



DARE

to be

DELIBERATE

VALUES/VISION EXERCISE

We're all familiar with the values exercises that start with a list of words. But for this values exercise, begin with no preconceived notions. Take a deep breath and empty your mind. Create a space for new insights and revelations to emerge when answering the questions below.

1) Great Experience

Think about a time when you were at your best at work. This often happens when our values are in alignment with the work you are doing. Describe the situation.

What was happening to you?

What was going on around you?

What values were you honoring at this time?

2) Bad Experience

Now, go in the opposite direction; consider a time when you got angry, frustrated, or upset at work.

What was going on? What were you feeling? Now flip those feelings around.

What values were being suppressed?

3) Your Values

What's most important in your life? Beyond your basic human needs, what *must* you have in your life to experience fulfillment? This can include anything from good health to the ability to think creatively; from always learning to the ability to work autonomously.

What are the personal values you must honor or you feel diminished or unhappy?

Organize Your Personal Values into Related Groups

Combining all the answers from above, you now have a master list of personal values. You may very well have more than 20 values that came to mind. That's too many to be actionable. So, group these values under related themes. For example: Values like accountability, responsibility, and timeliness are all related. Values like learning, growth, and development relate to each other. Connection, belonging, and intimacy are related too. Group them together.

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Highlight the Central Theme of Each Value Group

If you have a group of values that include honesty, transparency, integrity, candor, directness, and truth, select a word that best represents the group. For example, integrity might work as a central theme for these values.

Determine Your Top Personal Core Values

You knew this was coming. It's time to whittle down your list.

- What values are *essential* to your life?
- What values represent your *primary way of being*?
- What values are essential to supporting your inner self?

There is no right or wrong answer because your values are yours alone. But you want to significantly reduce the number of values listed to reflect the core of what matters most to you. Too few and you won't capture all the unique dimensions of your being. Too many and you'll forget them or won't take advantage of them. While the number of core values differs for each person, the magic range seems to be between five and 10.

Rank them in the order of importance. This is often the most challenging part.

This exercise may take multiple sittings. Revisit your list and ranking the next day and see how it sits with you. Then go through the process again.

Consider your preferences. What are those things that matter to you that would be ideal? (Commute distance, work/life balance, income, etc.)

What are your motivators? List those things that drive you in a direction that is satisfying.

CREATING YOUR CAREER VISION

Imagine you are in your ideal role – what does it look and feel like?

Reflect on your **values**. Think about what **motivates** you. Consider your **preferences**.

The goal of writing your career vision is NOT to create a job description. This is more about how you think and feel in your ideal role. As you begin to write your vision, think about how you can make memorable phrases or sentences that helps you articulate the meaning behind each thought. It gives you the opportunity to make the vision more emotional and memorable. Let go of all barriers as you imagine a future and career that fulfills you. If you take a 360-degree approach, you will likely find your vision statements to be a full page of sentences – or more! There is no wrong answer!

Here are a few tips and guidelines for crafting your vision statements by combining your values, motivators and preferences:

- **Use inspiring words and vocabulary.** Our brains are quick to delete or ignore the mundane and commonplace.
- **Mine for words that evoke and trigger *emotional responses*.** They will be more meaningful and memorable.
- **Play to your strengths** in crafting your vision.
- **Make your vision statements rich and meaningful** to you so they inspire you to uphold them.
- **Write in positive, present tense as if it is already happening in your life (I am, I have, I do).** If you find yourself writing **DON'T, NOT, NO** – think of the opposite.

Examples:

Health	I am living a healthy lifestyle that brings me energy every day.
Community	I am working with really smart people who challenge me to be my best.
Environment	My office has a view of the city.
Motivation	I am an expert in my field
	I am in an organization that values my contributions
Lifestyle	My commute is less than 20 minutes each way

Brainstorming Help

The questions below are simply to get you thinking of multiple aspects that are important considerations at work. You may have multiple answers to one question, or no answers at all. Be as detailed as you can without assigning a specific job title or career path. The end result will not be an obvious, "Oh! I should go get (fill in blank with a job title or company name) job." Rather, it may help you identify and articulate the things that are important to you as you have career conversations and create your career action plan.

20 Questions: When imagining the absolute ideal work situation...

1. What kind of people are your colleagues?
2. What kind of people are your customers or clients? (Old? Young? Motivated? Distressed? Hopeless? Happy?)
3. What type of physical environment do you work in daily?
4. What is the culture of this ideal place?
5. Who is the boss? Where do you fall in the hierarchy?
6. How much flexibility do you have? Describe what flexibility means through your sentences.
7. What are your working hours? How much time do you spend thinking about work when you're not on the job?
8. How much time off do you have?
9. How do you feel when you head to work?
10. How do you feel at the end of each day or week?
11. What gives you satisfaction in this job?
12. How do you know you are being successful in the role?
13. How much money are you making?
14. How does your family perceive this career choice?
15. How do others perceive this career choice?
16. What does your community look like in this role? (example: your community may be your local city; or it may be group of people that expand beyond local, such as veterans or students; or it may be an industry community such as global health nonprofit workers)
17. Where is your place in this community? (Leader, participant, etc.)
18. What are you achieving in this role? (Without being super specific – for example: "I am speaking to large and small groups." Or "I am influencing others to make a difference for a cause.")
19. What skills that you have are you using in this role?
20. What skills that you do not yet have, but would like to gain, when in this role?