

Steps Towards Creating a Personal Mission Statement

Step 1: Identify Five Past Successes. Spend some time identifying five examples where you have had personal success in recent years – the kind that made you *really happy*. These successes could be at work, in your community, at home, etc.

List 5 Successes – Which Life Arena/Theme Does This Fall Into?

1. _____
2. _____
3. _____
4. _____
5. _____

(try to identify whether there is a common theme — or themes — to these examples. What do you notice?)

Step 2: Identify Five Core Values. Start with the last page of this document for a list of core-value words. Develop a list of attributes that you believe identify who you are and what your priorities are. The list can be as long as you need. Once your list is complete, see if you can narrow your values to five or six most important values. Finally, see if you can choose the one value that is most important to you. **Some** examples of core values people might have:

- A belief in being a good steward of resources and in exercising frugality
- A belief that family is of fundamental importance
- A belief that honesty is always the best policy and that trust has to be earned
- A belief in maintaining a healthy work/life balance

List 3 Value Adjectives

Summarize in One Word

- | | |
|----|-------|
| 1. | _____ |
| 2. | _____ |
| 3. | _____ |
| 4. | _____ |
| 5. | _____ |

Step 3: Identify Five Contributions. Make a list of the ways you could make a difference. In an ideal

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situation, how could you contribute best to (one per subject):

the world in general _____

your family _____

your work _____

your friends _____

your community _____

Step 4: Identify Six Goals. Spend some time thinking about your priorities in life and the goals you have for yourself. Make a list of your personal goals, perhaps in the short-term (three goals, up to three years) and the long-term (three goals beyond three years).

List Three < 3 Year Goals

List Three > 3 Year Goals

1. _____
2. _____
3. _____

Step 5 & 6: Write Mission Statement. Based on the first four steps and a better understanding of yourself begin writing your personal mission statement. This is not an exercise in perfection. In fact you're invited to email me by "puking" into an email – just let it all rip. Start by going through each step and listing what you see and what you felt. Try adding: "I am a person who ... I need to my life and world would feel more fulfilled if" Transfer the information from the first 4 steps, then, **step 6**, use these four lists to write out a mission statement.

1. List 5 Themes (1 word) _____
2. Core Values (1 word) _____
3. 5 Contributions _____
4. 6 Goals _____

Core Values Words – circle 20 words, then boil down to 10 words, then rate

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them in order of importance ...

Adventurous	Leadership
Caring	Learning
Committed	Listening
Community	Loyal
Consistent	Nurturing
Courageous	Open-minded
Delight	Optimistic
Dependable	Partnership
Diversity	Passionate
Educating	Positive
Efficient	Quality
Excellence	Reliability
Family	Remarkable
Fanatical	Resourceful
Friends	Respectful
Fun	Responsibility
Global	Results
Honesty	Satisfaction
Humble	Support
Humility	Sustainability
Humorous	Teamwork
Innovation	Transformation
Inspiring	Transparency
Integrity	Value

Here are some examples of mission statements to give you some ideas:

Sample 1:

My mission is to act as an instrument of positive change in my family, my work and my community. I will utilize all of the talents that I have been given me and will participate in all aspects of my life with energy, purpose and gratitude. I will utilize my talents in strategy and administration to ensure that my home is loving and calm, my workplace is productive and positive and my community is responsive and growing. Through this focus I will give more than I take and will provide a positive role model for my children.

Sample 2:

My mission in life is to have my own family. I need to remember that what I do now in my life will affect them. Because of this, I try my best to do the right things that will benefit my future. I would someday like to have a large farm with horses where I can help handicapped children. I'd like to work with animals, perhaps even be a veterinarian. Most of all, I want to have time for my family. So today, I will study hard and stay away from things that may hinder my dream from happening.

Sample 3:

To find happiness, fulfillment, and value in living, I will seek out and experience all of the pleasures and joys that life has to offer. My core values are not limitations restraining me on this hedonistic quest for fun. Rather, they provide a framework for identifying, pursuing, and achieving those pleasures that last the longest and are the most satisfying. The greatest joy of all is being worthy of the respect and admiration of family, friends, and business associates.

Sample 4:

To remember where I have been and where I will go through maintaining positive relationships with family and friends. To choose the ethical way by making a personal commitment to honesty and integrity. To find peacefulness within myself by looking inward while using my heart to guide my dreams and desires, and my mind to pursue knowledge, creating balance among all of my obligations. To content myself in my surroundings so I will always know where security lies within my life. To build a reputation of being dedicated to every goal I choose to pursue while having successes in both my personal and professional life. To enjoy every moment along this journey finding laughter, love, and happiness with each day that passes.

Sample 5:

*To be humble.
To never react to abuse by passing it on.
To find the self within that does and can look at all sides without loss.
I believe in treating all people with kindness and respect.
I believe by knowing what I value, I truly know what I want.
To be driven by values and beliefs.
I want to experience life's passions with the newness of a child's love, the sweetness and joy of young love, and the respect and reverence of mature love.*