

## Career Values Cards Instructions

### Before you start

Allow yourself at least an hour of uninterrupted time for this empowering exercise of focus and elimination, to ensure you really challenge yourself (or your client, if you are a Coach) and establish your top Career Values.

Use a good sized table with enough space to layout the 86 cards so they can all be easily seen.

### Round 1 (quickfire round)

Isolate the 4 header cards from the pack and position them on the table, left-to-right in this order: **Essential**, **Desirable**, **Unimportant** and **Must Avoid**.

Take the rest of the card pack and lay all the cards, Statement side up, on the table.

Taking each card in turn, quickly read and decide (gut feel) whether the statement on the card is **Essential**, **Desirable**, **Unimportant** or something you absolutely **Must Avoid** and place the card in the appropriate pile, until all the cards are used up.

### Round 2 (focused review)

Review the **Unimportant** pile.

With a fresh pair of eyes and much closer inspection of each card, now decide whether the Value statement really is **Unimportant** (in which case it stays in this pile) **Desirable** or even **Essential** and place cards in the relevant pile.

Once completed, you can now discard the **Unimportant** pile and replace in the card box.

You can now also discard the **Must Avoid** pile, making an actual or mental note of these cards for your future reference.

### Round 3 (even more focused review)

Taking a similar approach to round 2, with an even closer inspection of each card, now decide whether the Value statement really is **Desirable** and stays on this pile or moves to the **Essential** pile.

Once completed, you can now discard **Desirable** pile and replace in the card box.

### Round 4 (focused elimination)

You should now only have cards left in your **Essential** pile.

Your task is to now challenge yourself and drill down to establish your top 10 Values and Needs.

It's important to take your time and carefully consider and evaluate each of the Value statements.

To make the process easier, spread out the cards and look for obvious like-minded groupings.

Really try to visualise what each card is saying to you and only keep the cards that now speak to you the loudest.

The aim is to eliminate and get to a focused top 10 that you feel is a true representation of what you really do value most from a future job or career or any work you do.

### **Round 5 (focused prioritisation)**

You should now only have your final 10 Values cards.

Being super focused, really take your time and prioritise these, with **1 being your top Value and 10 your lowest.**

### **Round 6 (evaluation)**

Once you are happy with your prioritised top 10 Values, **transfer them to the Career Values Table, on page 3 of these instructions.**

You can now map your top 10 Values against your present or most recent job, using different scoring with **1 being low and 5 being high.**

### **Summary**

Having completed your Career Values exercise you now have some very powerful information as the foundation to build on to determine your future job or career.

Your top 10 Career Values list will help you understand much about your current situation i.e. whether you are in the right job, or most likely, the wrong job or career.

You can also map your top 10 Career Values against other jobs you have had in the past using the same format. You will be able to see clearly why you have enjoyed some jobs more than others.

In addition, you now also have an excellent template to use to 'audit' against future new opportunities to see whether they are right for you!

Should you feel the need for personal coaching in order to discuss the output from your Career Values exercise, then contact Steve Preston The Career Catalyst at:  
[steve@steveprestonthecareercatalyst.com](mailto:steve@steveprestonthecareercatalyst.com)

## Career Values Table

After you have completed the Career Values cards exercise, list your top 10 Values in a prioritised order. Now make a note of the degree to which each of your Career Values was present in your most recent job.

	Career Values	Degree to which present in your most recent job Low 1 2 3 4 5 High
1 <sup>st</sup>	<hr/>	<hr/>
2 <sup>nd</sup>	<hr/>	<hr/>
3 <sup>rd</sup>	<hr/>	<hr/>
4 <sup>th</sup>	<hr/>	<hr/>
5 <sup>th</sup>	<hr/>	<hr/>
6 <sup>th</sup>	<hr/>	<hr/>
7 <sup>th</sup>	<hr/>	<hr/>
8 <sup>th</sup>	<hr/>	<hr/>
9 <sup>th</sup>	<hr/>	<hr/>
10 <sup>th</sup>	<hr/>	<hr/>

*Following the same process, you can also map your top 10 Career Values against other jobs you have had in the past. Moving forward, you now also have an excellent template to 'audit' your top 10 Career Values against future new opportunities, to see whether they are right for you!*