

# Writing A Personal Mission Statement

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## Directions:

1. On the pages labeled Values, Characteristics, and Skills & Talents, please circle all words/phrases that are true of you. Cross off those that aren't. Leave blank those you are unsure are like you.
2. Next, choose the 5 most important values you circled on the values page and record them in the values column on page 5. Do the same for your characteristics and for your skills & talents.
3. Look over these 15 items and see what patterns and connections you can detect among them. What does this say about you? What are you all about?
4. Then take that information and write a personal mission statement to describe what your main motivation is – your mission. Base it on the combination of your values, characteristics, and skills/talents.

Examples of other people's mission statements are found on pages 6 and 7.

## Why write a personal mission statement?

“Writing a personal mission statement is as much an act of discovery as an act of creation and writing a mission statement can be a tool for clarifying things that we otherwise might not know. Most people, at some point in their lives long for a sense of meaning and purpose. They sense that they have talents and contributions to offer but are not sure what their talents are. The mission statement is a way of discovering that sense of purpose by coming to know ourselves better.”

Leadership Development Institute, Ohio Literacy Resource Center

“Creating a personal mission statement will be, without question, one of the most powerful and significant things you will ever do to take leadership of your life. In it you will identify the first, most important roles, relationships, and things in our life — who you want to be, what you want to do, to whom and what you want to give your life, the principles you want to anchor your life to, and the legacy you want to leave. It will be a compass – a strong source of guidance amid the stormy seas and pressing, pulling currents of your life. “

Stephen R. Covey

## Values

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achievement	fame	loyalty	self-actualization
action	family	manners	self-respect
adventure	fashion	marriage	serenity
affection	financial security	materialism	simplicity
approval of others	free choice	meaningful work	sincerity
authority	free thinking	money	single life
autonomy	free time	nature	skill
balanced life	freedom	non-violence	social change
beauty	friendship	novelty	social justice
career	frugality	order	social status
challenge	generosity	originality	socializing
change	goals	parenthood	solitude
charity	happiness	patriotism	sophistication
children	health	peace	spirituality
civil rights	hobbies	perfection	spontaneity
civility	home	personal	stability
cleanliness	honesty	appearance	status
collaboration	human development	personal growth	success
common sense	human dignity	philanthropy	time
community	human potential	philosophy	tradition
community service	humility	physical challenge	travel
compassion	humor	physical fitness	truth
conformity	imagination	playfulness	variety
congruency	independence	popularity	wealth
convention	inner harmony	possessions	winning
courage	insight	power	wisdom
creativity	integrity	privacy	work
culture	intellectual challenge	productivity	
discipline	intelligence	progress	other values:
diversity	intimacy	purpose	
education	introspection	quality	
efficiency	intuition	recognition	
effort	joy	recreation	
emotional expression	justice	relationships	
emotional health	kindness	relaxation	
the environment	knowledge	religion	
equality	law	responsibility	
excellence	leadership	romance	
excitement	learning	routine	
expertise	leisure	safety	
fairness	love	security	

## Characteristics

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accepting	dependable	imaginative	principled
active	dignified	independent	proactive
adaptable	diplomatic	industrious	productive
adventurous	direct	inner-directed	purposeful
affectionate	discreet	innovative	quiet
altruistic	discriminating	inquisitive	rational
ambitious	dominant	insightful	realistic
assertive	down to earth	inspirational	reasonable
astute	eager	intelligent	reflective
athletic	easy-going	introspective	relaxed
attractive	educated	intuitive	reliable
authentic	effective	joyful	reserved
balanced	efficient	kind	resourceful
beautiful	elegant	knowledgeable	respectful
bold	emotional	leader	responsible
brave	empathic	logical	risk-taking
bright	enchanting	loving	secure
brilliant	energetic	loyal	self-controlled
calm	enterprising	mature	selfless
candid	entertaining	mellow	self-reliant
carefree	enthusiastic	methodical	sensible
careful	ethical	modest	sensitive
caring	even-tempered	moral	serious
charitable	expressive	motivated	sincere
charming	fair	mysterious	skillful
charismatic	faithful	natural	sociable
charitable	firm	neat	spiritual
cheerful	flexible	nice	spontaneous
clever	focused	non-conformist	stable
committed	forceful	non-judgmental	strong
compassionate	forgiving	non-superficial	supportive
competent	forthright	open	sweet
competitive	friendly	open-minded	sympathetic
confident	frugal	optimistic	tactful
conformist	fun-loving	organized	thoughtful
congruent	generous	original	thrifty
conscientious	gentle	out-going	tidy
considerate	genuine	patient	tolerant
consistent	good humored	patriotic	trusting
content	graceful	peaceable	trustworthy
cooperative	grateful	perceptive	understanding
cordial	handsome	perseverant	unique
courageous	hard-working	persuasive	versatile
creative	harmonious	philosophical	visionary
curious	healthy	pleasant	warm
daring	helpful	popular	wise
decisive	honest	powerful	witty
dedicated	humble	practical	other characteristics:
deep	idealistic	predictable	

