



# Module: Identifying Personal Qualities

This module covers strategies for exploring and identifying core personal qualities, including personality, interests, passions, values, and beliefs, while connecting them to individual strengths and areas for growth.

# About CanWork BC

CanWork BC aims to make it easier for youth with disabilities ages 15 to 30 years old to find and keep employment. There are a series of tools and resources for youth, employers, service providers, educators, and caregivers.

CanAssist at the University of Victoria, with the support of the BC Ministry of Social Development and Poverty Reduction, wrote the Provincial Employment Strategy for Youth with Disabilities (ESYD). This strategy informed the tools and resources.

## The Youth Tool

The CanWork BC youth tool is available as an interactive online platform at [portal.canworkbc.ca](https://portal.canworkbc.ca) and through PDF workbooks such as this one. There are five dimensions of content available.

For the full PDF workbook content and accompanying facilitator guides, as well as other CanWork BC tools and resources, go to [canworkbc.ca](https://canworkbc.ca).

# Introduction

This module has three sections to help you build your understanding of self exploration. You'll explore:

- Recognizing how your personality traits influence your actions and interactions.
- Identifying your passions and how they guide your career choices.
- Exploring your beliefs and values and how they shape your decisions at work.

Each section will take around 15-30 minutes to complete, and you're welcome to take breaks in between.

Each section has activities that connect self exploration to your own life to make sure this is useful for you. Be prepared to think about and record your answers in whatever way works best. That could be writing your answers in this workbook or using a different format that works for you like voice recording or typing in a notes app.

At the end of the module, you'll have the chance to put what you've learned into practice with reflection questions. Let's get started!

# Section 1: Identifying Personality Traits

Understanding your personality traits is an essential part of personal and professional development. By identifying these traits, you can gain insight into how they influence your behavior, decisions, and interactions with others, especially in the workplace.

## **In this section, we'll cover:**

- How personality traits shape your behavior and decision-making.
- How to explore and identify your personality traits.
- The impact of personality traits on workplace relationships.

By the end of this section, you'll have a better understanding of your personality traits and how they affect your professional life. This will help you make decisions that align with your strengths and create opportunities to grow.

# Engage and Explore

## The Five Major Personality Traits

Personality can be understood in many ways, but one helpful approach is to group traits into five main categories<sup>1</sup>. Each of these groups includes smaller, related traits that describe different aspects of who we are. Every trait has its own strengths and challenges, and knowing these can help us manage situations more effectively and feel happier overall.

For example, being detail-oriented is great for careful tasks but can feel overwhelming when things are flexible. On the other hand, being laid-back is good for staying calm, but it might not work well in stressful situations.

Here's a breakdown of the five traits:

<p><b>Agreeableness</b></p>	<p>Agreeableness is about being kind, trusting, and caring about others.</p> <p>People with <b>high</b> agreeableness are cooperative and get along well with others.</p>
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<sup>1</sup> The Big Five Personality Traits framework was largely developed by Paul Costa and Robert McCrae. 1992. Revised NEO Personality Inventory (NEO-PI-R) and NEO Five-Factor Inventory (NEO-FFI). Odessa, FL. Psychological Assessment Resources.

	<p>People with <b>lower</b> agreeableness may be more competitive, ambitious, and willing to speak their minds.</p>
<b>Conscientiousness</b>	<p>Conscientiousness means being organized, careful, and paying attention to details.</p> <p>People who are <b>more</b> conscientious tend to be organized and careful about the details.</p> <p>People who are <b>less</b> conscientious may be more flexible and spontaneous, preferring to go with the flow.</p>
<b>Emotionality</b>	<p>Emotionality describes how strongly people feel and react to emotions.</p> <p>People with <b>high</b> emotionality tend to be compassionate and sensitive.</p> <p>People with <b>lower</b> emotionality may be more logical, relying on reason rather than emotions.</p>

