

Chapter 5 Project

Part 1: Work Style Personality

Your **work-style personality** is a unique set of ways of working with and responding to your job requirements, surroundings, and associates. When making a career selection, you must balance your work-style personality against the demands of the work environment.

You can begin by rating each work value as shown in the Decision-Making Worksheet “What Is Your Work-Style Personality?” Put a check mark in the appropriate column in terms of importance in your career. Armed with this information, you can now more clearly decide on careers that are most suitable for you.

What is My Work-Style Personality?	Your Rating			
	Very Important	Somewhat Important	Unimportant	Undesired
1. Working Conditions				
Independence & Autonomy				
Time Flexibility				
Change & Variety				
Stability & Security				
Physical challenge				
Mental challenge				
Pressure & Time deadlines				
Decision making				
2. Work Purpose				
Material gain				
Truth & knowledge				
Expertise & authority				
Achievement & recognition				
Ethical & moral				
3. Work Relationships				
Working alone				
Public contact				
Close friendships				
Influencing others				
Supervising others				

Part 2: Values Clarification

Values clarification is a self-assessment process that enables you to discover the content and strength of your own system of values. As a process it is more involved with how you have acquired your values than with determining what they should be.

We have one set of shoulds and should nots from our parents. The church often suggests another. Friends and peer groups may offer still other values, and to add to the confusion, there are the value conflicts from opposing political groups, newspapers, commercials, etc. With all these influences, we are ultimately left to make our own choices about whose advice and values to follow. Or, we give up our right to choose and make others responsible for our choices.

Values clarification doesn't tell you what values you should live by, but provides you with a method that lets you discover what values you do live by. What gives our life its meaning and relevance are our values. When examined we discover that they are the principles or standards upon which we base our decisions about how we want to live our lives now and in the future. Our choices, whether we are aware of it or not, reflect our values.

Values are not transmitted or taught, but learned directly from an individual's life experiences. They develop, grow and change through interaction with self, the environment and other people. The process is dynamic, throughout the course of life values are continually changing.

We are often not consciously aware of our values. Some are obvious and visible but most are hidden from awareness. The way you choose to live your life provides clues, such as how you spend your time and money. Everything you do or say tells something about what you value. What gets you riled up enough to take a stand or to take action? What do you fantasize or daydream about? When do you feel the most alive and energized in your life? Answering these and other similar questions reveals your true values.

For something to constitute a true value it must meet seven criteria:

1. **Chosen freely:** you have ultimately chosen it yourself.
2. **Chosen from among alternatives:** without two or more alternatives there is no choice and no true value.
3. **Chosen after consideration of consequences:** after reflection on positive and negative consequences.
4. **Prized and cherished:** the key is the enthusiasm associated with the value.
5. **Publicly affirmed:** you are willing to acknowledge it and if confronted by another person you would not deny it.
6. **Acted upon:** unless acted upon it is not a value, but rather a good idea or belief.
7. **Part of a definite pattern of action:** a single act alone does not constitute a value.

The more we understand our values, the more we are able to make satisfactory choices and take appropriate action.

Complete Exercise I and II below.

Exercise I – Part A

Values Clarification Worksheet One – 21 Lists

Directions: Each numbered group contains a list of values, which are defined on the following page. For each grouping, rate the value you place on each individual value. There are no right or wrong answers. Rate the values according to how you *really* feel, not how you think you *should* feel. In front of each value place a number from 1 (the one you value most in the grouping) to 5 (the one you value least). Be sure to place a number from 1 to 5 in front of *each* value. You must give a *different* rating to each value named in the group. A score sheet (page 4) with directions, follows the definitions on page 3.

- | | | |
|---|---|---|
| 1. ___ Ambition
___ Broadmindedness
___ Competence
___ Popularity
___ Helpfulness | 8. ___ Self-Sufficiency
___ Popularity
___ Leisure
___ Spirituality/Faith
___ Success | 15. ___ Emotional Health
___ Spirituality/Faith
___ Love
___ Broadmindedness
___ Leadership |
| 2. ___ Broadmindedness
___ Creativity
___ Self-Sufficiency
___ Physical Health
___ Aesthetics | 9. ___ Popularity
___ Physical Health
___ Emotional Health
___ Equality
___ Honesty | 16. ___ Spirituality/Faith
___ Equality
___ Ambition
___ Creativity
___ Knowledge |
| 3. ___ Creativity
___ Security
___ Popularity
___ Appearance
___ Love | 10. ___ Physical Health
___ Appearance
___ Spirituality/Faith
___ Ethics
___ Competence | 17. ___ Equality
___ Ethics
___ Broadmindedness
___ Security
___ Leisure |
| 4. ___ Security
___ Success
___ Leadership
___ Ambition
___ Physical Health | 11. ___ Appearance
___ Leadership
___ Helpfulness
___ Self-Sufficiency
___ Equality | 18. ___ Ethics
___ Helpfulness
___ Success
___ Emotional Health
___ Creativity |
| 5. ___ Success
___ Honesty
___ Appearance
___ Knowledge
___ Broadmindedness | 12. ___ Leadership
___ Knowledge
___ Ethics
___ Aesthetics
___ Popularity | 19. ___ Helpfulness
___ Aesthetics
___ Security
___ Honesty
___ Spirituality/Faith |
| 6. ___ Honesty
___ Competence
___ Creativity
___ Leadership
___ Leisure | 13. ___ Knowledge
___ Leisure
___ Physical Health
___ Helpfulness
___ Love | 20. ___ Aesthetics
___ Love
___ Equality
___ Success
___ Competence |
| 7. ___ Competence
___ Self-Sufficiency
___ Knowledge
___ Emotional Health
___ Security | 14. ___ Leisure
___ Emotional Health
___ Aesthetics
___ Ambition
___ Appearance | 21. ___ Love
___ Ambition
___ Honesty
___ Self-Sufficiency
___ Ethics |

