What I Value

The first step to effective self-management is to identify your values. Once you know what's important to you in your professional and personal life, you can make good choices about time commitments. Planning and prioritizing both evolve from being in touch with what counts.

From the sampling of values below (there are many more values which are not listed), check those which resonate with you. Add some of your own. Place stars near your top ten values and prioritize them. These values can drive your choices about daily tasks and activities.

- Respect
- Helping others
- Flexibility in schedule
- Social contact
- Money
- Chance to be creative
- Challenges
- Security
- Chance to influence others
- Decision-making opportunities
- Power
- Autonomy
- Quiet time for reflection
- Fast-pace environment
- Advancement
- Stability
- Competition
- Change
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