<b>Extraversion</b>	<p>Extraversion is about being social, energetic, and outgoing.</p> <p>People who are <b>more</b> extraverted enjoy being around others and thrive in social situations.</p> <p>People who are <b>less</b> extraverted may prefer quieter activities and value deeper personal connections over large groups.</p>
<b>Openness</b>	<p>Openness involves being imaginative and willing to try new things.</p> <p>People with <b>high</b> openness are creative, curious, and enjoy exploring new ideas.</p> <p>People with <b>lower</b> openness may prefer routine and feel more comfortable with familiar, practical things.</p>

## Personality Traits and Decision-Making

Your personality traits also play a big role in how you make decisions. Here's how they might influence your choices:

<b>Risk-takers</b>	<b>Cautious individuals</b>
<p>People with high openness may be eager to take on new opportunities, like applying for a promotion or starting a new career. However, they might take too much risk because they don't always consider all the potential downsides.</p>	<p>People who are more conscientious might carefully evaluate options before making decisions, ensuring that they are well-prepared but possibly hesitating when taking bold steps.</p>

## Personality Traits and Interactions

Your personality traits also influence how you interact with others, especially in the workplace. Your personality shapes how you communicate, work with others, and handle conflict.

Here are some examples:

- **Outgoing**

People who are outgoing may easily build relationships and network, making it easier to connect with colleagues or mentors.

- **Reserved and thoughtful**

People who are reserved and thoughtful may prefer quieter work environments where they can focus independently. They might find it harder to be in roles that require constant social



interaction.

- **Emotionally stable**

People who are emotionally stable are likely to remain calm in stressful situations, while those more prone to stress might need to develop coping strategies to stay focused under pressure.

**Remember:**

There is no "good" or "bad" personality trait. Every trait has its strengths and areas to grow in, depending on the situation.

Your traits can change and develop over time; understanding yourself is an ongoing process.

Understanding your personality helps you play to your strengths, adapt to challenges, and make more informed decisions in your career.

## **Make it Personal**

### **Personality Traits Quiz**

Ready to explore who you are? Take this 15-question quiz to discover more about your personality.

## Instructions:

- **Read each question.** Think how you would react in that situation.
- **Circle the option that most relates to you.** Don't overthink it, just pick what feels natural.
- **Answer all 15 questions** to get your results.
- **Calculate your score** using the instructions at the end.

### Just a heads-up:

This personality quiz is not a standardized test. It won't diagnose or label you. It's just meant to help you understand more about your preferences and habits. The results are for you to reflect on personally.

**1. You and a friend have a minor disagreement about weekend plans. How do you typically resolve it?**

- Insist on your plans and convince your friend to go along with them.
- Apologize and let your friend decide on the plans to avoid conflict.
- Agree to do separate activities without much discussion.
- Discuss each other's preferences and find a compromise that makes both happy.

**2. You're participating in a team-based trivia competition at work. How do you react to the competition?**

- Participate willingly but prefer a more relaxed approach, focusing on enjoying the experience.

- Enjoy the challenge of the competition and participate without being overly competitive.
- Feel uncomfortable with competitive situations and prefer not to actively participate.
- Get highly competitive, eager to win, and contribute actively to the team's success.

**3. A classmate asks you for help with homework. How do you respond?**

- Offer to explain the material and help them understand it fully.
- Tell them you're busy and don't have time to help right now.
- Quickly assist them with the specific problem they're stuck on.
- Suggest they ask the teacher or another classmate for help.

**4. You have a big project due in a month. How do you approach it?**

- Break down the project into smaller tasks and set deadlines.
- Begin working on the project when you feel ready.
- Start planning and outlining the project immediately.
- Wait until the last week to start working on the project.

**5. Your room needs organizing. What do you do?**

- Tidy up and rearrange things to make the room look better.
- Leave it messy until it becomes a real problem.
- Sort everything meticulously and create a detailed organization system.
- Organize your belongings based on importance and use.

**6. Your manager informs you at the last minute that there is a sudden change in project plans. How do you react?**

- Feel frustrated, struggle to adapt, and prefer sticking to your original plan.
- Feel a bit unsure but promptly adjust your schedule and make a detailed plan.
- Experience some anxiety but try to make a rough plan to manage the new tasks.
- Quickly adapt to the new change, reorganizing your tasks to ensure everything is done well.

