

## MISSION STATEMENT

**Date:**

TYPE IN YOUR PERSONAL MISSION STATEMENT HERE. ENSURE IT CONTAINS WHO, WHAT, WHEN, WHERE, HOW, AND WHY.

GOAL 1 (Type in a short term goal (what you aim to achieve between now and 6 months out) that supports achieving your mission.)

GOAL 2 (Type in a mid- term goal (what you aim to achieve in 12 months) that supports achieving your mission.)

GOAL 3 (Type in a long term goal (where you see yourself between 2-5 years out) that supports achieving your mission.)

## Your Personal Mission Statement

The foundation of personal leadership is a **Personal Mission Statement**. It is a philosophy or creed that focuses on what you want to be (character), what you want to do (contributions and achievements), and on the values or principles that your attitudes and actions are based. One of the greatest gifts you can give yourself is to write a personal mission statement. Why? Because it is the basis for making major, life-directional decisions in the midst of the circumstances and emotions that affect our lives. A personal mission statement describes your unique purpose in life. It summarizes the talents and qualities you have and want to develop, what you want to accomplish, and what contributions you desire to make.

Passion is so important when creating your personal mission statement. If you're not passionate about your mission, it's not really your mission. If it doesn't speak to your soul and keep you awake at night thinking about the possibilities, you haven't hit on the right thing yet.

While the specifics of how you fulfill your mission may come in stages, your mission will more than likely remain the same throughout your lifetime. Even though you play different roles during different phases of your life, one thing will always remain constant – your mission.

Having a personal mission statement helps you make daily decisions. When you have a choice to make, which option gets you closer to accomplishing your ultimate goal? Will it help you to fulfill your mission? Nothing, no action, is neutral; everything you do either helps you fulfill your mission and accomplish your goals, or moves you further away from them. When you make your decisions based on your personal mission statement, you never regret it.

For example, my mission is to motivate, educate, and inspire others to be their best. This has been my mission since I was a child. I have not always been aware of it, in fact, I was not completely aware of it until my early 30's. Even since I *have* detected my mission, I have had different jobs, roles, and goals.

To get started with crafting your personal mission statement, take the time to review your answers to the questions below:

1. What do you want to be when you grow up?
2. What special skills or talents do you have?
3. There was a time, it could have been a long time ago, or recently, when you did something that made you feel like you were on top of the world. What was it? What were you doing?
4. What do you like to do? What do you do in your spare time? What do you choose to read about? What are your hobbies?
5. There is something that you do that, when you're doing it, you completely lose track of time. Hours feel like minutes. What is it? What are you doing?
6. What do you have a passion for?
7. What would you do if you knew you could not fail?

Answering these questions should divulge the purpose within you that's trying to reveal itself. You'll see a theme developing; you'll feel compelled or driven by a certain idea or set of actions. One thing's for sure, when you've hit on it, you will know it. The thought of accomplishing it will resonate with your core and give you energy you quite possibly never knew you had.

The next step is to create a statement that includes a measure and a method. How will you know when you've accomplished your mission? How will you know you're on the right path? How will go about fulfilling it? What result will others see in you? What results will you see in others? Below are some examples to ponder.

### **Examples of Personal Mission Statements**

To motivate, educate, and inspire others to be their best. To motivate, education, and inspire others to be their best through my writing and speaking.

To become an Army Officer and serve my country and community through education, commitment and excellence.

Help the broke, lonely, down-trodden, desperate people of this world see that there is hope. To help them get on their feet and live respectable lives.

Lead my community in becoming a better place for its citizens. To have better schools, better homes, better lives and brighter futures. To bring in companies that can provide jobs and increase the standard of living for all families.

Use my talents and skills becoming a nurse to help others live healthier lives.

Accomplish excellence in a career in Aviation Maintenance enhancing the safety of all who fly.

Your mission statement may change *slightly* over time and that's okay. You may need to modify it based on new levels of awareness and education. Remember that the only constant in life is change. Things change, people change, circumstances change. It's all good. Stephen Covey says, "The key to the ability to change, is a changeless sense of who you are, what you are about, and what you value." Allow yourself the flexibility to grow your personal mission statement as you grow, refining it as necessary. But remember,