YOUR ESSENTIAL TASKS

CVI Scores	Builder	Merchant	Innovator	Banker
Contribution Statement (15 words max.)	My highest and best contribution at my job is:			

Job Title	
Primary Job Functions	(1) (2) (3)

Tasks/Time Top 10	1	%
	2	%
	3	%
	4	%
	5	%
	7	%
	8	%
	9	%
	10	%
Total		100%

Dominant Score Circle tasks/functions related to your dominant core values.

Secondary Score Box tasks/functions related to your secondary core values.

Lowest Score Mark an "X" by the tasks/funct. related to your lowest core values.

Instructions

In the first line enter your CVI scores for each of your Core Values Types.

Then circle your Primary or Dominant Core Values Type.

Next, draw a square around your Secondary Core Values Type.

Write in your current version of your Contribution Statement.

Now choose a current or past job you want to analyze.

Define up to three overarching functions of this job.

In the following section, list up to 10 important specific day-to-day tasks that you perform or performed regularly in that job.

Once you have a list of about 10 specific job tasks from your role, think about how much time on average you spent in your job performing each individual task.

Estimate a percentage amount and write this down in the right column.

Now analyze each individual task to link it to specific Core Values Types.

Starting with the first task, think about the attributes or qualities necessary to perform that task.

Circle those tasks you associate with your Primary Core Values Type. Put a box around tasks that require your Secondary Core Values qualities.

Place an "X" (or cross out) tasks which are not related to your strongest Core Values Types.

Identify the circled or boxed tasks which you both enjoyed and performed well. These are your Essential Tasks for your future career.