

**OPERATION:  
PERSONAL MISSION  
STATEMENT**

**'TOP  
SECRET'**



**OBJECTIVE: Develop a personal mission statement that reflects who you are and what you value**







## Step 2: Place an 'X' by 20 values that are important to you.

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Achievement                    | <input type="checkbox"/> Fame                | <input type="checkbox"/> Merit                  | <input type="checkbox"/> Time Freedom           |
| <input type="checkbox"/> Advancement                    | <input type="checkbox"/> Fast-Paced Work     | <input type="checkbox"/> Money                  | <input type="checkbox"/> Truth                  |
| <input type="checkbox"/> Adventure                      | <input type="checkbox"/> Freedom             | <input type="checkbox"/> Nature                 | <input type="checkbox"/> Wealth                 |
| <input type="checkbox"/> Affection (love and caring)    | <input type="checkbox"/> Friendships         | <input type="checkbox"/> Open and Honest People | <input type="checkbox"/> Wisdom                 |
| <input type="checkbox"/> Arts                           | <input type="checkbox"/> Growth              | <input type="checkbox"/> Personal Development   | <input type="checkbox"/> Working Under Pressure |
| <input type="checkbox"/> Challenging Problems           | <input type="checkbox"/> Having a Family     | <input type="checkbox"/> Physical Challenge     | <input type="checkbox"/> Working with Others    |
| <input type="checkbox"/> Change and Variety             | <input type="checkbox"/> Helping Others      | <input type="checkbox"/> Power and Authority    | <input type="checkbox"/> Working Alone          |
| <input type="checkbox"/> Close Relationships            | <input type="checkbox"/> Helping Society     | <input type="checkbox"/> Privacy                | <input type="checkbox"/> _____                  |
| <input type="checkbox"/> Community                      | <input type="checkbox"/> Honesty             | <input type="checkbox"/> Quality of What I do   | <input type="checkbox"/> _____                  |
| <input type="checkbox"/> Competence                     | <input type="checkbox"/> Independence        | <input type="checkbox"/> Quality Relationships  | <input type="checkbox"/> _____                  |
| <input type="checkbox"/> Cooperation                    | <input type="checkbox"/> Influencing Others  | <input type="checkbox"/> Recognition            |   |
| <input type="checkbox"/> Country/Patriotism             | <input type="checkbox"/> Inner Harmony       | <input type="checkbox"/> Religion               |   |
| <input type="checkbox"/> Creativity                     | <input type="checkbox"/> Inner Passion       | <input type="checkbox"/> Reputation             |   |
| <input type="checkbox"/> Decisiveness/Decision-Making   | <input type="checkbox"/> Integrity           | <input type="checkbox"/> Respect from Others    |   |
| <input type="checkbox"/> Democracy                      | <input type="checkbox"/> Intellectual Status | <input type="checkbox"/> Responsibility         |   |
| <input type="checkbox"/> Environmental Awareness        | <input type="checkbox"/> Involvement         | <input type="checkbox"/> Security/Safety        |   |
| <input type="checkbox"/> Efficiency                     | <input type="checkbox"/> Knowledge           | <input type="checkbox"/> Self-Respect           |   |
| <input type="checkbox"/> Ethical Practice (Golden Rule) | <input type="checkbox"/> Leadership          | <input type="checkbox"/> Serenity               |   |
| <input type="checkbox"/> Excellence                     | <input type="checkbox"/> Loyalty             | <input type="checkbox"/> Status                 |   |
| <input type="checkbox"/> Expertise                      | <input type="checkbox"/> Meaningful Work     | <input type="checkbox"/> Supervising Others     |   |