**7. You receive a critical comment from a friend about your work. How do you react?**

- Brush it off and do not let it affect you much.
- Take it personally and feel upset about the criticism.
- You feel upset about the criticism but consider their feedback seriously.
- Appreciate their honesty and think about whether the criticism is valid.

**8. You have an important test coming up that you feel anxious about. How does this feeling affect you?**

- You view the test as another test trying to detach from the anxiety you are feeling.
- You constantly think about worst-case scenarios, overwhelmed by anxiety and unable to focus.
- You feel nervous but use meditation and calming activities to control your emotions.
- You're concerned about the test but manage to continue with your day, keeping the worry in the background.

**9. You're watching a deeply emotional movie with friends, leaving everyone visibly moved. How do you typically react in such situations?**

- Feel emotional but try to maintain composure, offering comfort to others.
- Remain unaffected outwardly, not letting the movie impact your mood.
- Feel sympathetic, but keep your emotions private, reflecting internally.
- Tear up and openly express your emotions, feeling deeply affected.

**10. You're at a party with friends. What are you most likely doing?**

- Leading a group discussion on a topic you find interesting.

- Sitting quietly and observing others without participating much.
- Talking with friends you already know in a smaller group.
- Mingling and meeting new people with confidence.

**11.You have a free day for yourself. What plans would you prefer the most?**

- Staying at home and reading books by yourself, enjoying some quiet and solitude.
- Inviting a friend over for a relaxed and personal hangout.
- Exploring somewhere new with your family and enjoying the adventure together.
- Going to a social event to meet new people and engage in lively conversations.

**12.Your manager assigns a group project at work. How do you feel about it?**

- Prefer working closely with a few trusted colleagues rather than a large group.
- Excited to collaborate and share ideas with colleagues.
- Prefer working independently to ensure tasks are done according to your methods.
- Comfortable working with others and contributing effectively to the project.

**13. You are planning a weekend plan with friends. Which option resonates most with you?**

- Trying out a new board game with friends.
- Having a relaxing staycation at home.
- Exploring a new city's museums and galleries.
- Going for a walk in a familiar, scenic location.

**14. Your manager announces a significant change in your work responsibilities. How do you react?**

- Feel somewhat anxious but willing to adjust, focusing on understanding the new tasks gradually.
- Feel cautious and try to stick to your usual routine, until you fully understand your new responsibilities.
- Feel optimistic and ready to adapt, seeing it as an opportunity to grow and develop.
- Embrace the change eagerly, excited about the opportunity to challenge yourself and gain new skills.

**15. You're at a restaurant known for its diverse menu with unique and exotic dishes. What would you most likely order?**

- An unfamiliar dish with ingredients you know, but prepared in a unique way.
- A dish you've never tried before, based on the waiter's recommendation.
- Your favorite dish that you always order at this restaurant.

- A dish you've had before at similar restaurants, but with a slight variation.



## **Instructions for Calculating Quiz Results**

If you're printing out the quiz, follow the three steps below to calculate your results.

Before you see your quiz results, remember these traits aren't labels, they're simply tools to explore your personality. Take a moment to think about your results and see if they resonate with you. It's okay if you don't fit perfectly into one category, everyone is different!

### **1. Gather your answers**

Each question has multiple choice answers with a value assigned to each option (0, 1, 2, or 3). Circle the value corresponding to your selected answer for each question.

### **2. Add up your scores**

For each personality trait, add up the values of your selected answers.

Example: If your answers for agreeability are 3, 1, and 2, your total score for agreeability is  $3 + 1 + 2 = 6$ .

