

# Making a Personal Mission Statement

## Adult Development Worksheet Packet

Name: \_\_\_\_\_ Date Started: \_\_\_\_\_

Program: Aspire Impact Network | Facilitator: \_\_\_\_\_

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## WORKSHEET 1: UNDERSTANDING PERSONAL MISSION STATEMENTS

### What Is a Personal Mission Statement?

A Personal Mission Statement is a clear, concise declaration of your life's purpose and the principles that guide your decisions. It serves as your North Star during challenging times and helps you align your daily actions with your deeper values.

### Examples from Successful Individuals

Read these real examples:

**Oprah Winfrey:** "To be a teacher. And to be known for inspiring my students to be more than they thought they could be."

**Richard Branson:** "To have fun in my journey through life and learn from my mistakes."

**Maya Angelou:** "My mission in life is not merely to survive, but to thrive; and to do so with some passion, some compassion, some humor, and some style."

### Personal Examples:

**Sarah, 32, Teacher:** "I empower others through education and authentic connection, using my gifts of communication and empathy to help people discover their potential and live with purpose."

**Marcus, 28, Recovery Specialist:** "I use my experience with addiction and recovery to guide others toward healing, demonstrating that transformation is possible and every person deserves hope and dignity."

**Lisa, 45, Entrepreneur:** "I create innovative solutions that improve people's lives while building sustainable businesses that reflect my values of integrity, excellence, and community impact."

### Components of an Effective Mission Statement

**A strong personal mission statement typically includes:**

- Your core values** - What principles guide your life
- Your unique strengths** - What you do exceptionally well
- Your purpose** - The difference you want to make
- Your audience** - Who you serve or impact
- Your approach** - How you live out your mission

**Mission Statement vs. Goals vs. Vision**

**Understanding the distinctions:**

Goals	Vision	Mission Statement
Specific, measurable outcomes	Your picture of the future	Your purpose and how you'll live
"Lose 30 pounds"	"Living a healthy, active lifestyle"	"I nurture my body and mind to serve others with energy and vitality"
"Get promoted to manager"	"Leading a successful team"	"I develop and empower others through authentic leadership"
"Pay off debt"	"Financial freedom and security"	"I make wise financial choices that reflect my values and enable generosity"

**Why Adults Need Personal Mission Statements**

**Check the reasons that resonate with you:**

- Navigate major life transitions and career changes
- Make decisions aligned with my authentic self
- Maintain focus during overwhelming periods
- Create meaningful work and relationships
- Establish clear boundaries and priorities
- Find purpose beyond external validation
- Guide parenting and family decisions
- Maintain integrity under pressure
- Build a legacy I'm proud of
- Other: \_\_\_\_\_

**Your Initial Thoughts**

**Before diving deeper, capture your initial thoughts:**

**What do you sense your life's purpose might be?**

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**What impact do you want to have on others?**

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**What would you want people to say about how you lived your life?**

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**What feels most meaningful about your current life and work?**

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## **WORKSHEET 2: DISCOVERING YOUR CORE VALUES**

### **Understanding Values**

Values are the fundamental beliefs and principles that guide your behavior and decision-making. They represent what you consider most important in life and serve as the foundation for your mission statement.

### **Comprehensive Values Assessment**

**Instructions:** Review each category and circle the values that strongly resonate with you. Don't overthink it - trust your instincts.

**Achievement & Success Values:** Excellence • Mastery • Recognition • Accomplishment • Competition • Innovation • Leadership • Influence • Legacy • Impact • Progress • Efficiency • Quality • Performance

**Relationship & Connection Values:** Love • Family • Friendship • Community • Collaboration • Service • Compassion • Empathy • Loyalty • Trust • Respect • Intimacy • Belonging • Support • Understanding

**Personal Growth & Learning Values:** Growth • Learning • Wisdom • Self-awareness • Authenticity • Integrity • Courage • Resilience • Discipline • Mindfulness • Spirituality • Purpose • Fulfillment • Self-respect

**Freedom & Independence Values:** Freedom • Independence • Autonomy • Choice • Flexibility • Variety • Adventure • Spontaneity • Travel • Exploration • Risk-taking • Change • Individuality • Self-expression

**Security & Stability Values:** Security • Stability • Peace • Order • Tradition • Consistency • Predictability • Financial security • Health • Safety • Structure • Planning • Responsibility • Reliability

**Contribution & Service Values:** Service • Justice • Equality • Fairness • Generosity • Kindness • Healing • Teaching • Mentoring • Protecting • Environmental stewardship • Social responsibility • Making a difference

## Your Top Values Identification

**Step 1: From all circled values, list your top 15:**

- |          |           |
|----------|-----------|
| 1. _____ | 9. _____  |
| 2. _____ | 10. _____ |
| 3. _____ | 11. _____ |
| 4. _____ | 12. _____ |
| 5. _____ | 13. _____ |
| 6. _____ | 14. _____ |
| 7. _____ | 15. _____ |
| 8. _____ |           |
- 

**Step 2: Narrow to your top 10:**

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

**Step 3: Identify your core 5 values:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## Values Definition and Application

