

Values and Needs Exercise

From your work you need certain elements which satisfy you, make you feel good and motivate you to continue working to your full potential. If these values and needs are not met, you may feel uncomfortable and frustrated. So it is important to know what it is you need from work, and then to ensure that your needs are being met.

This exercise will help you to identify what it is you need from work, to find out if your needs are being satisfied, and to provide a framework for addressing any discrepancies.

Step 1

Scan the list of words quickly, highlight or circle the words that catch your attention, the words are significant to you in both a positive and negative way.

Harmony	Security	Respect	Ambition	Structure
Professional	Excitement	Socially aware	Family	Being an expert
Fun	Stimulating Environment	Risk	Praise	Balance
Work alone	Independence	Team spirit	Friendship	Right location
People	Vision	Aesthetic	Good fringe benefits	Learn new skills
Power	Fortune	Good working conditions	Strict deadlines	Money
Reputable organisation	Principles	Competition	Controlling people	Fame
Physical challenge	Integrity	Creativity	Fairness	Status

Step 2

Now review your proud achievements (as recorded in your Achievements Review). Pay particular attention to the 'importance to you' section of the analysis, and look for patterns or themes that emerge; if these are not already included in your initial selection of words from Step 1, add these in – you will almost certainly find that you are adding words that are not in the list above.

Step 3

Write down each word in large letters at the top of a card (eg from a card index system). Then add your own brief definition or explanation of the words and what they mean to you, eg:

<p style="text-align: center;">Vision Freedom to set my own long-term goals and contribute to those of the team</p>
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Step 4

On 3 blank cards write:

<p style="text-align: center;">Essential</p>
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<p style="text-align: center;">Desirable</p>
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<p style="text-align: center;">Must avoid</p>

Now arrange the cards you have written under these three headings, limiting yourself to six cards in each column. If you are short of cards scan the initial list again or maybe you want to add some further words of your own. If you have cards over, leave them to one side for the moment.

Step 5

Prioritise the cards in the Essential column. Then record the order of your cards below.

<p style="text-align: center;">Essential</p>
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<p style="text-align: center;">Desirable</p>
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<p style="text-align: center;">Must avoid</p>
