OPERATION: PERSONAL MISSION STATEMENT



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

Step 1: When developing a personal mission statement, it can be helpful to start by reflecting on past successes. Identify four or five examples of past successes you have had in recent years - write those on the lines below.

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

- Advancement Adventure ☐ Affection (love and caring) ☐ Arts ☐ Challenging Problems ☐ Change and Variety ☐ Close Relationships Community Competence Cooperation Country/Patriotism Creativity ☐ Decisiveness/Decision-Making ☐ Integrity Democracy ☐ Environmental Awareness Efficiency ☐ Ethical Practice (Golden Rule) ☐ Excellence Expertise ■ Meaningful Work
- ☐ Fast-Paced Work ☐ Freedom Friendships ☐ Growth ☐ Having a Family ☐ Helping Others ☐ Helping Society ☐ Honesty Independence ☐ Influencing Others ☐ Inner Harmony ☐ Inner Passion ☐ Intellectual Status ☐ Involvement ■ Knowledge Leadership ☐ Loyalty

| | 3 | |
|------------------------|---|--|
| Merit | | Time Freedom |
| Money | | Truth |
| Nature | | Wealth |
| Open and Honest People | | Wisdom |
| Personal Development | | Working Under Pressure |
| Physical Challenge | | Working with Others |
| Power and Authority | | Working Alone |
| Privacy | | |
| Quality of What I do | | |
| Quality Relationships | | |
| Recognition | | |
| Religion | | |
| Reputation | | The state of the s |
| Respect from Others | | 1600 |
| Responsibility | | |

☐ Security/Safety

☐ Supervising Others

☐ Self-Respect

Serenity

☐ Status

Step 3: Narrow your list of 20 down to 10 important values of yours. Achievement ☐ Fame ☐ Merit ☐ Time Freedom Advancement ☐ Fast-Paced Work ■ Money ■ Truth Adventure Freedom ■ Nature ☐ Wealth ☐ Affection (love and caring) Friendships ☐ Open and Honest People ☐ Wisdom ☐ Growth ☐ Arts Personal Development ■ Working Under Pressure ☐ Challenging Problems ☐ Having a Family Physical Challenge ■ Working with Others ☐ Change and Variety ☐ Helping Others Power and Authority ■ Working Alone ☐ Close Relationships ☐ Helping Society Privacy Community ☐ Honesty Quality of What I do ☐ Independence Competence Quality Relationships ☐ Influencing Others Cooperation Recognition ☐ Country/Patriotism ☐ Inner Harmony Religion ☐ Inner Passion Creativity ☐ Reputation ☐ Decisiveness/Decision-Making ☐ Integrity ☐ Respect from Others ☐ Intellectual Status Democracy ☐ Responsibility ☐ Environmental Awareness ☐ Involvement ☐ Security/Safety

☐ Self-Respect

☐ Supervising Others

Serenity

☐ Status

■ Knowledge

Leadership

☐ Meaningful Work

☐ Loyalty

Efficiency

☐ Excellence

Expertise

☐ Ethical Practice (Golden Rule)

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

☐ Meaningful Work

■ Expertise

| Achievement | Fame | Merit | Time Freedom |
|--------------------------------|---------------------|------------------------|---|
| Advancement | Fast-Paced Work | Money | Truth |
| Adventure | Freedom | Nature | Wealth |
| Affection (love and caring) | Friendships | Open and Honest People | Wisdom |
| Arts | Growth | Personal Development | Working Under Pressure |
| Challenging Problems | Having a Family | Physical Challenge | Working with Others |
| Change and Variety | Helping Others | Power and Authority | Working Alone |
| Close Relationships | Helping Society | Privacy | |
| Community | Honesty | Quality of What I do | |
| Competence | Independence | Quality Relationships | |
| Cooperation | Influencing Others | Recognition | |
| Country/Patriotism | Inner Harmony | Religion | 03 |
| Creativity | Inner Passion | Reputation | الله الله الله الله الله الله الله الله |
| Decisiveness/Decision-Making | Integrity | Respect from Others | 6 27 |
| Democracy | Intellectual Status | Responsibility | |
| Environmental Awareness | Involvement | Security/Safety | |
| Efficiency | Knowledge | Self-Respect | |
| Ethical Practice (Golden Rule) | Leadership | Serenity | |
| Excellence | Loyalty | Status | |

☐ Supervising Others

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

Write your three core values on the lines above.

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

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 6: Personal mission statements can inspire you through life – highlighting what you like to do and who you'd like to be. Use the spaces below to write-down things you like to do and who you would like to be in life.

| What I'd Like to do: | Who I'd Like to be: |
|----------------------|---------------------|
| | |
| | |
| | |
| | |
| | |
| | |
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| | |

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).

| accepted |
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Step 9: Begin drafting your personal mission statement. Look back over what you wrote-down in each of the previous steps and let that help you begin creating your personal mission statement. Remember... A personal mission statement is about you - what you believe in, your values and who you want to become.

Step 10: Share your personal mission statement with others you trust - people who know you best. Ask for their feedback and make any revisions you feel should be made. Then, write your final mission statement on the lines below.

Remember the following about personal mission statements...

- They are specific to who <u>you</u> 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.

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