MY VALUES WORKBOOK

# How to use this workbook

* Open the workbook in Word on your desktop and save to your own device. It’s your workbook and no one else will have access to it.
* To get the most out of this workbook, you will need internet access, however if you don’t have access at this time, you can still use the workbook.
* All the interactive sections are highlighted in light green. As you work through the different activities, click on the checkboxes, select your answers from the drop-down menus or use the comment boxes to type your own.
* There is further space on page 16 for you to record any notes or thoughts about any of the activities.
* Answers to the quiz questions can be found at the end of the workbook.
* If you have any questions, you can contact us by email at [FutureQuest@uwe.ac.uk](mailto:FutureQuest@uwe.ac.uk).

# Introduction

This workbook will cover:

* what values are
* why values are important
* what values are important to you
* what values are associated with some jobs or careers

By completing this workbook, you will:

* know what values you hold
* be able to link your values to possible careers

There are suggested timings for each activity, but as a guide, you can expect to spend around **45 minutes** on completing this workbook, or up to 60 minutes if you want to spend more time exploring careers towards the end.

PART 1 – WHAT ARE VALUES?

# What is a value? (15 min)

Watch this 10 minute video to understand what we mean when we talk about values and find out why values are important. (Captions are available.)

This is where the play icon for the video about values sits. You can play the video from here or by clicking on the link in the text below.

Click the video above to play or click [here](https://uwe.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=3357b0c0-be16-4fc5-a4b0-ace101280cc9) to view full screen in a new browser.

Record your own definition of what a value is below:

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| --- |
| Click or tap here to enter text. |

Values represent our needs, wants and what we feel most strongly about. By focusing on what is important to us, it helps us to connect to who we really are and we feel able to make decisions about our future and feel motivated to meet our goals.

There are no right or wrong values and they vary from person to person.  Values are often learnt early in life, usually from family and friends, and can relate to different areas of our lives, such as personal relationships, culture, religion, school and work.

# What might your values be? (15 mins)

* What do you enjoy doing?
* What’s important to you in your life?
* What do you feel most strongly about?
* What are your school values?

Have a think about the questions above and record your thoughts below*.*

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| --- |
| Click or tap here to enter text. |

We are going to be focusing on values that can relate to your future working life and the pathways you choose. We have grouped some suggested values that you could have in the following 6 tables. The values are grouped according to Personal, Learning & Achievement, Relationship with Others, Wellbeing & Spirituality, Creativity & Flexibility and Organisation & Structure.

Think about the thoughts you recorded. Can you see some of these values in the things you enjoy doing? Use the **Important** tick box in each table to select those values that stand out as meaning something to you. Ignore the Most Important column for now.

|  |  |  |  |
| --- | --- | --- | --- |
| Smiling face emoji.  **Personal**  Values that closely relate to your personality | | | |
| Value | Description | Important | Most Important (Top 5) |
| Dependability | To be reliable and trustworthy |  |  |
| Genuineness | To act in a manner that is true to who I am |  |  |
| Honesty | To be honest and truthful |  |  |
| Hope | To maintain a positive and optimistic outlook |  |  |
| Humility | To be modest and unassuming |  |  |
| Humour | To see the humorous side of myself and the world |  |  |
| Passion | To feel strongly about ideas or activities |  |  |
| Responsibility | To make and carry out responsible decisions |  |  |

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| --- | --- | --- | --- |
| Open pages of a book.  **Learning & Achievement**  Values that relate to how you learn and what you want to achieve | | | |
| Value | Description | Important | Most Important (Top 5) |
| Accuracy | To be accurate in my opinions, beliefs and my work |  |  |
| Achievement | To have important accomplishments |  |  |
| Challenge | To take on difficult tasks and problems |  |  |
| Contribution | To make a lasting contribution to the world |  |  |
| Fame | To be known and recognised |  |  |
| Industry | To work hard and well at my life tasks |  |  |
| Mastery | To be competent in my everyday activities |  |  |
| Knowledge | To learn and contribute valuable knowledge |  |  |
| Wealth | To have plenty of money |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Two hands close to each other, but at angles to suggest they belong to two different people.  **Relationship with Others**  Values that relate to other people | | | |
| Value | Description | Important | Most Important (Top 5) |
| Authority | To be in charge of and responsible for others |  |  |
| Caring | To take care of others |  |  |
| Cooperation  (Working Together) | To work collaboratively with others |  |  |
| Compassion | To feel and act on concern for others |  |  |
| Ecology | To live in harmony with the environment |  |  |
| Empathy | To understand the emotions and experience of others |  |  |
| Generosity | To give what I have to others |  |  |
| Helpfulness | To be helpful to others or provide a service |  |  |
| Improving Lives | To help improve the lives of others |  |  |
| Justice  (Everyone Counts) | To promote fair and equal treatments for all |  |  |
| Popularity | To be well-liked by many people |  |  |
| Power | To have control over others |  |  |
| Respect and Dignity | To value every person as an individual being considerate, respectful and understanding. |  |  |

