

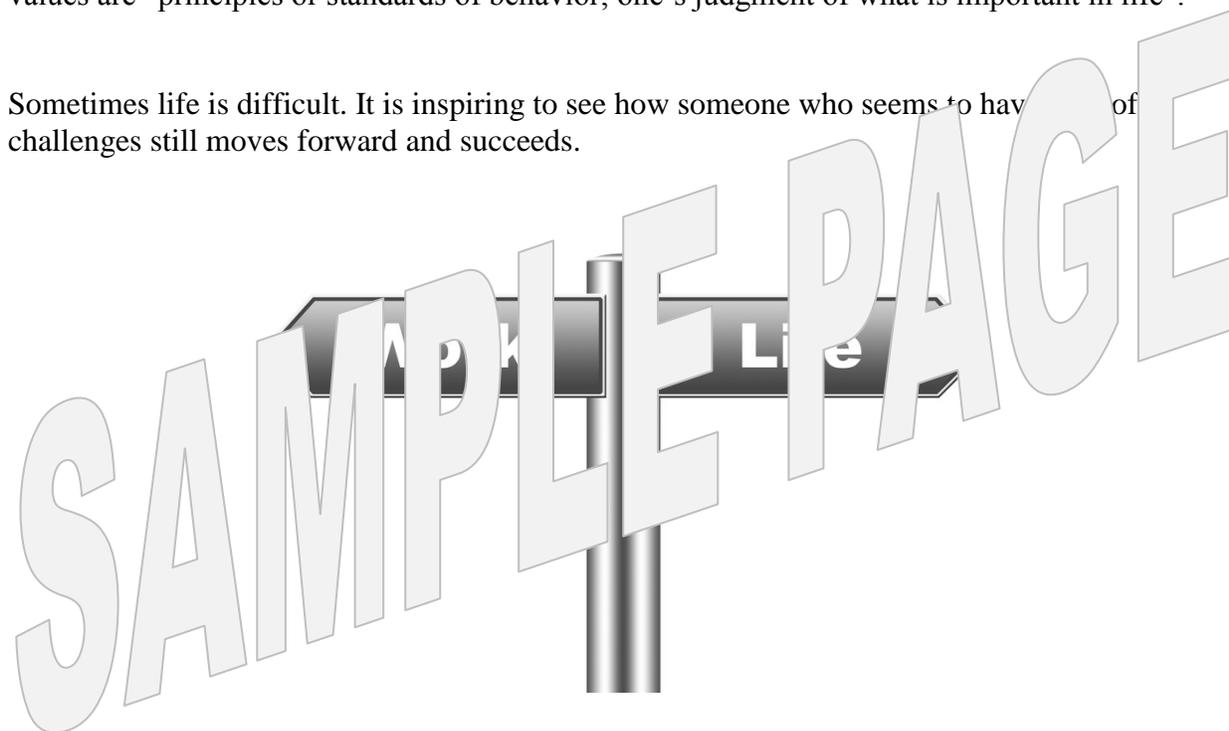
My Values Identification



OUR VALUES MAKE A DIFFERENCE

Personal values are just that, they are personal to you. Just as you have your own values, other people have their personal values too. The Oxford dictionary defines values as, “the regard something is held to deserve; the importance, worth, or usefulness of something.” Additionally, values are “principles or standards of behavior; one’s judgment of what is important in life”.

Sometimes life is difficult. It is inspiring to see how someone who seems to have a lot of challenges still moves forward and succeeds.

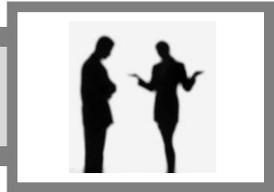


You will be reading very short biographies about people who have made huge successes in their lives. However there are many people who succeed who don’t make headlines.

Let’s look at a few people we might have heard about and see some of their personal challenges.

After reading each person’s brief profile, look at the list of values below. Check off all of the values that you think explain how each person was able to move forward and succeed.

Effective Communication



EFFECTIVE COMMUNICATION

Conversation

Did you know that the best communicators are generally the best listeners? Most people speak at a rate which is far lower than the rate at which we are able to comprehend. In other words, we have excess mental capacity when we are listening. So what we tend to do is to think ahead about other things rather than what we are going to say next rather than focus on the speaker. In addition, our retention of what someone has said decreases after only a short period of time. It is important to not think about what you are going to say, but to listen carefully.

- **You need to show that you are listening.** Look at the person who is speaking. Whenever possible, keep your eyes on the speaker. You can pick up a lot from the speaker's facial expressions, eye contact, and other movements.
- **Concentrate.** Keep your focus on the speaker and the message. Do not let your mind wander.
- **Don't interrupt.** Let the speaker finish what she or he is saying before you ask a question.
- **Ask questions.** If you do not understand something, ask questions when the speaker is finished. Do not interrupt. Provide feedback to the speaker so the speaker knows that you are listening. This includes behaviors such as nodding, body leaning toward the speaker, eye contact, and smiling. Feedback should be meaningful and should not be seen as competition or argument. You can also use words such as "That's interesting." or "I understand that." when appropriate.
- **Take notes.** Keep your concentration on the person who is speaking.
- **Write it down!** If you can, write notes to help reinforce what the speaker is saying.

