



Creating Your Personal Mission Statement

1. **Identify Past Successes:** (include 4-5 examples)

Example: Create and implement innovative programs in order to increase visibility.

1. _____
2. _____
3. _____
4. _____
5. _____

Are there common themes?

2. **Identify Core Values:** (list attributes that identify who you are and what your priorities are.)

Example: Problem-solver, analytical, and creativity.

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Narrow down your values to five or six most important values.

Place an () beside each of these values.*

Select the one value that is most important to you.

Circle this one value.

3. **Identify Contributions:** (list ways you could make a difference)

Example: Develop infrastructure to quantifiably measure and track success.

1. _____
2. _____
3. _____



4. **Identify Goals:** (list your goals – short term (up to three years) and long term)
Example: Continue to broaden skill base and become an integral part of the management team.

Short Term Goals

1. _____
2. _____
3. _____

Long Term Goals

1. _____
2. _____
3. _____

5. **Personal Mission Statement:**
Based on the above successes, values, contributions, and goals, begin to write your own personal mission statement.