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| --- | --- | --- | --- |
| A non-gendered person sitting in a meditative position.  **Wellbeing & Spirituality**  Values that relate to your wellbeing and awareness of yourself | | | |
| Value | Description | Important | Most Important (Top 5) |
| Beauty | To appreciate beauty around me |  |  |
| Fitness | To be physically fit and strong |  |  |
| God’s Will | To seek and obey the will of God |  |  |
| Leisure | To take time to relax and enjoy |  |  |
| Purpose | To have meaning and direction in my life |  |  |
| Self-knowledge | To have a deep and honest understanding of myself |  |  |
| Simplicity | To live life simply, with minimal needs |  |  |
| Solitude | To have time and space where I can be apart from others |  |  |
| Spirituality | To grow and mature spiritually |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| A lightbulb with lines around it suggesting it is switched on.  **Creativity & Flexibility**  Values that relate to being open and changeable | | | |
| Value | Description | Important | Most Important (Top 5) |
| Adventure | To have new and exciting experiences |  |  |
| Change | To have a life full of change and variety |  |  |
| Creativity | To have new and original ideas |  |  |
| Flexibility | To adjust to new circumstances easily |  |  |
| Fun | To play and have fun |  |  |
| Growth | To keep changing and growing |  |  |
| Independence | To be free from dependence on others |  |  |
| Non-conformity | To question and challenge authority and norms |  |  |
| Openness | To be open to new experiences, ideas and options |  |  |
| Risk | To take risks and chances |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| A calendar and a clock.  **Organisation & Structure**  Values that relate to order and stability | | | |
| Value | Description | Important | Most Important (Top 5) |
| Commitment | To make enduring, meaningful commitments |  |  |
| Duty | To carry out my duties and obligations |  |  |
| Order | To have a life that is well-ordered and organised |  |  |
| Rationality | To be guided by reason and logic |  |  |
| Realism | To see and act realistically and practically |  |  |
| Safety | To be safe and secure |  |  |
| Self-control | To be disciplined in my own actions |  |  |
| Stability | To have a life that stays fairly consistent |  |  |

Next, go back through the values you have selected and choose the **top 5 values** that are most important to you across all the tables by selecting the box in the **Most Important** column. These are the values that you feel you have to have and that you would not feel happy without. Think about what each value means to you and why it is important.

Do your chosen values fall mostly under one group or are they split across several groups?

List your top 5 values here:

|  |  |
| --- | --- |
| 1 | Click or tap here to enter text. |
| 2 | Click or tap here to enter text. |
| 3 | Click or tap here to enter text. |
| 4 | Click or tap here to enter text. |
| 5 | Click or tap here to enter text. |

PART 2 – VALUES AND CAREERS

Which values can be found in which careers? (5 mins)

Each job or career is likely to have many values associated with it, but thinking about the key values can help give you a sense of whether a particular career area fits with your values.

Within each group of 5 careers, match the value most likely to fit with each career by choosing the correct value from the drop-down list. No value is used more than once. The answers can be found at the end of this workbook.

**Group 1**

|  |  |
| --- | --- |
| Career | Value |
| Accountancy | Choose an item. |
| Law | Choose an item. |
| Marketing | Choose an item. |
| Nursing | Choose an item. |
| Teaching | Choose an item. |

**Group 2**

|  |  |
| --- | --- |
| Career | Value |
| Business Entrepreneur | Choose an item. |
| Engineering | Choose an item. |
| Politics | Choose an item. |
| Tourism | Choose an item. |
| Writing | Choose an item. |

Which value is the odd-one-out for each job below? Choose the correct value from the drop-down list.

