Writing A Personal Mission Statement

Adapted by Brandon Blackmer and Sara Donnelly, Xavier University, from Susan Darge®

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

- achievement
- action
- adventure
- affection
- approval of others
- authority
- autonomy
- balanced life
- beauty
- career
- challenge
- change
- charity
- children
- civil rights
- civility
- cleanliness
- collaboration
- common sense
- community
- community service
- compassion
- conformity
- congruency
- convention
- courage
- creativity
- culture
- discipline
- diversity
- education
- efficiency
- effort
- emotional expression
- emotional health
- the environment
- equality
- excellence
- excitement
- expertise
- fairness

- fame
- family
- fashion
- financial security
- free choice
- free thinking
- free time
- freedom
- friendship
- frugality
- generosity
- goals
- happiness
- health
- hobbies
- home
- honesty
- human development
- human dignity
- human potential
- humility
- humor
- imagination
- independence
- inner harmony
- insight
- integrity
- intellectual challenge
- intelligence
- intimacy
- introspection
- intuition
- joy
- justice
- kindness
- knowledge
- law
- leadership
- learning
- leisure
- love
- loyalty
- manners
- materialism
- meaningful work
- money
- nature
- non-violence
- novelty
- order
- originality
- parenthood
- patriotism
- peace
- perfection
- personal
- appearance
- personal growth
- philanthropy
- philosophy
- physical challenge
- physical fitness
- playfulness
- popularity
- possessions
- power
- privacy
- productivity
- progress
- purpose
- quality
- recognition
- recreation
- relationships
- relaxation
- religion
- responsibility
- romance
- routine
- safety
- security
- self-actualization
- self-respect
- serenity
- simplicity
- sincerity
- single life
- skill
- social change
- social justice
- social status
- socializing
- solitude
- sophistication
- spirituality
- spontaneity
- stability
- status
- success
- time
- tradition
- travel
- truth
- variety
- wealth
- winning
- wisdom
- work

other values:

___________________
___________________
___________________
Characteristics

accepting  accepting  imaginative
active  dignified  independent
adaptable  diplomatic  industrious
adventurous  direct  inner-directed
affectionate  discreet  innovative
altruistic  discriminating  inquisitive
ambitious  dominant  insightful
assertive  down to earth  inspirational
astute  eager  intelligent
athletic  easy-going  introspective
attractive  educated  intuitive
authentic  effective  joyful
donated  efficient  kind
balanced  elegant  knowledgeable
dependable  emotional  leader
dignified  empathic  logical
diplomatic  enchanting  loving
direct  energetic  loyal
discreet  enterprising  mature
discriminating  entertaining  mellow
dominant  enthusiastic  methodical
down to earth  ethical  modest
eloquent  even-tempered  moral
imaginative  expressive  motivated
independent  fair  mysterious
industrious  faithful  natural
inner-directed  firm  neat
innovative  ethical  nice
insightful  even-tempered  non-conformist
inspirational  expressive  non-judgmental
intelligent  fair  non-superficial
intuitive  faithful  open
introspective  firm  open-minded
intuitive  methodical  original
intuitive  even-tempered  out-going
inspirational  methodical  original
inspiring  methodical  patient
inspiring  modest  patriotic
inspiring  methodical  peaceable
inspiring  methodical  perceptive
inspiring  methodical  perseverant
inspiring  methodical  persuasive
inspiring  methodical  philosophical
inspiring  methodical  pleasant
inspiring  methodical  popular
inspiring  methodical  powerful
inspiring  methodical  practical
inspiring  methodical  predictable
inspiring  methodical  principled
inspiring  methodical  proactive
inspiring  methodical  productive
inspiring  methodical  purposeful
inspiring  methodical  quiet
inspiring  methodical  rational
inspiring  methodical  realistic
inspiring  methodical  reasonable
inspiring  methodical  reflective
inspiring  methodical  relaxed
inspiring  methodical  reliable
inspiring  methodical  reserved
inspiring  methodical  responsible
inspiring  methodical  risk-taking
inspiring  methodical  secure
inspiring  methodical  self-controlled
inspiring  methodical  selfless
inspiring  methodical  self-reliant
inspiring  methodical  sensible
inspiring  methodical  sensitive
inspiring  methodical  serious
inspiring  methodical  sincere
inspiring  methodical  skillful
inspiring  methodical  sociable
inspiring  methodical  spiritual
inspiring  methodical  spontaneous
inspiring  methodical  stable
inspiring  methodical  strong
inspiring  methodical  supportive
inspiring  methodical  sweet
inspiring  methodical  sympathetic
tactful  thoughtful
inspiring  methodical  thrifty
inspiring  methodical  tidy
inspiring  methodical  tolerant
inspiring  methodical  trusting
inspiring  methodical  trustworthy
inspiring  methodical  understanding
inspiring  methodical  unique
inspiring  methodical  versatile
inspiring  methodical  visionary
inspiring  methodical  warm
inspiring  methodical  wise
inspiring  methodical  witty
other characteristics:
Skills and Talents

accuracy
acting
adapting to change
advising others
aesthetic sensitivity
analyzing problems
art
assessing resources
bargain shopping
brainstorming
bridging theory & practice
budgeting
building things
caring for others
caring for animals
carpentry
changing things
cleaning
coaching
cooking
comforting others
computer skills (general)
computer programming
concentration/focus
coordinating projects/tasks
counseling
craft work
creative projects
creating clarity
creating metaphors
creating systems
critiquing
customer service
dancing
decision making
designing
detail orientation
developing instructional materials
developing models
developing relationships
developing theories
empathizing with others
empowering others
entertaining people
establishing order
establishing rules
explaining ideas and theories
explaining plans and systems
expressing feelings
facilitating processes
facilitating communication
facilitating understanding
finding new uses for things
following directions
gardening
giving positive feedback
generating new ideas
helping people
homemaking
hunting/fishing
identifying problems
implementing systems
inspiring others
instructing
intuitive knowledge
knowing & following protocol
leadership
learning new skills and/or concepts
listening
maintaining systems
making connections
making decisions
managing crises
managing multiple tasks
managing people
manual labor
mathematical ability
mechanical know-how
meeting deadlines
meeting people easily
mentoring
motivating others
musical
negotiating
observing accurately
organizational development
organizing
parenting
persuading
physical stamina
physical strength
planning
poetry
precision
problem solving
promoting a positive environment
promoting peace
psychic
putting people at ease
public speaking
quality control
repairing things
research
resolving conflicts
resourceful
running meetings
science
seeing all sides of an issue
seeing connections
seeing possibilities
seeing the big picture
selling
sensitive awareness of emotions
serving others
sewing
setting up systems
singing
solving puzzles
solving mysteries
spatial relations
speaking
spiritual understanding
sports
story telling
straightening things up
strategizing
supervising
synthesizing information
teaching
team development
team work
technology
thinking quickly
thinking things through
thoroughness
training
understanding complicated ideas
understanding nature
using logic
vision
woodworking
working independently
working on a team
working with machinery
working with numbers & formulas
working with tools
working with children
working with the elderly
working with people
writing
<table>
<thead>
<tr>
<th>Top 5 Values</th>
<th>Top 5 Characteristic</th>
<th>Top 5 Skills &amp; Talents</th>
</tr>
</thead>
</table>

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.

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