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The Recruitment Coach

Personal Values Review

Our values represent the essence of what's important to us in life – the building blocks that represent what really matters. They are our personal guiding principles that we work with in order to make sense of our lives.

Values derive from many sources, change over time and can importantly affect what you do and how you do it. Identifying your own key values is therefore very significant for your personal and professional development.

This exercise will help you to get clear about which values are important to you and to help you to begin to understand how they impact your attitude, your decisions and your behaviour.

1. Go through the values on the list and mark any that are important to you. Do this instinctively and beware of choosing words that you feel you should choose. Remember this is your list.
2. If you notice any of your values are missing add them to the list.
3. Select your top ten of these (in any order).
4. Write your top ten in the grid below both vertically and horizontally.
5. Using the horizontal list (top row) take each value in turn and decide whether it is more important to you than each of the other values you have listed vertically. Write down which of the two is most important to you in the box. (Avoid the temptation to think that comparing A with B will automatically give the same result as comparing B with A – weirdly it may not!) The shaded boxes should stay blank as this is where the words are the same.
6. When the grid is completed count the number of times each value appears and then list them in order of frequency to get your Hierarchy of Values.

Sample Values

Accessibility	Dependability	Self expression	Serenity
Accomplishment	Determination	Self respect	Service
Accountability	Dignity	Inclusion	Significance
Accuracy	Directness	Independence	Simplicity
Achievement	Diversity	Initiative	Sincerity
Adaptability	Economic security	Integrity	Speed
Advancement	Efficiency	Intelligence	Spirituality
Adventure	Empathy	Intuition	Spontaneity
Affection	Enthusiasm	Involvement	Sportsmanship
Affluence	Environment	Job security	Stability
Altruism	Equality	Joy	Stewardship
Ambition	Ethics	Justice	Strength
Assertiveness	Excellence	Kindness	Success
Balance	Experience	Knowledge	Sympathy
Beauty	Expertise	Leadership	Teamwork
Being the best	Fairness	Learning	Thrift
Belonging	Faith	Legacy	Time
Bravery	Fame	Leisure	Tradition
Calmness	Family	Love	Travel
Career	Fidelity	Loyalty	Trust
Caring	Financial stability	Making a difference	Truth
Celebrity	Flexibility	Mindfulness	Recognition
Challenge	Forgiveness	Nature	Relaxation
Charity	Freedom	Openness	Reliability
Clarity	Friendship	Optimism	Resourcefulness
Collaboration	Fun	Order	Respect
Comfort	Future generations	Originality	Responsibility
Commitment	Generosity	Parenting	Risk taking
Community	Giving back	Passion	Safety
Compassion	Grace	Patience	Security
Competence	Gratitude	Patriotism	Self development
Competitiveness	Growth	Peace	Understanding
Completion	Harmony	Perfection	Uniqueness
Confidence	Health	Perseverance	Usefulness
Connection	Helpfulness	Personal development	Vision
Contentment	Home	Personal fulfilment	Vulnerability
Contribution	Honesty	Pleasure	Wealth
Control	Hope	Power	Wellbeing
Cooperation	Humility	Pride	Wholeheartedness
Courage	Humour	Prosperity	Winning
Creativity	Imagination	Punctuality	Wisdom
Curiosity	Impact	Sensitivity	

Hierarchy of Values

	Value	Frequency
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Reflections