## Skills and Talents

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accuracy	facilitating understanding	quality control
acting	finding new uses for things	repairing things
adapting to change	following directions	research
advising others	gardening	resolving conflicts
aesthetic sensitivity	giving positive feedback	resourceful
analyzing problems	generating new ideas	running meetings
art	helping people	science
assessing resources	homemaking	seeing all sides of an issue
bargain shopping	hunting/fishing	seeing connections
brainstorming	identifying problems	seeing possibilities
bridging theory & practice	implementing systems	seeing the big picture
budgeting	inspiring others	selling
building things	instructing	sensitive awareness of emotions
caring for others	intuitive knowledge	serving others
caring for animals	knowing & following protocol	sewing
carpentry	leadership	setting up systems
changing things	learning new skills and/or concepts	singing
cleaning	listening	solving puzzles
coaching	maintaining systems	solving mysteries
cooking	making connections	spatial relations
comforting others	making decisions	speaking
computer skills (general)	managing crises	spiritual understanding
computer programming	managing multiple tasks	sports
concentration/focus	managing people	story telling
coordinating projects/tasks	manual labor	straightening things up
counseling	mathematical ability	strategizing
craft work	mechanical know-how	supervising
creative projects	meeting deadlines	synthesizing information
creating clarity	meeting people easily	teaching
creating metaphors	mentoring	team development
creating systems	motivating others	team work
critiquing	musical	technology
customer service	negotiating	thinking quickly
dancing	observing accurately	thinking things through
decision making	organizational development	thoroughness
designing	organizing	training
detail orientation	parenting	understanding complicated ideas
developing instructional materials	persisting	understanding nature
developing models	persuading	using logic
developing relationships	physical stamina	vision
developing theories	physical strength	woodworking
empathizing with others	planning	working independently
empowering others	poetry	working on a team
entertaining people	precision	working with machinery
establishing order	problem solving	working with numbers & formulas
establishing rules	promoting a positive environment	working with tools
explaining ideas and theories	promoting peace	working with children
explaining plans and systems	psychic	working with the elderly
expressing feelings	putting people at ease	working with people
facilitating processes	public speaking	writing
facilitating communication		

Top 5 Values	Top 5 Characteristic	Top 5 Skills & Talents

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**Based upon the above values, characteristics, skills and talents, my mission is to:**

## **What is a Personal Mission Statement ?**

It's a statement of personal purpose. It is usually one sentence in length and explains who you serve, what you do, and why you do it.

### **Some characteristics of Personal Mission Statements:**

- Are easily understood by anyone
- Are unique to you – based on your talents, skills, values, characteristics, and experiences
- Are based on these assumptions:
  - Everyone is here for a purpose
  - It is better to be clear about that purpose than unclear

### **Some examples of personal mission statements:**

To promote life-long learning

To generate new ways of thinking in society

To facilitate personal growth in college students

To organize business systems to make them more efficient

To help others make meaning of the world

To write inspirational literature

To bridge theory and practice in the field of education

To create art that expresses the human condition

To create music to expose social problems

To explore human behavior toward creating helpful theories

To search for new species

To see possibilities

To make a difference in the life of children

To protect the environment

To explore cultures around the world

To protect my country

To help people find meaning in their lives

To find and report the best practices in my career field

To create and experiment with new educational models

To create and experiment with new psychological models

To provide a stable and nurturing family life

To facilitate meaningful conversations about (name topic or field)

To promote freedom of religion

To promote free speech

To help those with speech difficulties improve their skills

To be a positive influence on everyone in my life

To invent profitable and helpful personal care products

To create and manage my own restaurant featuring unique recipes in a warm atmosphere

## Sample mission phrases based on the book

### Setting Your Genius Free: How to Discover Your Spirit and Calling by Dick Richards.

The basic idea from this book is that you can describe your purpose or mission in just two or three words. It should be a phrase big enough in scope to be true no matter what job or role you have in life. In other words, not tied to a specific career or job you hold, but something that comes from deep inside you that stays with you wherever you go, whatever you do. It's what you bring to the world. Clues to your purpose can be found in your values, experiences, characteristics, skills, talents, and passions.

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|---------------------------------------|-------------------------|
| Advocating positive change            | Looking for truth       |
| Building platforms                    | Making connections      |
| Clearing the way                      | Making meaning          |
| Connecting theory & practice          | Making things work      |
| Considering alternatives              | Opening doors           |
| Creating harmony                      | Organizing chaos        |
| Cutting through                       | Overcoming obstacles    |
| Digging deeper                        | Promoting peace         |
| Discover deeper connections           | Providing hospitality   |
| Discovering new knowledge             | Pursuing understanding  |
| Encouraging human potential           | Raising awareness       |
| Engaging the heart                    | Questioning authority   |
| Exploring pathways                    | Searching for clues     |
| Facilitating growth                   | Seeing possibilities    |
| Facilitating meaningful conversations | Solving puzzles         |
| Feeling deeply                        | Straightening up        |
| Finding the positive                  | Surveying the landscape |
| Finding the way                       | Supporting families     |
| Generating ideas                      | Taking care             |
| Generating warmth                     | Telling Stories         |
| Helping others                        | Upholding principles    |