

You can close these instructions by clicking on the "minus" icon and open by clicking on the "plus" icon to the left of each.

You might need to "view" at 75% if your monitor is small.

PLEASE MAKE A COPY OF THIS BEFORE YOU USE IT

The basic idea with this exercise is to help you identify any disconnects between your core values and how you actually spend your time. It is important to note that the Values have been written with a focus on the work place.

STEPS TO FOLLOW ->

1. Look at the Priorities in the table below (Column A) and decide how they rank in terms of importance to you. Use the example Priorities to determine important and less important that list. If it is less important, put an X in that box.
 2. Look over the priorities again, and try and categorize them by yourself. For example, are some priorities you could do during a commute, lunch, waiting or during waiting for an experience etc. Write the ones in the box you have chosen.
 3. Now think about how much of your time you spend focused on each Priority. Do you spend more time in focus for example if you do them more or is the importance of it. How often? Does it take 2 days a week or 10. Write the number in Column C.
 4. Look at the Priorities and how you have categorized you give them. Notice where there might be a disconnect between the importance of a priority and the time you spend on it.
- Also note other priorities you may have. Show 10 and mark them as well.
- For those priorities that have little or no importance to you, you might not work, so just ignore them for now.

PRIORITIES	VERY IMPORTANT	IMPORTANT	SOMEWHAT IMPORTANT	LESS IMPORTANT	LEAST IMPORTANT	TIME GIVEN WEEK
Promotion opportunities to show shared early career advancement and awards.						
Competition opportunity to contend against others, striving to be the best.						
Pressure circumstances which require high pace activity and work time intensity.						
Friendships opportunities to bring close personal relationships at work.						
Help society showing social responsibility, helping the community.						
Leadership taking the power to decide others, instead of others and to be responsible for people.						
Prestige gaining the respect of others because of job skills.						
Family work that does not exhaust, cut or upset family.						
Spiritual and moral fulfillment contributing towards the achievement of virtuous and moral goals.						
Location in the geographical place where you wish to live.						
Material gain the likelihood of high earnings.						
Work with others working with a close team of colleagues.						
Originality opportunity for new invention and creation.						
Challenge defeating tasks or complex situations, problem solving or troubleshooting.						
Service helping other people directly, either practically or verbally.						
Autonomy being free to independent and able to determine your activities.						
Academic status being acknowledged as intellectually able and capable.						
Self growth opportunities to reach the best of self, to develop full potential.						
Work alone working mostly without contact with others.						
Peaceful atmosphere not of concern.						
Physical challenge working in a physically tough, hard or risky.						
Artistic expression expressing by writing, drawing, painting, music etc.						
Order preferring to do one thing at a time.						
Adventure risk taking when involved in the work role.						
Variety work content and setting that changes often.						
Proficiency mastering competences, showing high level of effectiveness.						
Influence being in a position to affect or change other people's conduct.						
Compatible colleagues working with those who share similar beliefs and values.						
Stability work that is predictable and not likely to change.						
Research work to expand frontiers of knowledge.						
Security work in which job tenure and long term prospects are important and predictable.						
Balance well equipped to do important work and the rest of life.						
Aesthetics working in a pleasing environment and/or making beautiful things.						
Networking lots of opportunity for contact with people.						
Own value						

