

FORCED CHOICE ANALYSIS

Forced Choice Analysis is a prioritizing tool in which comparison is made with each choice on your list to everything else that is on your list.

To see how it works, make a list of things that you must do today. There is no limit to the length of the list.

Follow the directions below:

- Look at the first two things on your list and ask yourself which is more important. Then made a slash mark next to what was chosen.
- Then look at the first and third on the list and ask the same question and place a slash mark next to your answer.
- Continue in this manner, comparing the first on the list with everything else on the list, one at a time, until you've reached the bottom of the list.
- Now go back to the second thing on the list and ask yourself the same question comparing it to the third, then fourth etc.
- Then go to the third and do the same and continue in this manner until you have completed your list.
- Now count up the slash marks and you now know which are the top priorities of what you need to do today.

Things I need to do today	Slash marks	#

IDENTIFY YOUR VALUES WITH FORCED CHOICE ANALYSIS

Values guide our day-to-day choices. We can pursue only a finite number of values simultaneously. Some change and evolve as we mature, while others remain constant throughout our lives.

When our top values are aligned with our day to day actions, we feel in sync, productive and motivated, and we are less likely to experience stress, inner conflict, and burnout.

When our values match our organization's values, we feel engaged, energized, and committed.

When our values are aligned with our job, we benefit in the same way.

It is helpful to look at our top personal and professional values so we can understand how they complement and are aligned with those of our organization and our work.

Because our values sometimes exist below our level of awareness, it is important to bring them to a conscious level. So in doing this exercise you will:

- Bring your most important values into your consciousness, and
- Clarify your top ten values.

Follow this process to identify your key values:

1. Please read the enclosed values list. It is not inclusive so feel free to add to it.
2. Now check or circle 10 values that are the most important to you now. Your first reaction is probably your truest response.
3. When complete, list them on the enclosed Top Ten Values table.

VALUES LIST

What is really important to you in your life right now, personally and professionally?

Accountability	Power and Influence
Education	Respect
Self-reliance	Harmonious Relationships
Work/Family Balance	Pride in Work
Being the best	Initiative
Status	Innovation
Collaboration	Relaxed environment
Competition	Service/Helping Others
Control	Marketability
Intellectual Challenge	Autonomy
Decision Making	Low Pressure
Learning	Making a Difference
Environment	High Pressure
Excellence	Creativity
Integrity	Independence
Flexitime	Ethical Standards
Formality	Being treated fairly
Financial security	Competence

List your top 10 values and used Force Choice Analysis to prioritize

My Top 10 Values	Slash marks	#

List your top interests and used Forced Choice Analysis to Prioritize

My Top 10 Interests	Slash marks	#