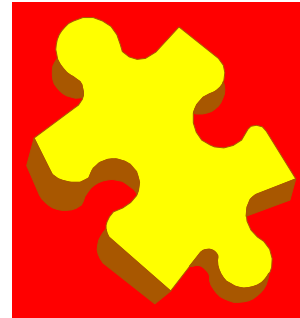


DEEMS LIFE/CAREER VALUES INVENTORY



This Life/Career Values Inventory is designed to help you clarify, understand, appreciate, and describe your unique value system. Since values guide actions, the clearer you are about your values (what's important to you, what isn't important to you) the more energy you have to live out those values. Energized.

In addition, when people can talk about their values they are clearer about what motivates them to action. And if people are clear about what motivates them to action they can intentionally find themselves in situations where they are motivated to act. And they can exclude themselves from activities that don't fit their values.

We begin with three classic assumptions about a value:

- It is freely chosen from among alternatives and after consideration. In other words, you have a choice in deciding what your values are.
- It is prized and cherished – a person is pleased, satisfied, and comfortable in having a particular value. You like your values.
- It is acted upon and is part of a pattern of repeated action. In other words, your values make your actions consistent. When there is inconsistency in action, there is dissonance about the guiding values.

There are also what's called, value-indicators. These include hopes, aspirations, feelings, attitudes, interests, beliefs, and worries. A value-indicator suggests that a value, which meets the above criteria, is in the process of "becoming." It just isn't there yet.

Once your values are clarified and described you can...

- Assess your present life-work situation in relation to what's important, and
- Identify and describe some of the factors that motive you to do something instead of nothing.

This Inventory includes two sections:

The ***Career Values Inventory*** contains 23 statements relating to the work dimension of your life. You are asked to respond to each statement in terms of Level Of Importance *to you*. Don't think in terms of what your parents want you to think, or what a significant other wants you to think. You will be using a 1 – 10 scale with 1 meaning No Importance and 10 meaning Very High Importance.

The ***Life Values Inventory*** contains 23 statements relating to the non-work dimension of your life. You are asked to respond to each statement in terms of Level of Importance to you. Again, what you believe – not what someone else wants you to believe. You will be asked to respond using a 1 – 10 scale with 1 meaning No Importance and 10 meaning Very Important.



INSTRUCTIONS

Please follow the Instructions very closely.

1. Quickly review the statements in the Career Values section, page 3. With Statement 6 insert how much more you'd like to make, in a percentage. With Statement 13, put a line through the kind of environment you do not prefer.
2. Go back and spend time on each statement in terms of Level of Importance, how important the meaning of the statement is to you. Using a 1 – 10 scale, with 1 being of No Importance and 10 being High Importance give a numeric-value in the **far right column** titled, Level of Importance, for each statement.
3. Continue the same process with the Life Values section on page 4.
4. Fold the Level of Importance column under each page so you can no longer see it or the numbers you just filled in. Paper-clip it so it doesn't happen to pop back out.
5. Set aside the Inventory for a few hours or few days. People report it is easier to be **objective** when there is an interval before continuing.
6. After an interval, pick up the Inventory again. Make sure the Level of Importance column for both the Career Values and Life Values pages are folded under the page so you can't see the numbers. The column, Presently Experienced, should be the only column you can see. Quickly review each statement again.
7. Beginning with the Career Values page, think about each statement. In the Presently Experience column give a numeric value for each statement on a 1 – 10 scale, with 1 meaning you **never experience** what the statement says, and 10 meaning you **consistently experience** what the statement says. You decide what level you experience the intent of the Statement.
8. Repeat the process for the Life Values inventory.
9. Turn to the Scoring Page and follow the instructions.
10. Plot your scores on each of the Scoring Grids.

Now comes the time for analysis.



