



8 Steps To Writing a Personal Mission Statement

Step #1: Examine the lives of others.

What are the qualities of other people you would like to emulate?

List out their **character**, values, achievements, personality, or simply the way they live their lives that you admire

Step # 2: Determine your ideal self.

Define the type of person you want to become, not just what you want to have or achieve.

This ideal should reflect your core values and your definition of living with integrity. Consider all areas of your life, as a spouse, friend, employee, parent, etc. and who you want to be in each of those roles.

Step # 3: Consider your legacy.

Determine all of your life roles (career, family, community, etc.), and write down a short statement of how you would like to be described in each of those roles.

For example, you might want your boss to say, “He was a man of character and integrity who was a compassionate and inspiring leader and a visionary for our organization.”

Step #4: Determine a purpose.

Write down a purpose for the four fundamental elements of who you are: physical, mental, emotional and spiritual.

In each of these areas, what is the most important way you want to express yourself?

Step #5: Clarify your aptitudes.

What are the talents and skills you possess that are most important to you and that you actually enjoy?

Make a list of all of your personal and professional talents, aptitudes, and skills — even those you may take for granted, like being a good friend or having the ability to organize well.

Step #6: Define specific goals.

Based on everything you outlined above, what are some related goals you want to achieve in your life? Goals are specific, measurable, achievable, results-focused, and time-bound.

You might want to create goals for various areas of your life — from your relationships to your hobbies.

Step #7: Craft your mission statement.

Taking into account steps 1-6, begin crafting your personal mission statement.

Keep it simple, clear and relatively brief — from a few sentences to a couple of paragraphs. You can write it as a statement that flows or with