A good conversationalist:



- Remembers that most people find it easy to talk about themselves.
- Is interested.
- Doesn't brag Finds something they have in common.
- Really focuses upon the person to whom he/she is speaking.
- Is interesting and looks for topics the other person might find interesting.
- Doesn't dominate and makes sure both parties are participating in the conversation.
- Is a clear speaker, doesn't mumble.
- Asks questions about the other person to encourage him/her to talk.

Applying Self Awareness to Start My Career Plan



How Do I Make Decisions?

How we make decisions is important. Some people make decisions quickly while others take more time. When thinking about decisions that can affect your future it is best to consider a number of ways to broaden your approach to effective decision making.

Answer the following questions.

► What is the best decision I have made in the past 30 days?

► How did I make the best decision? Circle the things you made your list of things

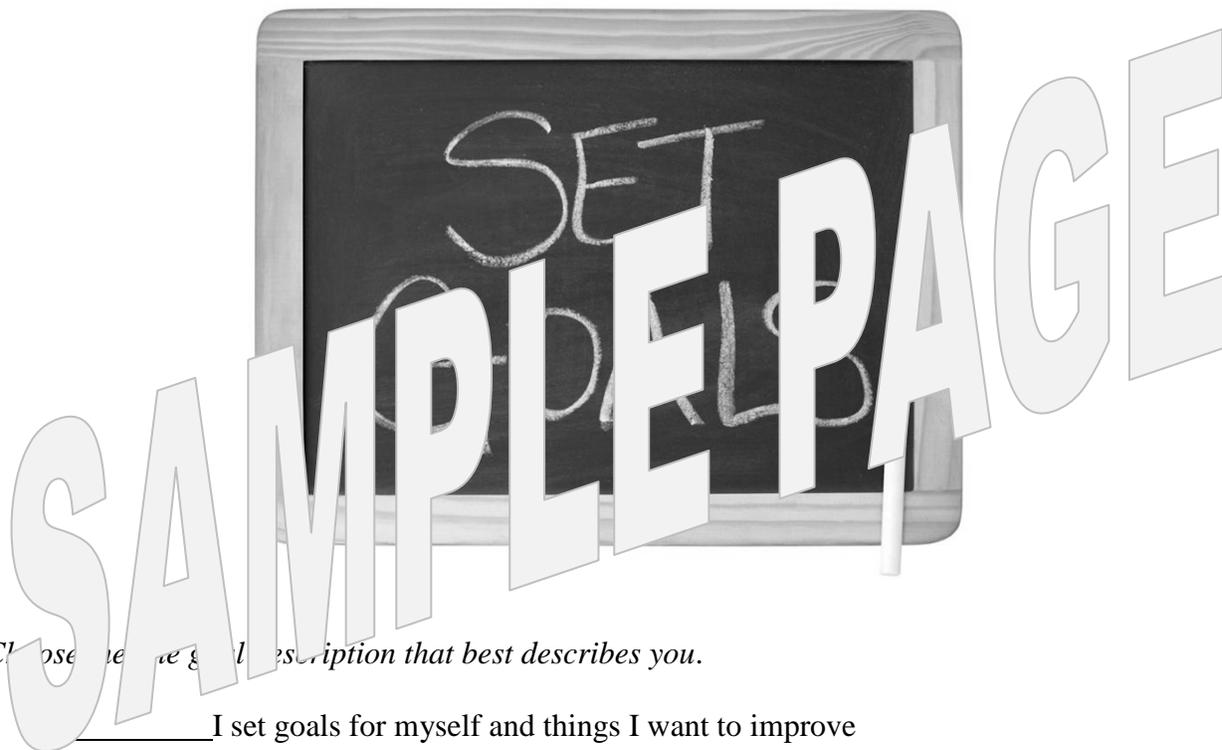
asked friends and family about it
 researched and got information from the internet
 Asked a professional for their opinion or what they thought
 Quietly thought about it and decided
 asked my parents/guardian what they thought
 asked my friends what they thought

you decided what felt good and right to me
 I just did it, with little thought about why or what would happen
 Other - If other, what did you do?

► List anything I would do differently in making the decision:

IMPROVING MYSELF

You have seen that this Program is designed to help you identify and build on your strengths. Building on strengths is terrific. Using strengths in your life now and in your future career/job will be important for your career/job satisfaction and success. By setting goals and determining specific actions you will take to achieve your goals you will continue to move forward one step at a time.



Choose the goal description that best describes you.

- _____ I set goals for myself and things I want to improve
- _____ I try to reach all or some of my goals
- _____ I reach my goals
- _____ I never set goals to improve myself
- _____ I rarely set goals to improve myself
- _____ I set goals, but rarely follow-up on them
- _____ I set goals, but don't usually achieve them

STARTING MY CAREER PLAN SUMMARY ACTIVITY

Date Initially Completed _____

Date Reviewed and Updated _____

Starting your Career Plan is a step by step process. It is OK if you are not able to fill in each box, but it is important to start this process now.

What is a Career Plan? If you ask different people about their career goals you will find that many people hope that everything will work out. Sometimes they are lucky, but don't count on luck. Your Career Plan is a tool to help you plan for, move toward and achieve the future you desire.

Use the information you have entered in this worksheet to help you start to develop your Career Plan.

You can revisit this activity and update the information by using the "Updating My Career Plan" columns.

Students like to write about the things that they like most.

Starting My Career Plan		Updating My Career Plan
1.		1.
2.		2.
3.		3.
4.		4.
5.		5.