

## Work Related Values & Goals

Career exploration & planning begins with finding out what's important to you. Your personal preferences, focusing on what you value and what you like to do are the keys to an occupation that will be right for you.

Below is a list of personal values that many people have identified as being important to them in the workplace and in their careers.

Circle the ones most important to you or that you feel would be important for you to have in a future job.

<b>Help Society</b>	Do something which contributes to improving the world we live in
<b>Help Others</b>	Be directly included in helping other people, either individually or in groups
<b>Public Contact</b>	Have a lot of day-to-day contact with the public
<b>Work with Others</b>	Work as a team member toward a common goal
<b>Work Alone</b>	Do projects by myself, with limited contact with others
<b>Competition</b>	Engage in activities which pit my abilities against others
<b>Make Decisions</b>	Have the power to decided courses of action and policies
<b>Work Under Pressure</b>	Work in situations where time pressure is prevalent
<b>Influence People</b>	Be in a position to influence the attitudes of opinions of other people
<b>Knowledge</b>	Engage in the pursuit of knowledge and understanding
<b>Work Mastery</b>	Become an expert in whatever work I do
<b>Artistic Creativity</b>	Engage in creative artistic expression
<b>General Creativity</b>	Have the opportunity to create new programs, materials, or organizational structures
<b>Aesthetics</b>	Participate in studying or appreciating the beauty of things, ideas, etc.
<b>Challenge</b>	Be continually exposed to new experiences that result in constant learning
<b>Supervision</b>	Have a job which you are directly responsible for the work of others
<b>Change and Variety</b>	Have work activities which frequently change
<b>Precision Work</b>	Work in situations where attention to detail and accuracy are very important
<b>Routine</b>	Have a work routine and job duties that are mostly predictable and similar day-to-day
<b>Security</b>	Be assured of keeping your job and receiving satisfactory compensation
<b>Recognition</b>	Be publicly recognized (or in the workplace) for the high quality of your work
<b>Fast Pace</b>	Work in circumstances where work must be done rapidly
<b>Excitement</b>	Experience a high degree of (or frequent) excitement in the course of your work
<b>Adventure</b>	Have work duties which require frequent risk-taking
<b>Financial Gain</b>	Have a high likelihood of achieving very great monetary rewards for your work
<b>Physical Challenge</b>	Do activities that use your physical capabilities
<b>Independence</b>	Be able to determine the nature of my work without significant direction from others
<b>Moral Fulfillment</b>	Feel that your work contributes to moral standards which you feel are important
<b>Community</b>	Live where you can participate in community affairs
<b>Time Freedom</b>	Be able to work according to your own schedule
<b>Industry Concentration</b>	Be located in an area with high concentration of field specific jobs

Write your top 5 values in their order of importance:

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Describe how well the values you chose match or do not match your proposed career?

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Now, that you have a better understanding of what's important to you. You can use that knowledge to help you set career goals.

### **Setting Goals:**

People who set goals achieve more than those who do not, and people who write them down are more likely to achieve them.

Deciding what you want to do, writing a C.V., networking, and all other activities that are connected to conducting a job search are easier to accomplish if you set goals.

The SMART Principle is a helpful tool for writing down goals. Goals should meet the following criteria:

- S-Specific**
- M-Measurable**
- A-Attainable**
- R-Realistic**
- T-Timebound**

Write down your long-term (5 -10 yrs) career goals.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What steps do you need to take in order to achieve your long-term career goals? Be specific.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

What are some of the obstacles you might encounter? How will you overcome them?

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What kind of co-op position will help you achieve your career goals? Be as specific as you can.

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## Accomplishments Worksheet

Think about your work experience, academic project work, extra-curricular and community activities, volunteer experience, and **write 5 accomplishments** of which you are really proud or that you enjoyed doing.

**Identify the skills, strengths and personal qualities** (use the list on the back as a guide) **you developed/utilised to achieve each one.**

Accomplishments	Skills, Strengths, & Personal Qualities
Example:	<i>Skills:</i>
1.	
2.	
3.	
4.	
5.	

## Personal Qualities

Able to concentrate	Curious	Meticulous	Responsible
Able to manage stress	Diplomatic	Modest	Risk-taking
Accurate	Discreet	Motivated	Self-confident
Adaptable	Easy going	Open-minded	Self-controlled
Adventurous	Efficient	Optimistic	Sensible
Aggressive	Emotional	Organized	Sensitive
Ambitious	Empathetic	Outgoing	Sincere
Analytical	Enthusiastic	Patient	Sociable
Assertive	Friendly	Persevering	Stable
Attention to detail	Good-natured	Persuasive	Supportive
Business-like	Helpful	Poised	Tactful
Calm	Honest	Practical	Teachable
Careful	Humorous	Precise	Tenacious
Cautious	Imaginative	Progressive	Thorough
Cheerful	Independent	Punctual	Thoughtful
Clear-thinking	Intelligent	Quick	Tough
Competent	Inventive	Quiet	Trusting
Competitive	Kind	Rational	Trustworthy
Confident	Likeable	Realistic	Understanding
Conscientious	Logical	Reflective	Versatile
Conservative	Loyal	Reliable	Witty
Consistent	Mature	Reserved	
Creative	Methodical	Resourceful	

## Skills & Strengths

Communication Skills	Creative Skills
Explaining	Inventing
Listening	Decorating
Persuading	Designing
Selling	Entertaining
Speaking	Dramatizing
Teaching	Innovating
Writing	Displaying
Organization Skills	Leadership Skills
Anticipating	Administration
Setting Priorities	Coordinating
Planning	Deciding
Predicting	Delegating
Preparing	Initiating
Managing Time	Managing
Budgeting Resources	Supervising
Analyzing	Motivating
Evaluating	
Interpersonal Skills	Problem Solving Skills
Advising	Investigating
Cooperating	Researching
Confronting	Observing
Greeting	Locating
Group Facilitating	Obtaining Information
Interviewing	Trouble Shooting
Negotiating	Asking
Participating	
Maintenance Skills	
Compiling	
Handling Detail Work	
Record Keeping	
Setting Up	
Updating	