

Section 1: Identify Your Work Values

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What are your intrinsic values?

Intrinsic values are the “inside” qualities that make your work meaningful to you, apart from any external reward. Describe a few intrinsic qualities that make your ideal work meaningful to you.

Examples: I learn a lot from my job; I get to be competitive at work; My work gives me a sense of achievement; My organization makes me feel like I’m part of a tradition; I’m happy when I’m at work.

What are your extrinsic values?

Extrinsic values are the qualities that you see as external rewards for the work you do. Whether or not you find your work personally meaningful, it can still have extrinsic value to you. Describe a few of the external rewards you get from your ideal work.

Examples: job security, compensation, promotions or recognition.

What are your lifestyle values?

Your lifestyle values describe your personal preferences about where you live or how you like to spend your leisure time. How much a particular job or profession allows you to enjoy the lifestyle you prefer might influence your decision about whether it is right for you. Describe a few of your lifestyle values.

Section 2: Work Experience Assessment

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In this activity, you'll review some highlights of your work experience and use that to explore the type of work you might prefer.

1. Describe a specific work experience that really made a difference in your life. What can you say about it?

2. List a few accomplishments from your current or previous role that you are proud of. Specifically, what did you contribute in each example?

3. What are the common threads among your answers?

Section 3: Vision of Success Worksheet

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Based on your work values and experiences, project yourself into the future. Imagine that in five years, you are being interviewed for an article about your accomplishments and contributions. The interviewer asks the following questions. What answers would you give?

Remember that this conversation is taking place five years in the future!

Question 1: What's unique about the contributions you've made through your work in the past five years?

Question 2: How has your work in the past five years made a difference? Has it changed the way things are in your organization or profession? Has it changed the way things are in your community?

Based on your responses to this imaginary interviewer, write out your vision of professional success:

Section 4: Identifying Core Competencies

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Define the core competencies required to succeed according to your vision. For each competency, rate how critical it is to your vision on a scale of 1-10 (10 being most critical). If you gave a rating greater than 5, also note why that particular competency is important to your success.

<i>Competency</i>	<i>How critical is it to my vision? (1-10)</i>	<i>If >5, why is it important to my success?</i>
<i>Belonging & Community</i>		
<i>Change Agility</i>		
<i>Collaboration</i>		
<i>Communication</i>		
<i>Continuous Improvement</i>		
<i>Continuous Learning</i>		
<i>Mission & Vision Focus</i>		
<i>Problem Solving</i>		
<i>Service Focus</i>		
<i>Stewardship</i>		

Section 4a: Identifying Job-Specific Competencies

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Step 1. Insert the job-specific competencies required to succeed according to your vision. You can identify these via [UCSF Career Tracks job standards](#)' KSAs (knowledge/skills/abilities), your most recent performance review, manager input, or observing your colleagues who you think are good role models.
Step 2. For each competency, rate how critical it is to your vision on a 1-10 scale (10 being most critical).
Step 3. If you gave a rating greater than 5, also note why that competency is important to your success.

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Competency	vision? (1-10)	
Competency #1:		
Competency #2:		
Competency #3:		
Competency #4:		
Competency #5:		

Section 5: Feedback Worksheet

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A good source of information about yourself is feedback from colleagues who are familiar with your work. After you request and receive feedback from someone, use this simple worksheet to capture your insights, organized according to your relationship to the person providing it: Manager, Coworker and Others. Writing about the feedback you receive will enable you to reflect and apply the valuable insights that you learn during these interactions.

Person(s) providing informal feedback	What did I learn from the feedback?	How will I apply what I learned to help me grow professionally?
Supervisor(s)		
Coworkers		
Others		

Section 6: SMART Goal Worksheet

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1. Write up to 3 Goal Statement(s), with one or two sentences each:

2. Use this SMART Goal Checklist to make sure your goals are well-defined.
If you answer “No” to any of these questions, revise your goal statement until it meets the SMART criteria.

	YES	NO
Specific		
Is it clear that you own the goal?		
Is it clear what needs to be done to accomplish the goal?		
Is it clear who you need to get support from to accomplish the goal?		
Measurable		
Do you know how you will know when the goal has been completed?		
Does the goal statement indicate how many, how often, or how much of something is needed to complete it?		
Achievable		
Do you believe you can achieve the goal by the target date?		
Do you believe you can get the support you need from others to accomplish the goal?		
Will you have access to all the material and equipment you need to accomplish the goal in the specified time period?		
Relevant		
Will your goal help you get closer to achieving your vision of success?		
Does your goal fit with your personal and work values?		
Time-Bound		
Does your goal statement indicate when the goal needs to be completed?		

Section 7: Development Planning Worksheet

Refer to your answers to earlier sections of this workbook as you fill out this page.

My Work Values	How I Contribute	My Talents & Strengths	Most Helpful Feedback

	SMART Goal(s)	Applicable Talents & Strengths	Competency to Develop	Possible Activities
1				
2				
3				

In the next 6 months, I will work on the following development opportunities...

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We recommend [checking in](#) monthly with a manager to support your [performance process](#).

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