

Tips For Writing a Personal Mission Statement

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What is a Personal Mission Statement?

- **A statement of your values and life priorities**
 - Writing one forces clarity, helps you define a purpose, and serves as a foundation for your life goals.
- **Your mission statement can be a sentence, a paragraph or an essay**
 - Writing it on paper makes it real. It becomes your own personal constitution.
- **It makes it easier to see if your actions are in alignment with your core ambitions**
 - The basis for life-directing decisions as well as making daily choices that impact you and those around you.

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What is a Personal Mission Statement?

- **A thoughtful, well-written mission statement will allow you to answer these three critical life questions:**
 - Who am I?
 - Who am I becoming?
 - What is my purpose in life?

- **Your mission statement built around your values, will help you set boundaries**
 - It helps you identify the underlying reasons for your choices and behaviors and what truly motivates you to make positive change.
 - What is it that you stand for?
 - What is your life about?
 - What you will and will not do.

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Overview of writing a personal/professional mission statement



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Who inspires me the most and why?

Refer to people you know personally in everyday life, those with whom you are familiar through various media channels, or even people you admire from history.



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What does "the best" look like for me?

"The best" means a life where you are creating as much value for as many people as possible. What shape does that take for you? This is the time to kick your imagination into high gear!



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How do I want to act?

How do you want to feel daily? How do you want people to describe you? How do you want people to feel around you?



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What will be my legacy?

Imagine 100 years into the future; what does the impact you've left look like? How is your "pebble dropped in still water" effect still touching lives?



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If you are like me - committed to a life of service, you might also ask yourself – How and to whom do I want to be of service?

Optional: What is my contribution? What would be missing if I wasn't involved? Who or what would be forgotten?

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Take your thoughts from each of the five or six questions and trim them down to one or two sentences. Keep only what excites you, fits your values, and inspires you to take action right now! Don't worry if the sentences aren't perfect.

- What am I all about?
 1. ??
 2. ??
- Who inspires me the most and why?
 1. ??
 2. ??
- What does "the best" look like for me?
 1. ??
 2. ??
- How do I want to act?
 1. ??
 2. ??
- What will be my legacy?
 1. ??
 2. ??
- How and to whom do I want to be of service?
 1. ??
 2. ??



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Putting It All Together

- **Have no fear!**
 - This is just your first draft - you will have many opportunities to think this through and refine it
 - While this is an important document – you have the freedom to make write it any way you want! This is your life. You are encouraged to change it as you grow
 - **FEAR =**
 - False
 - Evidence
 - Appearing
 - Real

Fear is a vapor, a mist, that doesn't really exist



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Some things to consider



Writing a mission statement may take more time than you thought



Keep it simple, clear, and relatively brief – from a few sentences to a couple of paragraphs



You can write it as a statement that flows or with bullet points



How you craft it is less important than what you want to say



Steer clear of buzzwords or meaningless jargon



Include the people who matter to you most



Keep your words positive and affirmative – “I will” instead of “I hope to”



Focus on what you want, not what you don't want

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First draft

My mission is to _____

In order to serve _____

In such a way that _____

Your signature: _____ Date: _____

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Patty's Personal Mission Statement

My mission is to feel and express gratitude in everything and encourage others to live a life full of abundance as I do. I will be seen and remembered as an expert in laboratory leadership through building successful teams, my professional coaching, and on-line courses; helping others identify their strengths and values, feel confident, and successful. I choose to approach each situation without judgement, a full heart, and with kindness. I am committed to the service of others and view myself as an instrument of positive change in my family, my work, and my volunteer organizations. This positivity will come from my engagement in building positive and enduring relationships with family, friends, and coworkers. I will utilize all of my strengths and talents to remain fully present in all aspects of my life with high energy, purpose, and a drive for accomplishment. My home is loving and calm, my workplace is productive and positive and my coaching practice is in demand, impactful, and a success in all ways. Through this focus, I will give more than I take and will provide a positive role model for Lauren, the rest of my family, my friends, my staff, my supervisors, and my profession.

Patty J. Eschliman, January 26, 2019

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Additional Example of a Personal Mission Statement from the Internet

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.

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Additional Example of a Personal Mission Statement from the Internet

- To be humble
- To say thanks to God in some way, every day
- 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.
- Finally, to go through life with a smile on my face and a twinkle in my eye.

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Second draft

My mission is to _____

In order to serve _____

In such a way that _____

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Final draft - freeform

My mission is to _____

Your signature: _____ Date: _____

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Thank you!

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