Exercise I – Part B

Definition of Values used in 21 Lists

Aesthetics	Appreciation and enjoyment of beauty for beauty's sake
Ambition	Strong desire for achievement
Appearance	Concern for the attractiveness of one's own person
Broadmindedness	Open-minded, tolerant
Competence	Capable, effective
Creativity	Imaginative
Emotional Health	Peace of mind, freedom from overwhelming anxiety
Equality	Equal opportunity for all
Ethics	Having principles of conduct
Helpfulness	Working for or devotion to others
Honesty	Truthful, sincere
Knowledge	Seeking of truth, information
Leadership	Influence over others
Leisure	Time for enjoyment, gratification
Love	Devotion, companionship, warm attachment to another
Physical Health	Freedom from physical disease or pain
Popularity	Being liked, approved and accepted by many
Spirituality/Faith	Belief in and activity held on behalf of a Higher Power
Security	Freedom from concern for material resources
Self-Sufficiency	Self-reliant, independent
Success	Accomplishment brought about by effort and determination

Exercise I – Part C
Scoring the 21 Lists

Name: _____

Period: _____

Directions: You had the opportunity to rank each value five times, in five different groupings. On the chart below, place the number you assigned to the value each time it appeared. Then add the total numbers across.

Value	Group #	Your Ranking					Total
		1st rank	2nd rank	3rd rank	4th rank	5th rank	
Aesthetics	2,12,14,19,20						
Ambition	1,4,14,16,21						
Appearance	3,5,10,11,14						
Broadmindedness	1,2,5,15,17						
Competence	1,6,7,10,20						
Creativity	2,3,6,16,18						
Emotional Health	7,9,14,14,18						
Equality	9,11,16,17,20						
Eyhics	10,12,17,18,21						
Helpfulness	1,11,13,18,19						
Honesty	5,6,9,19,21						
Knowledge	5,7,12,13,16						
Leadership	4,6,11,12,15						
Leisure	6,8,13,14,17						
Love	3,13,15,20,21						
Physical Health	2,4,9,10,13						
Popularity	1,3,8,9,12						
Spirituality/Faith	8,10,15,16,19						
Security	3,4,7,17,19						
Self-Sufficiency	2,7,8,11,21						
Success	4,5,8,18,20						

Now, list the values starting with the lowest total up to the highest for all 21 values. The list indicates which values are the most important to you. Take a moment to reflect and expand your definition of the top four or five values on your list.

- | | | |
|----------|-----------|-----------|
| 1. _____ | 8. _____ | 15. _____ |
| 2. _____ | 9. _____ | 16. _____ |
| 3. _____ | 10. _____ | 17. _____ |
| 4. _____ | 11. _____ | 18. _____ |
| 5. _____ | 12. _____ | 19. _____ |
| 6. _____ | 13. _____ | 20. _____ |
| 7. _____ | 14. _____ | 21. _____ |

What did you learn about your values?

Exercise II

Work Values Inventory

- Each of the two numbers listed in pairs in the first column refers to a values listed in the next two columns. Consider one pair at a time, decide which of the two values is most important to you and circle it. Work all the way down the column.
- Count the number of times on this **whole** page that you circled each number and record that total in the column titled "Total # of circles".
- In the "Final Order" column, rank as number 1 the value that you circled the greatest number times and so on down to the one you circled the fewest times.

		Value	Total # of Circles	Final Order
1 1 1 1 1 1 1 1 1 1 1 1 1 1 2 3 4 5 6 7 8 9 10 11 12 13 14	1.	FLEXIBILITY some control over schedule, activities		
2 2 2 2 2 2 2 2 2 2 2 2 3 4 5 6 7 8 9 10 11 12 13 14	2.	ACHIEVEMENT seeing results of the work		
3 3 3 3 3 3 3 3 3 3 3 3 4 5 6 7 8 9 10 11 12 13 14	3.	CREATIVITY being innovative, original		
4 4 4 4 4 4 4 4 4 4 4 4 5 6 7 8 9 10 11 12 13 14	4.	INTERPERSONAL COMMUNICATIONS with coworkers, team members		
5 5 5 5 5 5 5 5 5 5 6 7 8 9 10 11 12 13 14	5.	SELF-REALIZATION opportunity for personal growth		
6 6 6 6 6 6 6 6 6 6 7 8 9 10 11 12 13 14	6.	MONEY climbing the economic ladder		
7 7 7 7 7 7 7 7 8 9 10 11 12 13 14	7.	MASTERY using preferred skills, becoming an expert		
8 8 8 8 8 8 9 10 11 12 13 14	8.	MORAL VALUE consistent with personal ethics and values		
9 9 9 9 9 10 11 12 13 14	9.	SERVICE contributing to betterment of others		
10 10 10 10 11 12 13 14	10.	RISK, ADVENTURE being on the cutting edge		
11 11 11 12 13 14	11.	CHALLENGE dealing with complex problems and decisions		
12 12 13 14	12.	ECONOMIC SECURITY stable income and benefits		
13 14	13.	LEADERSHIP opportunity to direct and influence others		
	14.	VARIETY changing activities, tasks and roles		

What did you learn about your work values?