### **3. Interpret your scores**

Compare your scores to the following ranges to understand your personality traits:

#### **Score:**

- 0-1: Low

- 2-3: Somewhat low
- 4-5: Moderate
- 6-7: High
- 8-10: Very high

**Quiz questions and values:**

**Agreeability:**

**Q1.You and a friend have a minor disagreement about weekend plans. How do you typically resolve it?**

- Insist on your plans and convince your friend to go along with them. (0)
- Apologize and let your friend decide on the plans to avoid conflict. (2)
- Agree to do separate activities without much discussion. (1)
- Discuss each other's preferences and find a compromise that makes both happy. (3)

**Q2.You're participating in a team-based trivia competition at work. How do you react to the competition?**

- Participate willingly but prefer a more relaxed approach, focusing on enjoying the experience. (1)
- Enjoy the challenge of the competition and participate without being overly competitive. (2)
- Feel uncomfortable with competitive situations and prefer not to actively participate. (0)

- Get highly competitive, eager to win, and contribute actively to the team's success. (3)

**Q3.A classmate asks you for help with homework. How do you respond?**

- Offer to explain the material and help them understand it fully. (3)
- Tell them you're busy and don't have time to help right now. (0)
- Quickly assist them with the specific problem they're stuck on. (2)
- Suggest they ask the teacher or another classmate for help. (1)

**Agreeability total score (Q1 + Q2 + Q3) = \_\_\_\_\_**

**Conscientiousness:**

**Q4.You have a big project due in a month. How do you approach it?**

- Break down the project into smaller tasks and set deadlines. (2)
- Begin working on the project when you feel ready. (1)
- Start planning and outlining the project immediately. (3)
- Wait until the last week to start working on the project. (0)

**Q5.Your room needs organizing. What do you do?**

- Tidy up and rearrange things to make the room look better. (1)
- Leave it messy until it becomes a real problem. (0)
- Sort everything meticulously and create a detailed organization system. (3)
- Organize your belongings based on importance and use. (2)

**Q6. Your manager informs you at the last minute that there is a sudden change in project plans. How do you react?**

- Feel frustrated, struggle to adapt, and prefer sticking to your original plan. (0)
- Feel a bit unsure but promptly adjust your schedule and make a detailed plan. (2)
- Experience some anxiety but try to make a rough plan to manage the new tasks. (1)
- Quickly adapt to the new change, reorganizing your tasks to ensure everything is done well. (3)

**Conscientiousness total score (Q4 + Q5 + Q6) = \_\_\_\_**

**Emotionality:**

**Q7. You receive a critical comment from a friend about your work. How do you react?**

- Brush it off and do not let it affect you much. (0)
- Take it personally and feel upset about the criticism. (3)

- You feel upset about the criticism but consider their feedback seriously. (2)
- Appreciate their honesty and think about whether the criticism is valid. (1)

**Q8.You have an important test coming up that you feel anxious about. How does this feeling affect you?**

- You view the test as another test trying to detach from the anxiety you are feeling. (0)
- You constantly think about worst-case scenarios, overwhelmed by anxiety and unable to focus. (3)
- You feel nervous but use meditation and calming activities to control your emotions. (1)
- You're concerned about the test but manage to continue with your day, keeping the worry in the background. (2)

**Q9.You're watching a deeply emotional movie with friends, leaving everyone visibly moved. How do you typically react in such situations?**

- Feel emotional but try to maintain composure, offering comfort to others. (2)
- Remain unaffected outwardly, not letting the movie impact your mood. (0)
- Feel sympathetic, but keep your emotions private, reflecting internally. (1)
- Tear up and openly express your emotions, feeling deeply affected. (3)

**Emotionality total score (Q7 + Q8 + Q9) = \_\_\_\_\_**

**Extraversion:**

**Q10.You're at a party with friends. What are you most likely doing?**

- Leading a group discussion on a topic you find interesting. (3)
- Sitting quietly and observing others without participating much. (0)
- Talking with friends you already know in a smaller group. (1)
- Mingling and meeting new people with confidence. (2)

**Q11.You have a free day for yourself. What plans would you prefer the most?**

- Staying at home and reading books by yourself, enjoying some quiet and solitude. (0)  
Inviting a friend over for a relaxed and personal hangout. (1)
- Exploring somewhere new with your family, enjoying the adventure together. (2)
- Going to a social event to meet new people and engage in lively conversations. (3)

