Clarifying Your Mission

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What is a mission statement?

- Mission = Purpose
  - Broad statement (can be more than one sentence)
  - Essentially, it describes the reason for a particular company, organization, or person’s existence

“A personal mission statement is a brief description of what you want to focus on, what you want to accomplish and who you want to become in a particular area of your life...”

<http://www.timethoughts.com/goalsetting/mission-statements.htm>
Guidelines to Creating a Personal Mission Statement

• Be simple...Be BRIEF

• Should describe your personal aspirations

• Should be stated in the POSITIVE direction
Guidelines to Creating a Personal Mission Statement

• Continue to think positively, but with regards to strengths and skills that you would like to improve

• Create a statement that will resonate with you daily

• Keep it FLEXIBLE
5 Steps to Writing a Personal Mission Statement

• Step 1: *Identify Past Successes*
  – Identify 4-5 examples of where you had a measure of success at home, community, job, etc.
  – Try to identify a common theme in these examples.
5 Steps to Writing a Personal Mission Statement

• Step 1 Example:
  – A.) Introduced an effective scheduling system for my family’s weekend outings.
  – B.) Aided child’s school fundraiser, which was successful in raising funds.
  – C.) Successfully led a youth group outing for my church.
  – D.) Formed and directed a mock business research project at school.

• Theme: Successes relate to creative management strategies that emphasize teamwork and productivity.
5 Steps to Writing a Personal Mission Statement

• Step 2: *Identify core values within yourself*
  – Develop a list of attributes and traits that you believe convey the core essence of who you are.
  – Narrow this list down to the principle 5-6 most important values that define you.
5 Steps to Writing a Personal Mission Statement

• **Step 2 Example:**
  - **Core Values**
    - Hard working
    - Diligent
    - Compassionate
    - Honest
    - Intelligent
    - Analytical
    - Ambitious
    - Adaptive
    - Resilient

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5 Steps to Writing a Personal Mission Statement

• Step 3: *Identify Contributions*
  – Define how you could/would make a difference.
  – In an ideal situation, how would you contribute best to:
    • The world in general
    • Your family
    • Your employer and/or future employers
    • Your friends
    • Your community
    • Your faith
5 Steps to Writing a Personal Mission Statement

• Step 3 Example:
  • My Friends: To always have an open hand for my friends, so that they may always know that they can come to me in their time of need.
  • My community: To use my abilities in a way that is beneficial and useful to my community.
  • My faith: To live and work in a way that is congruent with my personal beliefs in the worship of the one true and loving God.
5 Steps to Writing a Personal Mission Statement

• Step 4: *Identify Goals*
  – Create a list of goals that you may have for the short term (At or under 3 years)
  – Create a list of goals that you may have for the long term (Over 3 years)
5 Steps to Writing a Personal Mission Statement

• Step 4 Example:
  – Short Term: To establish my self in a way that employs my talents to their fullest, while also allowing me to live a personally and spiritually fulfilling life.
  – Long Term: To develop and foster my professional and personal growth in the business community in a way that brings glory to God and honor to my family.
5 Steps to Writing a Personal Mission Statement

• **Step 5: Writing your mission statement**
  
  – Employing the information from the previous 4 steps and additional personal insight, begin to put on paper your mission and direction.
  
  – Remember to be simple, brief, and in the positive direction.
5 Steps to Writing a Personal Mission Statement

• Step 5 Example:
  – To live life completely, honestly, and compassionately, with a healthy dose of realism mixed with the imagination and dreams that all things are possible if one sets their mind to finding an answer.
An Alternate Route

• List two to three personal qualities that make you unique.
  – i.e.) Humor and writing.

• List one or two ways you enjoy expressing those qualities as you interact with others.
  – i.e.) Ability to uplift and motivate others.

• Assume that this is a perfect world. What does that perfect world look like? In what ways do everyone interact with others? Write an answer to these questions as statements, present tense, describing the ultimate condition- the perfect world as you see it and feel it.
  – i.e.) Everyone is laughing; Everyone is living peacefully.
An Alternate Route

• Combining the three prior subdivisions of this paragraph into a single statement.
  – i.e.) My personal mission statement is to use my **humor** and **love of writing** to **uplift** and **motivate** others to **live peaceful, lighthearted lives** filled with **continuous laughter**.
Spiritual Direction

• Be sure to reflect on your faith and spirituality when deciding the direction of your personal mission statement.

• Keep in my mind that one of the goals of a personal mission statement is to establish an overall direction of your life, so congruence of professional, spiritual, social, and personal goals will need to be meshed together in a complimentary manner.
Group Activity

• Come up with a personal mission statement

• Share with group
References

• [http://www.timethoughts.com/goalsetting/mission-statements.htm](http://www.timethoughts.com/goalsetting/mission-statements.htm)


Career Quest: Clarifying Your Mission

Please give us your feedback.