CAREER VALUES

Item	Presently Experience	Level of Importance
1. I am well liked by many people in the organization.		
2. My ideas are respected and listened to.		
3. My position has a good sounding title.		
4. Top leaders know me and my work.		
5. My subordinates like me and believe I am fair.		
6. I want to earn ___% more than at present.		
7. I am known and recognized as a success in my field.		
8. I enjoy receiving frequent feedback and recognition.		
9. Salary increases are directly related to my productivity.		
10. I am involved in making decisions.		
11. I enjoy being in charge of things.		
12. My work accomplishes something worthwhile to society.		
13. I am most satisfied in a structured/non-structured work environment.		
14. I am able to work with a high degree of integrity.		
15. My work enables me to help others.		
16. The morals and values of co-workers are similar to mine.		
17. I enjoy socializing with my co-workers.		
18. The organization is well regarded.		
19. My work does not interfere with social or family life.		
20. I am challenged by new ideas and tasks.		
21. I am encouraged to continue growing.		
22. There is opportunity for advancement.		
23. Job security is of major importance to me.		

LIFE VALUES



Item	Presently Experience	Level of Importance
1. I am able to take part in community activities and organizations.		
2. Others do not question my life-style.		
3. There are many cultural opportunities where I live.		
4. I am able to take part only in those things of interest.		
5. I am able to live the life-style I want.		
6. My work associates do not make demands on my non-work time.		
7. My spouse is able to have a satisfying life-style.		
8. My children attend good schools.		
9. I am able to have a significant relationship.		
10. I am able to have the kind of family life I enjoy.		
11. I have many friends and acquaintances.		
12. My work does not interfere with my family or social life.		
13. My friends share similar cultural and moral values.		
14. I enjoy having a few very close friends.		
15. My neighbors are good people.		
16. I live in a comfortable home and a good neighborhood.		
17. I am able to take the kind of vacation I enjoy.		
18. "Going out" is an important part of my life-style.		
19. There is opportunity to be physically fit and active.		
20. I am able to continue learning and gaining new knowledge.		
21. I am respected in my community and neighborhood.		
22. I am regarded as a person with integrity.		
23. I am widely known in my community.		



SCORING PAGE CAREER VALUES

Fold out the Level of Importance column and add the items listed:

Recognition. Add items 1-2-3-4-5. This category indicates the relative importance to you of being known, respected, liked by others, and having a title that sounds important. Persons with high Level Of Importance scores in this section typically seek visibility, go to places where they are known, and like to see their name in print. They will work hard to get this recognition and want the recognition in terms of their work expertise.

Rewards. Add items 6-7-8-9. This category indicates the relative importance to you of being rewarded for your productivity and expertise. It involves both the financial dimension and the feedback dimension of being rewarded. It is important for persons with high Level of Importance scores to be paid in proportion to their productivity, and their productivity typically falls if their financial rewards are instead related to tenure.

Work-Product. Add items 10-11-12-13-14-15. This category indicates the relative importance to you of the kind of work you do. People with a high Level Of Importance scores like to be in charge, make final decisions, and lead teams or projects. You may want to review your individual responses in this section to determine if your score is a function of wanting to "be in charge" or wanting your work to be considered "worthwhile" to society and helping others. Item 13 relates to your preferred work environment.

Organization. Add items 16-17-18-19. This category indicates the relative importance to you of the organization for which you work, and how you want to relate to co-workers. Persons with a high Level of Importance score typically seek a work environment which duplicates their own personal values and morals, want to socialize with their co-workers, and find their employer well-regarded in the community. Item 19 relates to your willingness to let work interfere with your non-work life.

Growth. Add items 20-21-22. This category indicates the relative importance to you of being able to continue growing and increasing your expertise. Persons with high Level of Importance scores typically seek new challenges and opportunities, and tend to be dissatisfied in a work environment in which they do the same things year after year.

Add the Level of Importance numbers for each category above and place a dot • on the Scoring Grid at about the approximate number for each of the categories on the Career Values graph. Join the dots with a **solid line**.