**Q12.Your manager assigns a group project at work. How do you feel about it?**

- Prefer working closely with a few trusted colleagues rather than a large group. (1)
- Excited to collaborate and share ideas with colleagues. (3)
- Prefer working independently to ensure tasks are done according to your methods. (0)
- Comfortable working with others and contributing effectively to the project. (2)

**Extraversion total score (Q10 + Q11 + Q12) = \_\_\_\_\_**

**Openness:**

**Q13. You are planning a weekend plan with friends. Which option resonates most with you?**

- Trying out a new board game with friends. (2)
- Having a relaxing staycation at home. (0)
- Exploring a new city's museums and galleries. (3)
- Going for a walk in a familiar, scenic location. (1)

**Q14. Your manager announces a significant change in your work responsibilities. How do you react?**

- Feel somewhat anxious but willing to adjust, focusing on understanding the new tasks gradually. (1)
- Feel cautious and try to stick to your usual routine, until you fully understand your new responsibilities. (0)
- Feel optimistic and ready to adapt, seeing it as an opportunity to grow and develop. (2)

- Embrace the change eagerly, excited about the opportunity to challenge yourself and gain new skills. (3)

**Q15. You're at a restaurant known for its diverse menu with unique and exotic dishes. What would you most likely order?**

- An unfamiliar dish with ingredients you know, but prepared in a unique way. (2)
- A dish you've never tried before, based on the waiter's recommendation. (3)
- Your favorite dish that you always order at this restaurant. (0)
- A dish you've had before at similar restaurants, but with a slight variation. (1)

**Openness total score (Q13 + Q14 + Q15) = \_\_\_\_\_**

**Results:**

**Agreeableness total score:**

- **Low agreeableness:** People who are highly self-motivated and goal-oriented. They are confident in expressing their opinions and are not afraid to challenge the current situation.
- **(2-3) Somewhat low agreeableness:** People who are practical and assertive. They balance their personal goals with the needs of others but prioritize efficiency and effectiveness.



- **(4-5) Moderate agreeableness:** People who appreciate the value of kindness and cooperation. They balance their own needs with the needs of others, ensuring fair and respectful interactions.
- **(6-7) High agreeableness:** People who are deeply empathetic and dedicated to nurturing positive relationships. They are skilled at maintaining harmony and are assertive in upholding their values.
- **(8-10) Very high agreeableness:** People who are naturally empathetic, cooperative, and trusting. They are good at fostering harmonious relationships and are willing to compromise to maintain peace and understanding.

#### **Conscientiousness total score:**

- **Low conscientiousness:** People who are spontaneous and adaptable. They prefer flexibility over strict schedules and enjoy exploring new and diverse experiences.
- **(2-3) Somewhat low conscientiousness:** People who balance spontaneity with reliability. They are adaptable yet manage to meet their responsibilities.
- **(4-5) Moderate conscientiousness:** People who are generally reliable but may be more flexible in their planning and less strict about details. They balance structure with spontaneity.
- **(6-7) High conscientiousness:** People who are disciplined and reliable, balancing detailed planning with flexibility as needed.

- **(8-10) Very high conscientiousness:** People who are organized and reliable, often planning and paying attention to details. They are persistent in achieving their goals and maintaining high standards.

#### **Emotionality total score:**

- **Low emotionality:** People who are calm and resilient, able to manage stress effectively and bounce back quickly from setbacks. They maintain a stable emotional state even in difficult situations.
- **(2-3) Somewhat low emotionality:** People who generally remain collected under pressure. They experience emotions less intensely and recover quickly from stressful situations.
- **(4-5) Moderate emotionality:** People who experience occasional stress and anxiety but are generally able to cope with life's ups and downs. They maintain emotional stability with some effort.
- **(6-7) High emotionality:** People who experience intense emotions and can effectively manage them, seeking strategies to maintain emotional stability in difficult situations.
- **(8-10) Very high emotionality:** People who are sensitive to their emotions and the emotions of others. They may react strongly to stressors and benefit from supportive environments during challenging times.

