



Career Clarity Creative Kit



INCLUDES:

EXPLORING & IDENTIFYING YOUR PERSONAL VALUES

VALUES WORKSHEET

FIGURING OUT WHAT YOU DON'T WANT EXERCISE

CAREER SUCCESS ACTION PLANNER





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EXPLORING & IDENTIFYING YOUR PERSONAL VALUES

Values are perhaps the most vital part of the jigsaw of your life in terms of understanding what motivates and fulfils you. We all have values but we are mostly unconscious of them. This exercise brings them up to the surface and helps you get crystal clear about what makes you tick.

For you to be happy and fulfilled in your work, you must be honouring your most important values. So here we're aiming to uncover all your values – and then focus in on your Top Five Values.

Look at the table of values below.

Take a moment to consider each value and its importance to you personally. Ask yourself is it (1) not at all important in my life (2) fairly important in my life, (3) very important in my life or (4) extremely important in my life.

Against each value, in the right hand column, mark 1, 2, 3 or 4 depending on its importance, as indicated above.

Many values seem quite similar. Some seem like personal values and some seem like universal values or principles. Don't worry about that. Just give a mark that reflects how you feel in your heart. Or if you prefer, cluster a few together, for example: appreciation/acknowledgment/recognition.

When you've finished going through the table, pick out the values you've marked with a 4. If there are 5 or less, look at those you've marked with a 3 and try to identify the most important of those, to create a list of Top Five Values.

If you've got 6 or more values marked with a 4, look at those values again and try to identify the Top 5. If necessary, ask yourself "If I had to choose between (value A) and (value B) which would I choose?"

Pointer: This is about YOU and your values. So keep a wary eye out for any "shoulds" – feelings that you ought to have certain values, for example, "honesty". It is vital that in this process of identifying your own personal value system you learn to notice when you are responding to the values of others or of society at large and when you are listening to your heart.

EXPLORING & IDENTIFYING YOUR PERSONAL VALUES

In order to have a happy, successful and fulfilling life, you must act upon your values, both in your personal life and at work. Taking your values into account when you choose a career could be the most important factor that determines whether you will or won't be satisfied.

In this exercise, you will first identify all the values that are important to you. You will then narrow down the list to your five most important values.

Last, you'll identify which of your top 5 values are satisfied in your current work situation. This process will help you understand what's missing now so that you can be clear about what want.

TABLE OF VALUES

accomplishment		fame		pressure	
accuracy		fast pace		privacy	
a life of the mind		forward movement		recognition	
achievement		freedom		respect	
achieving potential		friendship		risk-taking	
acknowledgment		fun		romance	
adventure		hard work		routine	
altruism		harmony		results	
appreciation		helping others		safety	
artistic endeavour		honesty		security	
authenticity		humour		self-care	
autonomy		imagination		self-expression	



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balance		independence		sensuality	
aesthetics/beauty		influencing		service	
being a catalyst		integrity		solitude	
being in the flow		Intellectual rigour		spirituality	
being my best		intimacy		status	
belonging		intuition		success	
challenge		joy		support	
clarity		justice		teaching	
commitment		keeping promises		teamwork	
compassion		leadership		thrill	
completion		learning		tolerance	
connectedness		leisure time		tradition	
contribution		love		trust	
co-operation		loyalty		variety	
creativity		making a difference		vitality	
dependability		making decisions		wellness	
directness		money		winning	

ease		my faith		wisdom	
elegance		nurturing		Other:	
emotional health		openness		Other:	
empathy		order/accuracy		Other:	
empowerment		organization		Other:	
encouraging		nature		Other:	
energy		partnership		Other:	
entertaining		passion		Other:	
environment		peace		Other:	
equality		peace of mind		Other:	
excellence		personal growth		Other:	
excitement		personal responsibility		Other:	
expertise		pioneering		Other:	
fairness		power		Other:	

TOP FIVE VALUES

Now that you've selected all of the values that are important to you, narrow down the list to your top five values. Ask yourself, "When I have been happiest in my life, was this value fulfilled? Is this truly my value or is it an unrealistic value that I don't live by?" If you are unable to identify 10

values, that's fine. Write down as many as you can below. And create your own unique definition - creativity to me could be quite different for you.

Value	Description	Expressed?

Now, think about your current work situation and whether or not this value is being expressed in your work right now. Write yes next to the value if it is currently being expressed in your work now and no if it is not.



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FIGURING OUT WHAT YOU DON'T WANT

Knowing What You Don't Want Helps Inform What You DO Want!

"It is natural that by knowing what you do not want, you are able to clarify what you do want; and there is nothing wrong with identifying a problem before beginning to look for a solution. But many people, over time, become problem oriented rather than solution oriented, and in their examination and explanation of the problem, they continue the perpetuation of the problem. That which is like unto itself, is drawn—so tell the story you want to live and you will eventually live it". -

Abraham Hicks

Ready? Let's do this!

- Print out the worksheet or make your own version.
- Start with column 'I Don't Want'.
- Write out everything you can possibly think of that you DON'T WANT in regards to career. (This is simply the act of releasing and to help you get clear on what you DO want).
- Once you've exhausted your Don't Wants, move over to the 'I DO Want' column.
- No time for Inner Critics here. GO FREE, DREAM BIG, DON'T HOLD BACK!
- When complete with both sides, take the worksheet and fold it vertically into 2 halves.
- Take a pair of scissors or just rip it in $\frac{1}{2}$ vertically so that Don't Want/ Do Want is separate from each. Look at the DON'T WANT list.
- Take it all in. When you are ready, ceremonially rip up the DON'T WANT's into tiny pieces. You can burn it, toss it, flush it, whatever feels right to you.
- Now, take a long look at your WANT list. This is what we focus on and start building during our coaching together.

I Don't Want

I Want



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INSPIRED ACTION PLANNER

Inspired Actions

Inspired Action #1

5 ways to move this forward

1. _____

2. _____

3. _____

4. _____

5. _____

Inspired Action #2

5 ways to move this forward

1. _____

2. _____

3. _____

4. _____

5. _____

Inspired Action #3

5 ways to move this forward

1. _____

2. _____

3. _____

4. _____

5. _____



Sharing it with the world

Sharing your Big Vision with others opens up new possibilities! You just never know who has a connection or an opportunity. And don't be shy to ask others for what you need to help you move forward.

People I can share my Big Vision with today

People I can ask for what I need today



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Are you ready to take this to the next level and have support on your journey to figure out "what's next in my career"?

Book a free 30 minute session and take it to the next level:

Book a Career Clarity Call