Add the Presently Experience numbers for each category above and place a dot on the appropriate Scoring Grid. Join the dots with a **dotted line**.

SCORING PAGE LIFE VALUES



Fold out the Level of Importance column and add the items listed:

Community. Add items 1-2-3-4-5. This category indicates the relative importance to you of selected community opportunities and characteristics. These relate to being able to live the kind of life-style you want, having the kind of cultural opportunities available which are important to you, and being able to take part in only those activities of interest. For some people, the kind of community in which they live is extremely important, while for others it is of much less significance.

Family. Add items 6-7-8-9-10. This category reflects the relative importance to you of family life. A high Level Of Importance score suggests that you prefer to separate your work-life from your family-life and that your spouse/significant-other is able to have the kind of life-style desired.

Friends/Social. Add items 11-12-13-14-15. This category indicates the relative importance to you of selected socializing characteristics. A high Level Of Importance score tends to indicate that you are very social, want to have friends and acquaintances who share similar values and interests, and are not unduly bothered by work intrusions on socializing time. A high score may also suggest, for some people, the importance of living in a neighborhood with selected qualities.

Financial. Add items 16-17-18. This category indicates the relative importance to you of having the desired financial resources to live the kind of life-style you desire. Each person can do their own meanings to the terms “vacation,” “going out,” and “comfortable home and neighborhood.”

Growth. Add items 19-20. This category indicates the relative importance to you of having the opportunities for continued personal growth and physical fitness. It may also involve being able to take part in classes, or pursue hobbies, or

Recognition. Add items 21-22-23. This category indicates the relative importance to you of being known and recognized within the community. A high Level Of Importance score suggests that it is important to you to have this recognition.

On the Scoring Grid, place a dot • on the approximate number for each of the categories on the Career Values graph. Join the dots with a **solid line**.

Repeat the process for the Presently Experience column, and place a dot on the approximate number for each of the categories. Join the dots with a **dotted line**.

CAREER VALUES INVENTORY SCORING GRID

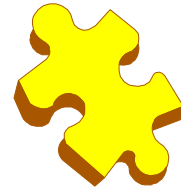
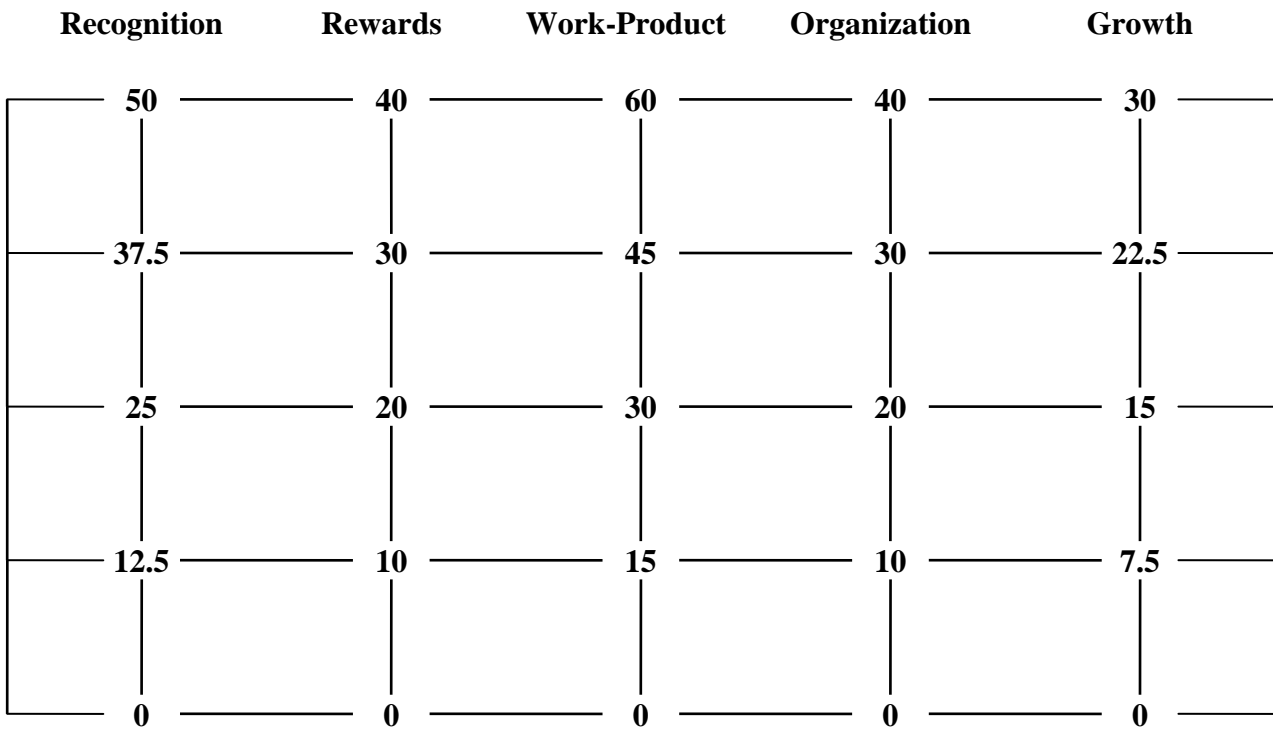


