Step One: Identify Your Values

The list below reflects some common values. Choose the ten that are most important to you as a person (meaning that they apply both at work and at home). You can customize the wording, or add your own to the list.

|  |  |  |
| --- | --- | --- |
| Ability to make decisions and implement them | Ability to persuade and influence others | Achieving excellence |
| Achieving fame and recognition | Adventure and excitement | Behaving ethically |
| Being challenged by pressures and deadlines | Being organized and dependable | Being skilled and capable |
| Building a family | Building meaningful relationships with others | Competition with others |
| Contributing to society | Cooperation with others | Demonstrating expertise |
| Diversity in daily tasks | Doing something meaningful | Efficient and effective |
| Enjoying what you do | Environmental rights | Establishing a reputation |
| Expressing creativity | Feeling excited and stimulated by life | Feeling independent |
| Feeling of belonging and community | Feeling of inner harmony | Feeling of patriotism |
| Financial security | Financial wealth | Free speech/human rights |
| Freedom to set your own pace and goals | Having a feeling of security | Having power and control |
| Having privacy | Helping those in need | Religion and/or spirituality  |
| Leading others to success | Moving at a fast pace | Moving at a slow pace |
| Being productive | Reliability | Self-development |
| Sense of accomplishment | Serving the public | Spontaneity |
| Truth and integrity | Working as part of a team | Working individually |

We cannot focus on too many things at one time and remain effective. Look at the ten values you selected and select the five that are most important to you. Cross the others off. Be firm with yourself if you need to be. Remember, you are focusing on what is really important to you.

Next, reduce the list to just three values. These are the things at your very core. Cross the other two off your list. Put circles around the three items that are your core values.

Step Two: Define Your Values

Now, outline what success for each of those values would look like.

Value One:

Value Two:

Value Three:

Step Three: Put It All Together

Finally, bring the three statements together into one paragraph. You may feel that you need to go back and re-evaluate your values, or you may want to re-work some sentences to create what is meaningful to you. That’s OK! Above all, this should be a reflection of your innermost thoughts and a roadmap for how you would like to conduct your life.

Write your personal vision statement here:

The AMMQC program is an Equal Opportunity program. Adaptive equipment is available upon request for individuals with disabilities. This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

This work is licensed under a Creative Commons Attribution 3.0 Unported License [[http://creativecommons.org/licenses/by/3.0](https://webmail.edc.org/owa/redir.aspx?C=PNCdeC3lN0qucRNHeDCTum6tb4ww79FIxtjv16wi1-AN_aP9kXsgDmrYs6eX5H4wQgRGEpNuzAk.&URL=http%3a%2f%2fcreativecommons.org%2flicenses%2fby%2f3.0)]