

# Values & Strengths Discovery Guide

***Know Yourself to Build a Career That Fits***

## Why This Matters

Your values determine what makes work meaningful. Your strengths determine where you excel effortlessly. When your career aligns with both, work feels fulfilling rather than draining.

**Time needed:** 45-60 minutes

## Part 1: Discover Your Core Values

### ***Step 1: Values Identification***

Review the list below. Circle any that resonate.

#### **Achievement & Success**

- Recognition & Status
- Excellence & Quality
- Competition & Winning
- Advancement & Promotion

#### **Independence & Control**

- Autonomy & Self-Direction
- Flexibility & Freedom
- Entrepreneurship
- Decision-Making Authority

#### **Relationships & Connection**

- Teamwork & Collaboration
- Helping Others
- Community & Belonging
- Mentorship

#### **Security & Stability**

- Financial Security
- Job Stability
- Predictability
- Structure & Order

### **Growth & Learning**

- Continuous Learning
- Challenge & Mastery
- Innovation & Creativity
- Personal Development

### **Meaning & Purpose**

- Social Impact
- Alignment with Personal Beliefs
- Making a Difference
- Legacy & Contribution

### **Balance & Wellbeing**

- Work-Life Balance
- Health & Wellness
- Time with Family
- Leisure & Recreation

## ***Step 2: Narrow to Top 5***

From your circled values, choose your top 5.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## ***Step 3: Prioritise to Top 3***

If you could only have 3, which would they be?

**My Top 3 Non-Negotiable Values:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## ***Step 4: Values in Action***

For each top value, answer:

**Value #1:** \_\_\_\_\_

- When is this value honoured in my current work?

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- When is it violated?

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- How could I honour this value more?

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**Value #2:** \_\_\_\_\_

- When is this value honoured in my current work?

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- When is it violated?

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- How could I honour this value more?

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**Value #3:** \_\_\_\_\_

- When is this value honoured in my current work?

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- When is it violated?

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- How could I honour this value more?

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## Part 2: Discover Your Strengths

### ***What is a Strength?***

A strength isn't just something you're good at—it's something that:

- ✓ You're naturally good at
- ✓ Energises you when you use it
- ✓ Others recognise in you
- ✓ You want to develop further

### ***Step 1: Peak Performance Reflection***

Think of 3 times when you were at your best. Describe each:

**Peak Moment #1:**

- What were you doing? \_\_\_\_\_
- What skills were you using? \_\_\_\_\_
- What made you feel energised? \_\_\_\_\_

**Peak Moment #2:**

- What were you doing? \_\_\_\_\_
- What skills were you using? \_\_\_\_\_
- What made you feel energised? \_\_\_\_\_

**Peak Moment #3:**

- What were you doing? \_\_\_\_\_
- What skills were you using? \_\_\_\_\_
- What made you feel energised? \_\_\_\_\_

**Patterns:** What shows up repeatedly?

\_\_\_\_\_

## ***Step 2: Strengths Checklist***

Review this list. Check any that genuinely feel like strengths (not just skills).

**Thinking Strengths:**

- Analytical thinking
- Strategic planning
- Creative problem-solving
- Attention to detail
- Big-picture thinking
- Critical analysis
- Innovative ideation

**Relationship Strengths:**

- Empathy & understanding
- Building rapport
- Conflict resolution
- Coaching/mentoring
- Collaboration
- Influence & persuasion
- Networking

**Execution Strengths:**

- Getting things done
- Organising & planning
- Project management
- Follow-through

- Process improvement
- Efficiency & optimisation
- Quality control

#### **Communication Strengths:**

- Public speaking/presenting
- Writing & storytelling
- Active listening
- Facilitating discussions
- Explaining complex ideas simply
- Negotiation
- Teaching

### ***Step 3: Identify Your Top 5 Strengths***

From your checked items and peak moments, list your top 5.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### ***Step 4: Strengths Utilisation Audit***

For each strength, rate how often you use it in your current work.

| Strength | Frequency (1-10) | How I could use it more |

|-----|-----|-----|

| 1. | | |

| 2. | | |

| 3. | | |

| 4. | | |

| 5. | | |

## **Part 3: Integration & Action**

### ***Values + Strengths Alignment***

**When both align, work feels:**

- Energising (using strengths)
- Meaningful (honouring values)
- Sustainable (not forcing yourself)

**Ideal Role Criteria:**

Based on my values and strengths, my ideal role would:

- **Environment:** \_\_\_\_\_
- **Daily tasks:** \_\_\_\_\_
- **Team/culture:** \_\_\_\_\_
- **Impact:** \_\_\_\_\_

***Gap Analysis***

**Current Role Alignment:**

| Area | Alignment (1-10) | Notes |

|-----|-----|-----|

| Values honoured | | |

| Strengths utilised | | |

| Overall fit | | |

***Action Plan***

**To increase alignment, I will:**

**This week:**

- \_\_\_\_\_
- \_\_\_\_\_

**This month:**

- \_\_\_\_\_
- \_\_\_\_\_

**This quarter:**

- \_\_\_\_\_

**Validation Exercise**

**Ask 3 people who know you well:**

\*"What do you think my top strengths are? When have you seen me at my best?"\*

**Person 1 said:**

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**Person 2 said:**

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**Person 3 said:**

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**Do their observations match your self-assessment?**

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## Final Reflection

**My core values are:**

• \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**My top strengths are:**

• \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**A role that honours both would look like:**

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**Want personalised guidance?** Book a Career Facilitation session: [www.yourwebsite.com/services](http://www.yourwebsite.com/services)