# Personal mission statement

## Create your personal mission statement to get clarity

Creating a personal mission statement can help you clarify your values and what you define as success. It’s something you can hone and revise over time.

You can start to craft your own mission statement by considering the questions below.

**1. Answer**

* Who do you want to be? It might help to consider someone you admire, think about exactly what it is you admire about them, and why.
* What is most important to you? If you’ve already got a list of your values you might want to reflect on those to help you answer this.
* What do you think you’re really good at? What do you enjoy doing?
* What would you like to be remembered for? Or what would you like to be known for? This can be both professionally and personally or in your community.
* If you’re struggling to come up with what your greatest strengths are, ask one of your trusted peers or mentor what they view your strengths to be. They could also be the person you picture when you think of what words you want to come into people’s minds when they think of you.

**2. Condense**

Now you’ve answered the questions above you can begin to condense all of this information into a few short sentences, maximum.

You could start your mission statement with the words ‘My mission is…’ or ‘ I want to…’ (as suggested by L M Walkowicz).

Or you could use the template Indeed.com suggest;

“I will [action] for [audience] by [skills] to [desired result].”

**3. Refine**

Once you’ve written your mission statement get someone else to read it. We suggest a colleague or mentor, and talk to them about it so you can further refine and clarify it.

**4. Use it and keep refining it**

Once you’ve got a mission statement you are happy with remember to periodically revisit it. Is it still fit for purpose? Does it still represent your values and what is most important to you? Amend it as necessary, expect it to evolve overtime.

Don’t just file your mission statement away, keep it in mind when you are making career development decisions, is the decision you are making taking you closer to achieving your long-term goals or not?

**Useful references and resources**

Indeed has a page on how to write your own mission statement, with 40 examples <https://www.indeed.com/career-advice/career-development/personal-mission-statement-examples>

Choose Your Own Adventure: Developing A Values-Oriented Framework for Your Career by L M Walkowicz <https://arxiv.org/abs/1805.09963>

Michon D. Rogers from Rochester Public Schools has a resource based on The 7 habits of Highly Effective People by Stephen R. Covey <https://www.jmu.edu/osarp/programs/mentor/mentors/missionstatement-resources/mission-creation-senge-covey.pdf>