|  |  |  |
| --- | --- | --- |
| Job | Values | Odd-One-Out |
| A magnifying glass.  Police Officer | Challenge  Commitment  Duty  Helpfulness  Honesty  Non-Conformity | Choose an item. |
| A laptop with a cursor arrow on the screen.  Video Games Developer | Challenge  Cooperation  Creativity  Fitness  Passion  Rationality | Choose an item. |
| Money. Pound signs on notes.  Sales Representative | Achievement  Caring  Empathy  Independence  Knowledge  Passion | Choose an item. |
| A non-gendered person with an empty speech bubble.  Social Worker | Accuracy  Order  Popularity  Respect and Dignity  Responsibility  Self-Knowledge | Choose an item. |

# Which jobs or careers would link to your values? (10-20 mins)

Choosing to work in a job that agrees with your values is likely to make you feel more motivated and satisfied.

Use the table on the following page to record some careers and jobs that you think would match most or all of your top 5 values.

You can use the [CareerPilot](https://www.careerpilot.org.uk/job-sectors) website to explore the different job sectors listed and to find out more about any jobs you are interested in within those sectors.

You can also watch videos of people doing a range of jobs on the [icould](https://icould.com/explore/#jobtype) website.

Are there are any jobs or careers that you hadn’t thought about before? Would you like to do any of these jobs?

i could logo.

Use the **notes** section on the following page if you need more space.

|  |  |  |
| --- | --- | --- |
| Job Sector | I feel this is a good match | Career ideas in this section |
| Animal, Agriculture & Environment | |  | Click or tap here to enter text. | |
| Art & Design | |  | Click or tap here to enter text. | |
| Business & Finance | |  | Click or tap here to enter text. | |
| Childcare, Education & Training | |  | Click or tap here to enter text. | |
| Construction & the Built Environment | |  | Click or tap here to enter text. | |
| Energy & Recycling | |  | Click or tap here to enter text. | |
| Hair, Beauty and Wellbeing | |  | Click or tap here to enter text. | |
| Health & Social Care | |  | Click or tap here to enter text. | |
| Hospitality & Catering | |  | Click or tap here to enter text. | |
| IT & Digital | |  | Click or tap here to enter text. | |
| Law, Politics & Government | |  | Click or tap here to enter text. | |
| Marine & Maritime | |  | Click or tap here to enter text. | |
| Media, Games & Performing Arts | |  | Click or tap here to enter text. | |
| Retail & Customer Services | |  | Click or tap here to enter text. | |
| Science & Maths | |  | Click or tap here to enter text. | |
| Security & Emergency Services | |  | Click or tap here to enter text. | |
| Sports, Leisure & Tourism | |  | Click or tap here to enter text. | |
| Transport & Distribution | |  | Click or tap here to enter text. | |

Notes

|  |
| --- |
| Click or tap here to enter text. |

Thank you for completing the My Values Workbook **😊**

You can find the workbook answers on the next page.

Check out the [Future Quest website](https://www.futurequest.org.uk/online-resources) for more activities on pathways, strengths, skills and encounters with Higher Education and employers.



WORKBOOK ANSWERS

**Group 1**

|  |  |
| --- | --- |
| Career | Value |
| Accountancy | Rationality |
| Law | Justice |
| Marketing | Creativity |
| Nursing | Compassion |
| Teaching | Authority |

**Group 2**

|  |  |
| --- | --- |
| Career | Value |
| Business Entrepreneur | Risk |
| Engineering | Cooperation |
| Politics | Power |
| Tourism | Adventure |
| Writing | Solitude |

|  |  |  |
| --- | --- | --- |
| Job | Values | Odd-One-Out |
| A magnifying glass.  Police Officer | Challenge  Commitment  Duty  Helpfulness  Honesty  Non-Conformity | Non-Conformity  You would definitely need to obey the rules and the law if you’re in the police force! |
| A laptop with a cursor arrow on the screen.  Video Games Developer | Challenge  Cooperation  Creativity  Fitness  Passion  Rationality | Fitness  Being a Video Games Developer wouldn’t give you opportunities to be physically active. |
| Money. Pound signs on notes.  Sales Representative | Achievement  Caring  Empathy  Independence  Knowledge  Passion | Caring  You can be caring as a Sales Representative, but it isn’t important for this role. Showing empathy to build rapport with customers would be more important. |
| Job | Values | Odd-One-Out |
| A non-gendered person with an empty speech bubble.  Social Worker | Accuracy  Order  Popularity  Respect and Dignity  Responsibility  Self-Knowledge | Popularity  Social Workers often have to make decisions that other people may not agree with. |