



## Mission Statement Worksheet

*By following the suggested six steps in “Process One” below, you will be able to begin writing a personal mission statement that will inspire you and will provide direction and guidance for your life. Remember that a personal mission statement is as much discovery as it is creation. Don’t rush it or set rigid timetables for yourself; rather, go slowly through the process, ask yourself the right questions, and think deeply about your values and aspirations.*

### **PROCESS ONE** **The Creation of a Personal Mission Statement**

A meaningful personal mission statement contains two basic elements. The first is what you want to do – what you want to accomplish, what contributions you want to make. The second is what you want to be – what character strengths you want to have, what qualities you want to develop.

#### **Step One – Define what you want to be and do.**

*Some of the elements I would like to have in my mission statement are:*

What I’d like to do:

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What I’d like to be:

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#### **Step Two: Identify an Influential Person.**

An effective tool to focus in on what you want to be and do is to identify a highly influential individual in your life and to think about how this individual has contributed to your life. This person may be a parent, work associate, friend, family member, or neighbor. Answer the following questions, keeping in mind your personal goals on what you want to be and do.

*Who has been one of the most influential people in my life?*

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*Which qualities do I most admire in that person?*

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*What qualities have I gained (or desire to gain) from that person?*

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### Step Three – Define your Life Roles

You live your life in terms of roles – not in the sense of role-playing, but in the sense of authentic parts you have chosen to fill. You may have roles in work, in the family, in the community, and in other areas of your life. These roles become a natural framework to give order to what you want to do and to be.

You may define your family role as simply “family member”. Or, you may choose to divide it into roles, such as “wife” and “mother” or “husband” and “father”. Some areas of your life, such as your profession, may involve several roles. For example, you may have one role in administration, one in marketing, one in personnel and one in long-range planning.

*Examples:*

- Wife/Mother, Manager-New Products, Manager-Research, Manager-Staff Development, United Way Chairperson, Friend
- Husband/Father, Salesman-Prospects, Salesman-Financing/Administration, March of Dimes Regional Director, Friend

Define up to seven life roles and then write these roles in the places provided. Next, project yourself forward in time and write a brief statement of how you would like most to be described in that particular role.

By identifying your life roles you will gain perspective and balance. By writing these descriptive statements you will begin to visualize your highest self. You will also identify the core principles and values you desire to live by.

<i>Roles</i>	<i>Statement</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### Step Four – Write a Draft of your Personal Mission Statement

Now that you have identified your life roles, and have defined what you want to be and do, you are prepared to begin working on your personal mission statement.

In the space provided below, create a rough draft of your mission statement. Draw heavily upon the thinking you have done in the previous three steps. Carry this draft with you and make notes, additions, and deletions before you attempt another draft.

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### **Step five – Evaluate**

It is important that you do not let your mission statement become outdated. Periodic review and evaluation can help you keep in touch with your own development and keep your statement in harmony with you deepest self. Continually ask yourself these questions:

\*Is my mission based on timeless, proven principles? Which ones?

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\*Do I feel this represents the best that is within me?

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\*During my best moments, do I feel good about what this represents?

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\*Do I feel direction, purpose, challenge, and motivation when I review this statement?

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\*Am I aware of the strategies and skills that will help me accomplish what I have written?

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\*What do I need to start doing now to be where I want to be tomorrow?

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The final test of the value and effectiveness of a mission statement is: *Does this statement inspire me?*

### **Step Six -- Write a permanent draft**

We recommend that you keep a rough draft of your mission statement for a while to revise and evaluate. Be sure it inspires the best within you.

When you do have a permanent copy, review it frequently. We strongly recommend that you commit it to memory so that you keep your vision and your values clearly in mind.

## **PROCESS TWO**

### **The Implementation of your Personal Mission Statement**

Now that you have a rough draft of your personal mission statement, this second process will enable you to implement it into your life on an on-going basis so that your vision and values become part of your habits.

#### **Step One – Sharpen the Saw Activities**

Define and schedule personal time for your physical, mental, spiritual, and social/emotional activities which will keep your life in balance.

#### **Step Two – Transfer your Roles**

Having defined your life roles in Step Three of the previous process, now transfer these roles to the arrowed boxes on the weekly worksheet.

#### **Step Three – Define Key Goals**

for each role listed, write one, two or three key goals you wish to work on or accomplish for that week period in the rectangular boxes.

#### **Step Four – Allot Time**

Now, actually schedule and allot (block-out) the appropriate amount of time you anticipate these key activities to take in the commitments section.

#### **Step Five – Schedule Prior Appointments**

Finally, consult your calendar. Evaluate prior appointments and commitments in relation to your own defined key roles and goals. Seek to distinguish between “urgent” and “important”. Then, schedule or reschedule your time based on these principles.

#### **Step Six – “Live” the Program!**

Now that you have scheduled your priorities for the week, the final step is to execute the plan. As the week progresses you should spend a few minutes each day going over that part of the day’s activities and make appropriate daily adjustments to the plans as needed. Having flexibility is important since your focus should be on effectiveness and results rather than efficiency methods.

The key to implementing your mission is through weekly planning based upon your roles and upon specific goals you have for each role. Weekly planning, as opposed to dial planning, allows you to see a broader context and empowers you to schedule your priorities rather than to merely prioritize what is on your schedule. It also enables you to lead your life instead of simply managing your time. You will find that this weekly planning process will reduce the number of crises in your life and will lead to increased productivity, effectiveness, and satisfaction.

### *Example of a Family Mission Statement*

*The mission of our family is to create a nurturing place of order, truth, love, happiness, and relaxation, and to provide opportunities for each person to become responsibly independent and effectively interdependent, in order to achieve worthwhile purposes.*

#### *Our Family Mission*

*To love each other...*

*To help each other...*

*To believe in each other...*

*To wisely use our time, talents and resources to bless others...*

*To worship together...*

*Forever.*

*My home will be a place where my family, friends and guests find joy, comfort, peace, and happiness. I will seek to create a clean and orderly environment, that is livable and comfortable. I will exercise wisdom in what we choose to eat, read, see, and do at home. I especially want to teach my children to love, to learn, and to laugh – and to work and develop their unique talents.*