**How to Use the NDLS CDO Professional Values Prioritizer**

**Step 1. Download the NDLS Professional Values Prioritizer.**

* This document is available in Excel at [www.johemoore.com/ndls2025](http://www.johemoore.com/ndls2025).

**Step 2. Review the Glossary Below to Understand the Meaning of the Differing Values to be Compared in the Worksheet.**

**Description of Potential Professional Values**

1. **Achievement**: Your professional work accomplishes demonstrable outcomes.
2. **Location**: Your career choices allow you to choose where you live.
3. **Service**: Your work focuses on benefits to other individuals or society as a whole.
4. **Loyalty:** Your profession and life involve a series of deep and ongoing relationships.
5. **Balance:** Your work facilitates maintaining a health “work/life” balance, including a vibrant personal and family life.
6. **Leadership:** Your work allows you to function in roles in which you lead others.
7. **Personal Development:** Your work allows you to grow continuously and avoid routines.
8. **Security:** Your work follows an established, known pattern with predictable personal outcomes and provides for fundamental economic needs.
9. **Competition:** Your work takes place in a competitive environment.
10. **Community:** Your work and life place you in an important role within your community.
11. **Wealth:** You receive high compensation for your work and accumulate wealth beyond basic financial security.
12. **Expertise:** Your work allows you to develop as an expert in your field.
13. **Low Stress:** Your work environment is more tranquil and/or little pressure.
14. **Recognition:** Your work brings personal recognition from peers and others.
15. **Prestige:** Your work places you among ‘elite’ members of society.
16. **Power:** Your work places you in a position to influence significant events and outcomes.
17. **Independence:** Your work allows you large control of financial outcomes and your time.
18. **Faith/Integrity:** Your work environment aligns with your faith or value system.
19. **Challenge:** Your work presents continuing intellectual challenges and growth
20. **Creativity:** Your work allows you to try new things, use your ideas and follow new paths

**Step 3. Customize Any Professional Values to Fit Your Unique Setting**

* The Worksheet can be edited to the Professional Values that are personal to you. To do this, edit the values in Cells B5, et. seq. Any changes you make here will auto-populate into the columns across the top of the page.

**Step 4. Begin the Professional Values Comparison Process**

4.1 Compare the first entry in Row 1 to the entry in Column 2. (Column 1 should contain the same name as Row 1!). If the Value in Row 1 is more important to you than the Value in Column 2, mark an “X” in the box in where Row 1, Column 2 intersect.

***In the attached example of a completed Prioritizer, the first Professional Value, “Achievement” is more important than “Leadership”, “Personal Development”, “Competition”, “Expertise”, “Reputation” and “Power”. It scores, then 6 points.***

4.2 Repeat the process across the page for each item in Row 1…and then for each successive Row.

4.3 When completed, total the number of “X’s” for each Row.

4.4 Rank each Row in rank order by number of “X’s.” You have now ranked your Professional Values.

 ***In the attached example, “Recognition” is the lowest scoring value, receiving only 1 point. “Security” and “Faith/Integrity” are tied for the highest scoring values, each receiving 18 points. So, “Security” and “Faith and Integrity” are rated as the most important values and “Recognition” is the lowest.***

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