## Step 3: Narrow your list of 20 down to 10 important values of yours.

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Achievement                    | <input type="checkbox"/> Fame                | <input type="checkbox"/> Merit                  | <input type="checkbox"/> Time Freedom           |
| <input type="checkbox"/> Advancement                    | <input type="checkbox"/> Fast-Paced Work     | <input type="checkbox"/> Money                  | <input type="checkbox"/> Truth                  |
| <input type="checkbox"/> Adventure                      | <input type="checkbox"/> Freedom             | <input type="checkbox"/> Nature                 | <input type="checkbox"/> Wealth                 |
| <input type="checkbox"/> Affection (love and caring)    | <input type="checkbox"/> Friendships         | <input type="checkbox"/> Open and Honest People | <input type="checkbox"/> Wisdom                 |
| <input type="checkbox"/> Arts                           | <input type="checkbox"/> Growth              | <input type="checkbox"/> Personal Development   | <input type="checkbox"/> Working Under Pressure |
| <input type="checkbox"/> Challenging Problems           | <input type="checkbox"/> Having a Family     | <input type="checkbox"/> Physical Challenge     | <input type="checkbox"/> Working with Others    |
| <input type="checkbox"/> Change and Variety             | <input type="checkbox"/> Helping Others      | <input type="checkbox"/> Power and Authority    | <input type="checkbox"/> Working Alone          |
| <input type="checkbox"/> Close Relationships            | <input type="checkbox"/> Helping Society     | <input type="checkbox"/> Privacy                | <input type="checkbox"/> _____                  |
| <input type="checkbox"/> Community                      | <input type="checkbox"/> Honesty             | <input type="checkbox"/> Quality of What I do   | <input type="checkbox"/> _____                  |
| <input type="checkbox"/> Competence                     | <input type="checkbox"/> Independence        | <input type="checkbox"/> Quality Relationships  | <input type="checkbox"/> _____                  |
| <input type="checkbox"/> Cooperation                    | <input type="checkbox"/> Influencing Others  | <input type="checkbox"/> Recognition            |   |
| <input type="checkbox"/> Country/Patriotism             | <input type="checkbox"/> Inner Harmony       | <input type="checkbox"/> Religion               |   |
| <input type="checkbox"/> Creativity                     | <input type="checkbox"/> Inner Passion       | <input type="checkbox"/> Reputation             |   |
| <input type="checkbox"/> Decisiveness/Decision-Making   | <input type="checkbox"/> Integrity           | <input type="checkbox"/> Respect from Others    |   |
| <input type="checkbox"/> Democracy                      | <input type="checkbox"/> Intellectual Status | <input type="checkbox"/> Responsibility         |   |
| <input type="checkbox"/> Environmental Awareness        | <input type="checkbox"/> Involvement         | <input type="checkbox"/> Security/Safety        |   |
| <input type="checkbox"/> Efficiency                     | <input type="checkbox"/> Knowledge           | <input type="checkbox"/> Self-Respect           |   |
| <input type="checkbox"/> Ethical Practice (Golden Rule) | <input type="checkbox"/> Leadership          | <input type="checkbox"/> Serenity               |   |
| <input type="checkbox"/> Excellence                     | <input type="checkbox"/> Loyalty             | <input type="checkbox"/> Status                 |   |
| <input type="checkbox"/> Expertise                      | <input type="checkbox"/> Meaningful Work     | <input type="checkbox"/> Supervising Others     |   |