**Extraversion total score:**

- **Low extraversion:** People who are quieter and introspective, preferring deep personal connections or small gatherings over large social events. They may need more time alone to recharge.
- **(2-3) Somewhat low extraversion:** People who enjoy quiet and reflective activities. They value deep, meaningful connections with a few close friends.
- **(4-5) Moderate extraversion:** People who enjoy social interactions but also value time alone. They can be outgoing in certain situations but also appreciate quiet moments.
- **(6-7) High extraversion:** People who thrive in social situations and actively seek out opportunities for interaction, while also appreciating moments of solitude for reflection.
- **(8-10) Very high extraversion:** People who are sociable, energetic, and enthusiastic in social settings. They enjoy being around others, often taking on leadership roles and seeking excitement.

**Openness total score:**

- **Low openness:** People who are practical and prefer familiar routines. They may not seek new experiences as much and feel more comfortable with the familiar and predictable.

- **(2-3) Somewhat low openness:** People who appreciate stability and consistency. They prefer proven methods and may be cautious about new experiences.
- **(4-5) Moderate openness:** People who are open to new experiences but also value some routine and familiarity. They appreciate creativity but may prefer a balance of stability in their lives.
- **(6-7) High openness:** People who actively seek out and embrace new experiences while also appreciating the value of routine and stability when necessary.
- **(8-10) Very high openness:** People who are imaginative and curious, often seeking out new ideas and experiences. They enjoy creative activities and are open to unconventional ways of thinking.

## Section 2: Exploring Interests and Passions

Getting to know your interests and passions is an important step in shaping your personal and professional growth. Understanding what excites and motivates you can help guide your choices and bring energy to both your career and life.

**In this section, we'll cover:**

- Ways to identify your interests and passions.
- How to explore your interests and passions to uncover what excites you.
- How your interests and passions can guide your career choices.

By the end, you'll have a clearer sense of what sparks your excitement, helping you stay motivated and make choices that align with your personal and professional goals.

### Engage and Explore

#### What Are Interests and Passions?

**Interests** are things you enjoy or are curious about, like a hobby, subject, or activity. **Passions**, on the other hand, are deeper feelings of excitement or enthusiasm that inspire you to pursue goals and push through challenges. When you're passionate about

something, studying or working on it doesn't feel like a chore and it's something you look forward to.

In the workplace, your interests and passions help guide the direction of your career. Here's how they can play a role:

Interests	Passions
You might enjoy working with technology or troubleshooting issues, which could lead you to a career in IT support, software development, or technical management.	You are deeply passionate about environmental protection. This passion could drive you to work in sustainability or ecology, where you're motivated to make a difference.

## Discover Your Interests and Passions

Finding what excites and motivates you can guide your decisions, help you choose the right career, and keep you inspired. Here are some simple ways to explore your passion and interests, giving you valuable clues for finding a career you'll love:

### 1. Reflect on activities you enjoy

Think about what you like doing in your free time. Do you love working on creative projects, solving problems, or helping people?

## 2. **Explore new things**

Take time to try out different activities or hobbies to see what sparks your interest. This could be volunteering, taking a class, or learning a new skill.

## 3. **Look at your strengths**

The things you're good at might also be things you enjoy. If you're good at drawing, you may be passionate about art or design.

Take this Interest Quiz from Job Bank to discover careers that match your interests and work style. Find out if you prefer hands-on, social, detailed, creative, or logical tasks!

- [jobbank.gc.ca/workpreference](https://jobbank.gc.ca/workpreference)

# Turning Interests and Passions into a Career

Your interests and passions are key to finding work you enjoy, but they can also change over time. Here are some tips to help you connect what you love to your career:

- **Be open to change**

What excites you now might not be the same in a few years, and that's completely normal! Staying curious and trying out different career paths as your interests grow can help you find what you enjoy most.

- **Match passions with work**

Find careers that let you do what you **enjoy**. If you love working with animals, a job in veterinary care or a pet sitting could be a great fit.