For each of your core 5 values, complete the following:

Core Value 1: \_\_\_\_\_

Personal Definition: \_\_\_\_\_

\_\_\_\_\_

How I currently honor this value: \_\_\_\_\_

\_\_\_\_\_

How I compromise this value: \_\_\_\_\_

\_\_\_\_\_

How I want to strengthen this value in my life: \_\_\_\_\_

\_\_\_\_\_

Core Value 2: \_\_\_\_\_

Personal Definition: \_\_\_\_\_

\_\_\_\_\_

How I currently honor this value: \_\_\_\_\_

\_\_\_\_\_

How I compromise this value: \_\_\_\_\_

\_\_\_\_\_

How I want to strengthen this value in my life: \_\_\_\_\_

\_\_\_\_\_

**Core Value 3:** \_\_\_\_\_

**Personal Definition:** \_\_\_\_\_

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**How I currently honor this value:** \_\_\_\_\_

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**How I compromise this value:** \_\_\_\_\_

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**How I want to strengthen this value in my life:** \_\_\_\_\_

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**Core Value 4:** \_\_\_\_\_

**Personal Definition:** \_\_\_\_\_

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**How I currently honor this value:** \_\_\_\_\_

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**How I compromise this value:** \_\_\_\_\_

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**How I want to strengthen this value in my life:** \_\_\_\_\_

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**Core Value 5:** \_\_\_\_\_

**Personal Definition:** \_\_\_\_\_

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**How I currently honor this value:** \_\_\_\_\_

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**How I compromise this value:** \_\_\_\_\_

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How I want to strengthen this value in my life: \_\_\_\_\_

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## Values Integration Assessment

Consider how your values work together:

Which of your values naturally support each other?

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Which values sometimes conflict with each other?

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How do you handle situations where your values conflict?

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What values-based decisions are you proudest of?

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## WORKSHEET 3: IDENTIFYING YOUR STRENGTHS AND UNIQUE GIFTS

### Comprehensive Strengths Inventory

Reflect on your natural talents, developed skills, and character strengths.

### Professional and Technical Strengths

Check all areas where you have significant ability:

**Communication:** Writing, speaking, presenting, storytelling, listening  **Leadership:** Inspiring others, decision-making, vision-setting, team building  **Analytical:** Research, data analysis, problem-solving, strategic thinking  **Creative:** Innovation, artistic expression, design, creative problem-solving  **Technical:** Technology, systems, processes, specialized knowledge  **Teaching:** Explaining concepts, mentoring, training, knowledge transfer  **Sales/Influence:** Persuasion, negotiation, relationship building, networking  **Organization:** Planning, coordination, project management, efficiency  **Financial:** Budgeting, investing, financial analysis, resource management  **Other:** \_\_\_\_\_

## Interpersonal and Character Strengths

Rate yourself on these character strengths (1-5, with 5 being a consistent strength):

**Emotional Intelligence:** Self-awareness: \_\_\_\_\_ Empathy: \_\_\_\_\_ Social skills: \_\_\_\_\_ Emotional regulation: \_\_\_\_\_

**Resilience and Adaptability:** Perseverance: \_\_\_\_\_ Flexibility: \_\_\_\_\_ Optimism: \_\_\_\_\_ Stress management: \_\_\_\_\_

**Integrity and Trust:** Honesty: \_\_\_\_\_ Reliability: \_\_\_\_\_ Authenticity: \_\_\_\_\_ Ethical behavior: \_\_\_\_\_

**Service and Collaboration:** Helpfulness: \_\_\_\_\_ Teamwork: \_\_\_\_\_ Generosity: \_\_\_\_\_ Conflict resolution: \_\_\_\_\_

## Your Top Strengths

List your 10 greatest strengths (combination of skills and character traits):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Choose your top 5 strengths - the ones that feel most authentic and powerful:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

5.

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### **Strength Stories and Impact**

For each of your top 5 strengths, describe when you've used it effectively:

**Strength 1:** \_\_\_\_\_

**Specific example of using this strength:**

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**Impact it had on others:**

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**How it felt to use this strength:**

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**Strength 2:** \_\_\_\_\_

**Specific example of using this strength:**

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**Impact it had on others:**

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**How it felt to use this strength:**

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**Strength 3:** \_\_\_\_\_

**Specific example of using this strength:**

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**Impact it had on others:**

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**How it felt to use this strength:**

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**Strength 4:** \_\_\_\_\_

**Specific example of using this strength:**

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**Impact it had on others:**

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**How it felt to use this strength:**

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**Strength 5:** \_\_\_\_\_

**Specific example of using this strength:**

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**Impact it had on others:**

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**How it felt to use this strength:**

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## **External Feedback on Your Strengths**

**Gather input from others about your strengths:**

**Professional colleague/supervisor feedback:** Person:

\_\_\_\_\_ Strengths they identified: \_\_\_\_\_

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**Friend/family member feedback:** Person: \_\_\_\_\_ Strengths they identified: \_\_\_\_\_

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**Client/customer feedback (if applicable):** Person: \_\_\_\_\_