Chart your scores on the Profile Chart to give you a visual comparison of the level of importance of several values and the level to which you are presently receiving what's important to you. Use a straight line ——— for "Level of Importance" and a dotted line - - - - for "Presently Experience."



LIFE VALUES INVENTORY SCORING GRID

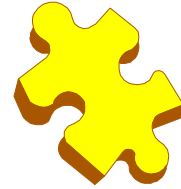
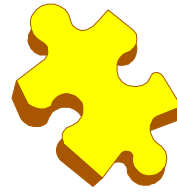


Chart your scores on the Profile Chart to give you a visual comparison of the level of importance of several values and the level to which you are presently receiving what's important to you. Use a straight line—— for "Level of Importance" and a dotted line - - - - for "Presently Experience."

Community	Family	Friends/ Social	Financial	Growth	Recognition
50	50	50	30	20	30
37.5	37.5	37.5	22.5	15	22.5
25	25	25	15	10	15
12.5	12.5	12.5	10	5	10
0	0	0	0	0	0



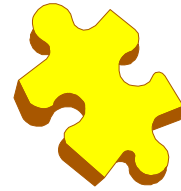
REVIEW AND ANALYSIS

1. Look at your two profiles. What do they suggest to you? Where is there similarity between your Level of Importance and the extent to which you Presently Experience the meaning of each category?

2. At what points is there distance, or dissonance, between Level of Importance and Presently Experience?

3. Return to each Inventory and focus on those statements in which there is some distance between the two columns. Ask yourself,
"Is the meaning of this statement really that important to me?"

If yes, ask yourself, "What can I do to change the situation?"



INTERNAL MOTIVATORS

WorkLife Design has a very basic belief about people and organizations and motivation. It goes like this...

*No one can motivate anyone else.
People motivate themselves to do nothing or to do something!*

This means it's very important for people to know what motivates them. You can gain new insight by taking a look at the previous pages.

First, take a look at both the Career Values Inventory and Life Values Inventory, focusing on those items you have scored the highest for Level Of Importance. As you look at each statement ask yourself, "What does this statement really mean to me?"

Second, push yourself further..... What are the things that motivate you to action? That drive you? That get you to do something instead of nothing?

For example, money motivates some people while recognition – from peers, superiors, and subordinates – drives others to action. Don't worry about what drives others. Instead, focus on yourself. See if you can identify and describe your internal motivators.

In the space below and on the back of this page list the items you've identified as your own Internal Motivators:

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