## Step 4: Now narrow your list of 10 down to your top 3 values.

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Achievement                    | <input type="checkbox"/> Fame                | <input type="checkbox"/> Merit                  | <input type="checkbox"/> Time Freedom           |
| <input type="checkbox"/> Advancement                    | <input type="checkbox"/> Fast-Paced Work     | <input type="checkbox"/> Money                  | <input type="checkbox"/> Truth                  |
| <input type="checkbox"/> Adventure                      | <input type="checkbox"/> Freedom             | <input type="checkbox"/> Nature                 | <input type="checkbox"/> Wealth                 |
| <input type="checkbox"/> Affection (love and caring)    | <input type="checkbox"/> Friendships         | <input type="checkbox"/> Open and Honest People | <input type="checkbox"/> Wisdom                 |
| <input type="checkbox"/> Arts                           | <input type="checkbox"/> Growth              | <input type="checkbox"/> Personal Development   | <input type="checkbox"/> Working Under Pressure |
| <input type="checkbox"/> Challenging Problems           | <input type="checkbox"/> Having a Family     | <input type="checkbox"/> Physical Challenge     | <input type="checkbox"/> Working with Others    |
| <input type="checkbox"/> Change and Variety             | <input type="checkbox"/> Helping Others      | <input type="checkbox"/> Power and Authority    | <input type="checkbox"/> Working Alone          |
| <input type="checkbox"/> Close Relationships            | <input type="checkbox"/> Helping Society     | <input type="checkbox"/> Privacy                | <input type="checkbox"/> _____                  |
| <input type="checkbox"/> Community                      | <input type="checkbox"/> Honesty             | <input type="checkbox"/> Quality of What I do   | <input type="checkbox"/> _____                  |
| <input type="checkbox"/> Competence                     | <input type="checkbox"/> Independence        | <input type="checkbox"/> Quality Relationships  | <input type="checkbox"/> _____                  |
| <input type="checkbox"/> Cooperation                    | <input type="checkbox"/> Influencing Others  | <input type="checkbox"/> Recognition            |   |
| <input type="checkbox"/> Country/Patriotism             | <input type="checkbox"/> Inner Harmony       | <input type="checkbox"/> Religion               |   |
| <input type="checkbox"/> Creativity                     | <input type="checkbox"/> Inner Passion       | <input type="checkbox"/> Reputation             |   |
| <input type="checkbox"/> Decisiveness/Decision-Making   | <input type="checkbox"/> Integrity           | <input type="checkbox"/> Respect from Others    |   |
| <input type="checkbox"/> Democracy                      | <input type="checkbox"/> Intellectual Status | <input type="checkbox"/> Responsibility         |   |
| <input type="checkbox"/> Environmental Awareness        | <input type="checkbox"/> Involvement         | <input type="checkbox"/> Security/Safety        |   |
| <input type="checkbox"/> Efficiency                     | <input type="checkbox"/> Knowledge           | <input type="checkbox"/> Self-Respect           |   |
| <input type="checkbox"/> Ethical Practice (Golden Rule) | <input type="checkbox"/> Leadership          | <input type="checkbox"/> Serenity               |   |
| <input type="checkbox"/> Excellence                     | <input type="checkbox"/> Loyalty             | <input type="checkbox"/> Status                 |   |
| <input type="checkbox"/> Expertise                      | <input type="checkbox"/> Meaningful Work     | <input type="checkbox"/> Supervising Others     |   |





**Your top 3 values are your core values – those things that are most important to you.**

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**Write your three core values on the lines above.**

**What do these three values have in common with each other?** \_\_\_\_\_

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**Step 5: Make a list of the ways you could make a difference in the world around you. Complete the following sentences...**

**I can help make the world around me better by \_\_\_\_\_**

\_\_\_\_\_

**I can help my family by \_\_\_\_\_**

\_\_\_\_\_

**I can make a difference at school/work by \_\_\_\_\_**

\_\_\_\_\_

**I can make a difference in the lives of my friends by \_\_\_\_\_**

\_\_\_\_\_

**I can help by community by \_\_\_\_\_**

\_\_\_\_\_



**Step 6: Complete the following sentences – share your responses with others. Your responses can help with developing your personal mission statement!**

**I am at my best when** \_\_\_\_\_

\_\_\_\_\_

**I am at my worst when** \_\_\_\_\_

\_\_\_\_\_

**I am truly happy when** \_\_\_\_\_

\_\_\_\_\_

**I want to be a person who** \_\_\_\_\_

\_\_\_\_\_

**Someday I would like to** \_\_\_\_\_

\_\_\_\_\_

**I experience positive emotions when I** \_\_\_\_\_

\_\_\_\_\_

**I have the following talents** \_\_\_\_\_

\_\_\_\_\_

**The most important things in life are** \_\_\_\_\_

\_\_\_\_\_







**Step 7: Sometimes it can be helpful to think about someone who has had a positive impact on your life when writing a personal mission statement. You may want to grow up to be like this person or share some of his/her qualities.**

**Who has been someone who has had a positive impact on your life? \_\_\_\_\_**

\_\_\_\_\_

**Which qualities do you most admire in this person? \_\_\_\_\_**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What qualities have you gained (or want to gain) from this person? \_\_\_\_\_**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Step 8: Take a moment to think about your priorities in life and the goals you have for yourself. Make a list of your personal goals – short-term (within the next two years) and long-term (more than two years).**

***Short-term Goal Example: I will make the varsity baseball team this year***

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***Long-term Goal Example: I will graduate high school in three years and get accepted into my favorite college/university***

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## **Remember the following about personal mission statements...**

- **They are specific to who you are, not how others see you or how you 'believe' others see you**
- **They are not permanent and can be revisited and revised when necessary**
- **They can help you better understand yourself and how you connect with the world around you**
- **They can guide you through life by helping you remain focused on your goals and your personal values**

**Keep your personal mission statement somewhere you spend a lot of time, as that can help you better remember what is important to who you are.**



**MISSION COMPLETE**