

UC Academic Advising Conference 2016

Professional Refresh: You and Your Career

(Feel free to take notes or doodle as desired)

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Values Assessment

Values consciously or unconsciously motivate you. Most people who pursue work that is congruent with their values feel satisfied and successful in their jobs. This exercise is to assist you in identifying what you value most in your work.

1. Review and circle the values most important in your career and work environment.

Achievement/Success	Friendship	Privacy
Adventure	Growth	Problem Solving
Aesthetics	Harmony	Professional development
Analytical	Health	Productivity
Autonomy	Health & Activity	Public Contact
Belonging	Help Others	Quality
Caring	Help Society	Quiet
Challenge	High-earnings	Recognition
Comfortable income	Holistic	Relaxed
Commitment	Honesty/Integrity	Research
Communication	Humility	Respect
Community	Humor	Responsibility
Competence	Independence	Risk Taking
Competition	Individualism	Scientific Understanding
Conceptualizing	Influence People	Sense of Community
Concern for Others	Innovation	Service/Giving to community
Concern for the environment	Intelligence	Simplicity
Cooperation	Interdependence	Spirituality
Creativity	Job Security	Stability
Curiosity	Knowledge	Status
Decisiveness	Leading-edge	Structured
Detailed	Learning	Supervision
Discipline	Location/Geography	Support
Diversity	Loyalty	Teamwork
Education	Make Decisions	Time Freedom
Effectiveness	Moral Fulfillment	Trust
Environment	Objective Analysis	Upward Mobility
Exploration	Open-Mindedness	Variety
Equality	Organization	Work Alone
Excitement	Patience	Work Flexibility
Family	Personal Safety	Work/Life Balance
Fast Pace	Physical Challenge	Work Mastery
Financial Prosperity	Power	Work with Others
Flexibility	Precision Work	
	Predictable	

2. Review your values, and rank your top 5 values below.

	Your Top 5 Values	Being Met? Yes or No
1.		
2.		
3.		
4.		
5.		

3. How are these values being met in your day-to-day work tasks, work environment, work responsibilities or work culture?

4. If some of these values are not being met, what might you need to change for your work environment to align with your most important values?

Clarifying Professional Motivations

What do you love to do?

Hint: what makes you come alive? What are you doing when you lose track of time? When do you feel like yourself? See next page for action word list for more hints.

Who do you do it for?

Hint: who outside yourself benefits from the work you love to do? (Not to pay bills for our families). If you are not doing it for that group who would you want to do it for?

What are their wants and needs?

Hint: what would make their lives richer? What have they asked for?

How are these people changed by your interaction with them?

Hint: what changes do they notice in themselves? What changes do you notice?

What does this say about what you believe? Why do you do it?

Hint: one answer is I believe in the value of change.

I believe...

Action Word List

Adapt	Edit	Mediate
Administer	Educate	Motivate
Advise	Encourage	Negotiate
Advocate	Evaluate	Organize
Analyze	Evolve	Perform
Apply	Explain	Persuade
Appraise	Facilitate	Plan
Assess	Generate	Prepare
Assist	Guide	Present
Budget	Help	Prioritize
Campaign	Hire	Promote
Clarify	Identify	Recruit
Coach	Illustrate	Reorganize
Collaborate	Improve	Resolve
Communicate	Influence	Respond
Conceptualize	Inform	Revitalize
Connect	Initiate	Schedule
Convince	Innovate	Search
Coordinate	Inspire	Select
Counsel	Interact	Solve
Critique	Interview	Supervise
Decide	Investigate	Support
Delegate	Join	Survey
Design	Justify	Teach
Diagnose	Launch	Train
Direct	Learn	Transform
Distribute	Lecture	Utilize
Document	Listen	Write
Draft	Manage	

A few ideas to refresh your career:

Professional Development

- ✓ Sign up for a staff training course
- ✓ Maintain a professional network (Facebook, LinkedIn, Twitter)
- ✓ Keep a journal of your work accomplishments
- ✓ Write a personal mission statement
- ✓
- ✓

Personal Growth/Work-Life Balance

- ✓ Start an exercise, walking or meditation group at work
- ✓
- ✓

Relationships/Communication

- ✓ Develop deeper relationships with people across campus
- ✓
- ✓

Physical Environment

- ✓ Rearrange your office
- ✓
- ✓

Other

- ✓ Update your wardrobe
- ✓ Apply for a new job
- ✓
- ✓

Action Plan to Refresh My Career

1. **Set an Outcome Goal** - the ultimate goal you want to reach
2. **List the related Value(s) and Motivation**
3. **Develop Process Goals** - action steps to achieve the outcome goal

Tips: Set projected dates on your work calendar to achieve goals. Review goals once a month.

Outcome Goal:	Date
<p>Related Value(s):</p> <p>Related Motivation:</p> <p>Process Goal:</p> <p>Process Goal:</p> <p>Process Goal:</p>	

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