

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.

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

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 Value Ratings					Total
		1	2	3	4	5	
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	7,9,14,15,18						
Equality	9,11,16,17,29						
Ethics	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. _____ |

Exercise II – Part A

Values Clarification – Work Values Inventory

The statements below represent values which some people consider important in their work. These are satisfactions which people often seek in their jobs or as a result of their jobs. They are not all equally important to everyone; some are very important to some people but of little importance to others. Read each statement carefully and indicate how important each is for you by circling the appropriate number.

- 5 means "Very Important"
- 4 means "Important"
- 3 means "Moderately Important"
- 2 means "Of Little Importance"
- 1 means "Unimportant"

"I value work in which I..."

- | | |
|--|-----------|
| 1. have to keep solving new problems | 1 2 3 4 5 |
| 2. help others | 1 2 3 4 5 |
| 3. can get a raise | 1 2 3 4 5 |
| 4. look forward to changes in my job | 1 2 3 4 5 |
| 5. have freedom in my own area | 1 2 3 4 5 |
| 6. gain prestige in my field | 1 2 3 4 5 |
| 7. need to have artistic ability | 1 2 3 4 5 |
| 8. am one of the gang | 1 2 3 4 5 |
| 9. know my job will last | 1 2 3 4 5 |
| 10. can be the kind of person I would like to be | 1 2 3 4 5 |
| 11. have a boss who gives me a square deal | 1 2 3 4 5 |
| 12. like the setting in which my job is done | 1 2 3 4 5 |
| 13. get the feeling of having done a good day's work | 1 2 3 4 5 |
| 14. have authority over others | 1 2 3 4 5 |
| 15. can apply new ideas | 1 2 3 4 5 |
| 16. create alternative solutions | 1 2 3 4 5 |
| 17. am rewarded for what I produce | 1 2 3 4 5 |
| 18. have a boss who is reasonable | 1 2 3 4 5 |
| 19. am sure of always having a job | 1 2 3 4 5 |
| 20. add beauty to the world | 1 2 3 4 5 |
| 21. make my own decisions | 1 2 3 4 5 |
| 22. have pay that keeps up with the cost of living | 1 2 3 4 5 |
| 23. am mentally challenged | 1 2 3 4 5 |
| 24. use leadership abilities | 1 2 3 4 5 |

Exercise II – Part A

- | | |
|---|-----------|
| 25. have adequate lounge, toilet and other facilities | 1 2 3 4 5 |
| 26. have a way of life, while not on the job, that I like | 1 2 3 4 5 |
| 27. form friendships with my fellow employees | 1 2 3 4 5 |
| 28. know that others consider my work important | 1 2 3 4 5 |
| 29. do not do the same thing all the time | 1 2 3 4 5 |
| 30. feel I have helped another person | 1 2 3 4 5 |
| 31. add to the well-being of other people | 1 2 3 4 5 |
| 32. do many different things | 1 2 3 4 5 |
| 33. am looked up to by others | 1 2 3 4 5 |
| 34. have good contacts with fellow workers | 1 2 3 4 5 |
| 35. lead the kind of life I most enjoy | 1 2 3 4 5 |
| 36. have a good place in which to work (quiet, clean, enough space) | 1 2 3 4 5 |
| 37. plan and organize the work of others | 1 2 3 4 5 |
| 38. need to be mentally alert | 1 2 3 4 5 |
| 39. am paid based on equity | 1 2 3 4 5 |
| 40. make up my own schedule | 1 2 3 4 5 |
| 41. make attractive products/services | 1 2 3 4 5 |
| 42. am assured of another job in the company if mine ends | 1 2 3 4 5 |
| 43. have a supervisor who is considerate | 1 2 3 4 5 |
| 44. see the results of my efforts | 1 2 3 4 5 |
| 45. contribute new ideas | 1 2 3 4 5 |

Check to make sure that you have rated every statement and then move on to next page for scoring.

Exercise II – Part B

Scoring Work Values Inventory

Score each value by adding together the ratings you gave each of the three statements (among items 1-45, on the preceding page) associated with that value. The work values that are most important to you are those with the highest total score. See the next page for a brief description of each value. Ask yourself what these work values may say about your current job satisfaction, or what they may indicate about your deepest, “core values.”

Value being scored	Statements used in scoring	Your score
Creativity	15, 16, 45	
Management	14, 24, 37	
Achievement	13, 17, 44	
Surroundings	12, 25, 36	
Supervisory Relations	11, 18, 43	
Way of Life	10, 26, 35	
Security	9, 19, 42	
Associates	8, 27, 34	
Esthetics	7, 20, 41	
Prestige	6, 28, 33	
Independence	5, 21, 40	
Variety	4, 29, 32	
Economic Return	3, 22, 39	
Altruism	2, 30, 31	
Intellectual Stimulation	1, 23, 38	

Exercise II – Part C

Definitions Used in Work Values Inventory

Creativity: A value associated with work which permits one to invent new things, design new products or develop new ideas.

Management: A value associated with work which permits one to plan and lay out work for others to do. Management may also involve authority over others and the opportunity to exercise leadership abilities.

Achievement: A value associated with work which give one a feeling of accomplishment in doing a job well. Achievement appears to assess a task orientation, a liking for work with visible, tangible results.

Surroundings: A value associated with work which is carried out under pleasant conditions. Surroundings, the material environment in which the work is done, tend to be important to people with interests which are not specifically in the work itself, but in its concomitants.

Supervisory Relations: A value associated with work which is carried out under a supervisor who is fair and with whom one can get along.

Way of Life: A value associated with the kind of work that permits one to live the kind of life he or she chooses and to be the type of person s/he wishes to be.

Security: A value associated with work which provides one with the certainty of having a job even in hard times.

Associates: A value characterized by work which brings one into contact with fellow workers whom s/he likes. Good interpersonal relationships with working associates resulting in friendships and a sense of belonging.

Esthetics: A value inherent in work which permits one to make beautiful things and contribute beauty to the world.

Prestige: A value associated with work which gives one standing in the eyes of others and evokes respect. Prestige taps a desire for the respect of others rather than for status or power.

Independence: A value associated with control over one's work day, i.e. making decisions, scheduling, planning, prioritizing.

Variety: A value associated with diversity of work tasks, involving different types of contact with people, data and things.

Economic Return: A value or goal associated with work which pays well and enable one to have the things he or she wants. Economic returns represent a type of value often referred to as materialistic, the attaching of importance to tangibles, to earnings.

Altruism: A work value or goal present in work which enables one to contribute to the welfare of others. Altruism assesses social service impact and interests.

Intellectual Stimulation: A value associated with work which provides opportunity for independent thinking and for learning how and why things work.

Exercise III

Values Clarification Worksheet Three – Work Values Inventory

Directions: Each of the two numbers listed in pairs in the diminishing column on the right-hand side of the page refers to one of the values listed on the left-hand side. Considering one pair at a time, decide which of the two paired values is most important to you, the one indicated by the top number or the one indicated by the bottom number. Circle it. Work all the way across and all the way down the page, choosing one number from each pair. When you have finished circling, count the number of times on the whole page that you circled each number and record that total in the center column. Each value may have a maximum total of 13 circles or a minimum of zero. 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. In this exercise, some values may have received the same number of circles, requiring further reflection.

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

