you get to the bottom of your list and nothing beats (A), then (A) is your top value: Write (A) in the number (1) spot in the right-hand column and start the process again with (B).
- 6) If an item, (E) beats (A), simply continue the question process down the list using the new 'most important' value of (E). Continue from where (A) started - if (A) beat all the items above then (E) will too!
 - If you reach the bottom of the list and nothing beats (E), then (E) is your top value: Write (E) in the number (1) spot in the right-hand column.
 - Then return to (A) and repeat the process down the list (from (F) forwards) to see if anything else beats (A).
 - If (A) now beats all your other values, it is your second most important value. Place it in the number (2) spot.
- 7) Repeat this process until you have a prioritized order of values.

NOTE: This may sound complicated and tedious, but the clarity will be worth it!

IDENTIFY YOUR WORK VALUES

Initial Top 10 Work Values

- A.
- B.
- C.
- D.
- E.
- F.
- G.
- H.
- I.
- J.

Final Prioritized Top 10 Work Values

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

STEP 5 - PRIORITIZATION REVIEW AND WRAP-UP

Congratulations! You now have your Top 10 Work Values! For additional clarity, answer these final questions to gain the most from this workbook.

1. What did you **learn about yourself** during this Values exercise?

.....

.....

.....

2. What were your biggest **surprises**?

.....

3. What could you do differently to align your work-life even more with your values?

IDENTIFY YOUR WORK VALUES

- What could you **stop** doing?
 - What could you **do less**?
 - What could you **do more**?
 - What could you **continue** doing?
 - What could you **start** doing?
4. What is **ESSENTIAL** to have in your work?
5. What must I **AVOID** in my work?
6. Finally, what can happen in **three year's time** so that your work-life is beyond satisfying and meaningful?
-
-
-

IDENTIFY YOUR WORK VALUES

CONGRATULATIONS! YOU'VE FINISHED!

Please use the space below to brainstorm or add notes:

Remember that your values change over time - just as you do!
Feel free to return to this workbook every few years to review your values.
Especially if you're feeling bored, tired, fed-up or frustrated at work!

PERSONAL S.W.O.T. EXERCISE

BACKGROUND

S.W.O.T. Analysis is a tool commonly used in business to identify team **S**trengths, **W**eaknesses, **O**pportunities, and **T**hreats. You can perform your own personal S.W.O.T. analysis. Use the results to distinguish yourself, recognize your unique skills, strengths and talents. Plan strategies to manage your weaknesses and take advantage of opportunities.

NOTE: This is not about being modest or overly self-critical. Simply answer the questions honestly. Consider both your perspective *and* those around you.

STRENGTHS What do you do well or better than others? What unique skills and talents do you have? What do others see as your strengths? What are you proud of about yourself and enjoy doing?	WEAKNESSES What could you do better? What do you avoid? Where do you have less skill or talent than others? What are others likely to see as weaknesses? What do you need to face up to?

PERSONAL S.W.O.T. EXERCISE

OPPORTUNITIES What opportunities are out there for you? What trends* could you take advantage of? Which strengths could you turn into opportunities? What is going on locally that you could capitalize on?	THREATS What trends and threats* could harm you? What is your competition doing? What threats do your weaknesses expose you to? What obstacles do you have coming up?

*Changing technology, government, professional organizational policy, environmental, market, social, economic, lifestyle or demographic trends.



360° FEEDBACK EXERCISE

IDENTIFY YOUR STRENGTHS AND WEAKNESSES

You might know your "Strengths" and "Weaknesses" - but how do other people see you? What about the blind spots or shortcomings that you're not aware of?

When we identify our shortcomings, we give ourselves the chance to grow. This exercise invites you to ask those around you for feedback on your strengths and weaknesses.

STEP 1: Choose Three People

- At Work (Choose a superior, co-worker and subordinate)
- In Personal Life (Family member or friend)
- Fear (Who might not like you?)

Consider who in your life would be willing to share their insights. Not everyone will feel comfortable doing this, so you may consider listing back-ups.

STEP 2: Ask Them For Feedback

- What are my strengths and talents?
- Describe a situation where you feel that I'm sabotaging myself.

Refer to the following Request Template. Decide if you prefer to call, email or discuss in person.



360° FEEDBACK EXERCISE

Sample Template for 360° Feedback

Dear _(NAME)_,

I'm currently working on a personal development plan and would like to understand how other people perceive my strengths and weaknesses.

I value your opinion as my _____ (ROLE IN YOUR LIFE) _____ and would really appreciate your honest feedback.

I would like to know how you perceive:

1. My Strengths and Talents - What do you value most about me?
2. My Weaknesses - How do I sabotage myself?

This can be as simple as a few bullet points. Please note that it's helpful if you could include specific examples so that I can better understand your perspective.

If you could respond to me by _____ DATE _____, I would appreciate it.

I value your input and thank you in advance.

____ YOUR NAME _____





360° FEEDBACK EXERCISE

STEP 3: Compare and Contrast Feedback Responses

- What similarities and differences do you notice?.
- How does the feedback align with how you see yourself?
- Write out your discoveries in the spaces below.

Weaknesses: Only include weaknesses that you have concrete evidence for. If there is something in the responses that you think is inaccurate – you’re probably right. If you receive the same feedback from multiple people, there may be an area to explore more in-depth.

Strengths: Often we are so accustomed to our own strengths and talents, that we take them for granted. When we enjoy something or find it easy, it’s a strength! Based on your feedback, have you noticed any hidden strengths that you were taking for granted?

I’ve noticed from my feedback that I am

.....

.....

.....

.....

.....

What most surprised me was

I am most valued for

I could most improve



BUILD A BRIDGE

BACKGROUND

- Do you feel stuck?
- Are you focusing on everything that could go wrong?
- Do you get overwhelmed when you think about everything you have to do?

It's time to Build a Bridge! You don't need to see the other side of the bridge – just the first three steps to cross. Once you've taken those three steps, you'll be able to see the next few steps. And so on and so forth. Simple, but very effective!

INSTRUCTIONS

1. Answer the questions below, then complete the “no fail” action section to move forward.
2. Practice this exercise weekly to maintain momentum or find motivation whenever you feeling overwhelmed or stuck.
3. Don't think too hard, trust yourself! Write down whatever comes to mind.

What is your goal or dream?

How do you ultimately want to feel?

.....

What have you done so far to reach your goal or dream?

.....

.....

.....

BUILD A BRIDGE

If you could do ANYTHING without fear or limits, what would it be?

.....

Write down **3 actions you can take** in the next week **without fail** that will move you closer to your goals. Actions can be as small or as big as you like, but **must be easily do-able** within the next week.

1st Action

2nd Action

3rd Action

Copy these onto a post-it note or postcard and stick them in your car, wallet, locker, fridge door, or desk drawer. Place where you will be reminded often!