- **Stay curious**

Keep exploring and learning. Trying new things, like learning a language or taking a cooking class, could spark new interests and lead to unexpected career paths.

## **Make it Personal**

### **Explore A New Interest or Passion**

Let's take an exciting step together! Exploring new interests or passions can open opportunities to learn, grow, and discover something that excites you.

#### **Instructions:**

- **Choose one activity from the suggestions below:** Follow the prompt to try something new. The goal is to find something that sparks your curiosity or helps you uncover a new passion.
- **Reflect on the experience:** Afterward, take a moment to reflect on your experience by answering the questions at the bottom of this page.



Have fun, enjoy the process, and remember that every new experience brings you closer to discovering something meaningful!

**Suggestions:**

**Learn something new**

Sign up for an online or in-person course in a subject you've never tried before. It could be a topic such as cooking, photography, or even learning a new language.

**Try a new activity**

Find an activity you've always been curious about and give it a try. It could be something such as drawing, crafting, or a light exercise like stretching.

**Volunteer experience**

Find a local or online opportunity to volunteer your time. You might need to sign up in advance or you could find something you can do right away. This could be helping a neighbor,

participating in an online event, or supporting a community project.

### **Sign up for a workshop or event**

Find a workshop or event that interests you and is easy to attend. You can try something such as a cooking demo, a meditation session, or a creative writing workshop.

Write down what you're going to explore. What are the steps you need to take to complete the task?

### **Reflections:**

After you've tried your new activity, take a few minutes write down your thoughts below, in a notes app, or in another digital format that works for you.

**Did you enjoy it?**

**Could you see yourself doing it more in the future?**

**What did you learn from the experience?**

## Section 3: Defining Beliefs and Values

Knowing your beliefs and values is an important part of your personal and professional growth. Understanding what you truly believe and value helps guide your decisions and actions, making sure that your choices align with what matters most to you in both your career and life.

**In this section, we'll cover:**

- Ways to explore your personal beliefs and values.
- How your beliefs and values influence your decisions and actions.
- How to align your work with what you believe in and what's important to you.

By the end of this section, you'll have a better understanding of how your beliefs and values shape your choices and how to use them to find work that truly fits with who you are.

## Engage and Explore

### What are Beliefs and Values?

Beliefs and values shape who you are and influence your choices in life and career. They guide your actions, how you view the world, and the relationships you build. Let's explore what beliefs and values really are and how they can guide your journey ahead.

Beliefs	Values
These are ideas or thoughts you believe are true. They can come from your family, culture, or experiences. For example, you might believe that being honest is important in every situation.	These are the things that are most important to you. They guide how you act and what choices you make. For example, you might value being kind and respectful to others.

Beliefs are what you think is **true**, and values are what you think is **important**. Beliefs often shape your values and that is reflected in your behaviour and life choices.

### Discovering Your Beliefs and Values

Understanding your beliefs and values is important making decisions that align with what matters most to you.

Here are some ways to help you discover them:

- **Reflect on what matters to you**

Think about what makes you feel happy, proud, and fulfilled. What activities or experiences make you feel truly satisfied?

- **Identify role models**

Consider the people you admire. What qualities do they have that you find inspiring? These qualities might reflect your own values.

- **Pay attention to your reactions**

Notice when you feel strong emotions like anger, joy, or excitement. Your feelings can give you clues about your values and beliefs.

- **Explore your past experiences**

Look back at your life. What decisions or actions have made you feel proud or regretful? These moments can reveal your beliefs.

- **Talk to others**

Discuss your values with friends, family, or mentors. Sometimes, hearing others' perspectives can help you better understand your own.

- **Be open to change**

Your values and beliefs can change over time, and that's okay. As you grow and experience new things, it's natural for your perspectives to shift.

## **How Beliefs and Values Shape Your Decisions**

Your beliefs and values play a big role in making decisions, both in your personal life and at work. They can guide you when facing challenges or making important career choices.

