

MISSION STATEMENT WORKSHEET

Adapted from Stephen Covey, *First Things First*, 1994

MISSION STATEMENT WORKSHOP

By following the suggested six steps, you will 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 three basic elements. The first is what you want to be – what character strengths you want to have, what qualities you want to develop. The second is what you want to do – what you want to accomplish, what contributions you want to make. The third is what you want to have – what possessions, money, and so forth you wish to have. For many of us, the third list might be the longest. It's important to keep in mind, however, that legitimate power and the highest levels of human happiness and fulfillment originate from the be's.

Step One: Identify an Influential Person

An effective way to focus 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 of what you want to be and do.

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

Which qualities do I most admire in that person?

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

Step Two: Define What You Want to Be, Do, and Have

What I'd like to be:

What I'd like to do:

What I'd like to have:

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 life. These roles become a natural framework to give order to what you want to do and 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.

Here are a few sample roles:

- 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