

## MISSION STATEMENT WORKSHEET

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

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?

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

What I'd like to be:

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What I'd like to do:

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What I'd like to have:

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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 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.



**Step Five: Evaluate**

It is important that you do not let your personal mission statement become outdated.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

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

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Do I feel the mission statement represents the best that is within me?

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During my best moments, do I feel good about what this mission 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 live the values and accomplish the goals 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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**Step Six: Write a Permanent Draft**

We recommend that for a while you keep a rough draft of your mission statement 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 you commit your personal mission statement to memory so that you keep your vision and 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 these Activities**

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

**Step Two: Define Key Goals**

For each role listed above, write one, two or three key goals you wish to work on or accomplish for that week.

**Step Three: Allot Time**

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

**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.