**Beliefs** can influence how you approach things like accepting a new job or dealing with a conflict at work. For example, if you believe teamwork is key, you might prefer working in a team rather than alone.

**Values** shape what you focus on in your career. For example, if you value spending time with family, you might choose a job that offers a good work-life balance.

## **How to Align Your Work with What Matters to You**

When your job aligns with your beliefs and values, it feels more meaningful and rewarding.

Here are a few tips to help you make sure your career matches what's most important to you:

### **Identify your beliefs and values**

Take time to think about what truly matters to you, both in life and at work. Reflect on your past experiences, your personal beliefs, and what you value most. For example, a helpful way to explore this is by writing down your top five values and seeing how they show up in your career choices.

### **Make decisions based on your values**

When considering a new job or opportunity, ask yourself if it aligns with your beliefs and values. For example, if creativity is one of your values, you might be drawn to a career in design or the arts, where you can express that creativity.

### **Communicate your values**

Don't hesitate to share your values with potential employers. This helps you find a job that respects and supports what you believe in. For example, during interviews, you can mention



values like work-life balance or a positive company culture to make sure you're entering an environment that fits your needs.

Let's take this Work Values Quiz to discover careers that match your values, helping you understand your work motivations, preferred environment, and how you like to interact with others.

- [jobbank.gc.ca/workvalue](https://jobbank.gc.ca/workvalue)

## Make it Personal

### Discover Your Work Values

Take a moment to think about your work values and how they fit into your career. Understanding your values can guide you toward a career that aligns with what matters most to you. Follow these steps to identify, rate, and reflect on your work values, and how they influence your career decisions.

### Instructions:

- **Identify your work values.** Think about the values that matter most to you at work. You can either write them down below, in a notes app, or in another digital format that works for you.
- **Rate each value on a scale of 1 to 10:**

- 1 = Most important (something you strongly want in your work)
- 10 = Least important (something you don't care about much)
- **Rank your top values.** Select the 5 values that are most important to you.
- **Reflect on your top values.** How can they guide your future career decisions?

**Here are some examples to inspire you:**

<b>Accountability</b>	Taking responsibility for your actions and expecting the same from others.
<b>Positivity</b>	Keeping a positive attitude, especially during challenges.
<b>Reliability</b>	Being someone others can depend on to get work done well and on time.
<b>Creativity</b>	Having space to think outside the box and be imaginative in your work.
<b>Work-life balance</b>	Maintaining a balance between your professional and personal life.

<b>Honesty</b>	Valuing transparency and truthfulness in your work environment.
<b>Team spirit</b>	Enjoying working with others and valuing collaboration.
<b>Independence</b>	Having the freedom to make decisions without being micromanaged.
<b>Learning</b>	Continuously looking for opportunities to grow and improve.
<b>Achievement</b>	Completing work that matters to you and feeling proud of your contributions.
<b>Stability</b>	Wanting job security and a steady work environment.
<b>Helping others</b>	Valuing work that contributes to the well-being of others.

**Rate your values from 1 – 10.**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

## Rank your top values

After rating each value, identify the ones you scored five or higher. These are your most important values. Write them below in order of importance, with the most important at the top.

1.

2.

3.

4.

5.

## Reflect on your values

Now that you've identified your key work values, think about how they can guide your future career decision

## Reflect and Connect

Great work! We've covered a lot in this module including:

- Recognizing how your personality traits shape your actions and interactions.
- Identifying your interests and passions and understanding how they guide your career choices.
- Reflecting on how your beliefs and values influence your decisions at work.

Take a moment to think about the questions below and how they relate to your experiences. Think of this as a reflective journal for yourself, which you can refer to later. Happy reflecting!

**How have your personality traits influenced your actions and interactions in the past?**

**How do your interests and passions guide your decisions or actions at work or in your career journey?**

**How do your beliefs and values impact the way you approach work and career decisions?**

**What changes could you make to better align your future career with your core values?**

# Keep Going

There is so much more to learn! Access the full CanWork BC content and learn more about the program at **[canworkbc.ca](https://canworkbc.ca)**.

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