Strengths they identified: \_\_\_\_\_

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**What patterns do you notice in the feedback?**

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**What strengths did others identify that you hadn't considered?**

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## **WORKSHEET 4: EXPLORING YOUR PURPOSE AND PASSION**

### **Finding Your Purpose**

**Purpose often emerges at the intersection of what you're passionate about, what you're good at, what the world needs, and what you can be rewarded for.**

### **Passion Discovery**

**What activities or causes make you lose track of time?**

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**What issues in the world concern you most deeply?**

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**What would you do if money were no object?**

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**What conversations energize you most?**

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**When do you feel most alive and engaged?**

## **Impact and Legacy Reflection**

**How do you want to be remembered?**

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**What change do you want to see in the world?**

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**Who do you most want to help or serve?**

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**What problems do you feel called to solve?**

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**What legacy do you want to leave behind?**

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## **Life Experiences and Lessons**

**What significant life experiences have shaped who you are?**

**Challenge or hardship that taught you something important:** Experience:

\_\_\_\_\_ Lesson learned:  
\_\_\_\_\_ How it shapes your purpose:  
\_\_\_\_\_

**Achievement or success you're most proud of:** Achievement:

\_\_\_\_\_ Why it matters to you:  
\_\_\_\_\_ How it connects to your purpose: \_\_\_\_\_

**Person who significantly influenced your life:** Person:

\_\_\_\_\_ Their impact on you:  
\_\_\_\_\_ How they inspire your mission: \_\_\_\_\_

**Moment when you felt most fulfilled:** Situation: \_\_\_\_\_

What made it meaningful: \_\_\_\_\_ Connection to your purpose:  
\_\_\_\_\_

## **Purpose Intersection Analysis**

**Complete this framework to find your purpose sweet spot:**

**What I'm passionate about:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**What I'm good at:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**What the world needs:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**What I can be rewarded for (financially or otherwise):**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Where these four areas overlap, my purpose might be:**

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## **WORKSHEET 5: DRAFTING YOUR MISSION STATEMENT**

### **Mission Statement Components**

**Effective mission statements typically include:**

1. **Who you are** (your identity/role)
2. **What you value** (your core principles)
3. **What you do** (your actions/contributions)
4. **How you do it** (your approach/methods)
5. **Why it matters** (your impact/purpose)

### **Mission Statement Templates**

**Choose a template that resonates with you and fill in the blanks:**

**Template 1 - Values-Based:** "I am a person who values \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_. I use my gifts of \_\_\_\_\_ and \_\_\_\_\_ to \_\_\_\_\_ so that \_\_\_\_\_."

**Template 2 - Impact-Focused:** "My mission is to \_\_\_\_\_ by \_\_\_\_\_ in order to \_\_\_\_\_."

**Template 3 - Service-Oriented:** "I serve \_\_\_\_\_ through \_\_\_\_\_ because I believe \_\_\_\_\_."

**Template 4 - Comprehensive:** "I am committed to \_\_\_\_\_ and \_\_\_\_\_. Through my strengths in \_\_\_\_\_ and \_\_\_\_\_, I \_\_\_\_\_ for \_\_\_\_\_ in ways that \_\_\_\_\_."

**Template 5 - Legacy-Focused:** "I will live my life in a way that \_\_\_\_\_ and leaves a legacy of \_\_\_\_\_."

## Your First Draft Attempts

Try writing your mission statement using different templates:

Draft 1:

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Draft 2:

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Draft 3:

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## Mission Statement Refinement

Review your drafts and refine them:

Which draft feels most authentic to you? Why?

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What elements from each draft do you want to keep?

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What feels missing or incomplete?

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**Refined Draft:**

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## Testing Your Mission Statement

**Ask yourself these questions about your refined draft:**

**Does it reflect my core values?**  Yes  Somewhat  No **Does it capture my unique strengths?**  Yes  Somewhat  No **Does it express my purpose clearly?**  Yes  Somewhat  No **Is it inspiring and motivating to me?**  Yes  Somewhat  No **Is it specific enough to guide decisions?**  Yes  Somewhat  No **Is it authentic to who I am?**  Yes  Somewhat  No **Can I remember and repeat it easily?**  Yes  Somewhat  No

**Based on your assessment, what adjustments need to be made?**

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**Final Refined Mission Statement:**

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# **WORKSHEET 6: LIVING YOUR MISSION STATEMENT**

## **Alignment Assessment**

Evaluate how well your current life aligns with your mission statement:

### **Career and Work Alignment**

How does your current work align with your mission?

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What aspects of your work support your mission?

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What aspects conflict with or ignore your mission?

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What changes could better align your work with your mission?

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### **Relationship Alignment**

How do your relationships reflect your mission and values?

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**Which relationships support and encourage your mission?**

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**Which relationships challenge or conflict with your mission?**

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**What changes would better align your relationships with your mission?**

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## **Daily Habits and Lifestyle Alignment**

**Which daily habits support your mission?**

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**Which habits work against your mission?**

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**What new habits would strengthen your mission-focused living?**

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## **Decision-Making Framework**

**Use your mission statement to guide major decisions:**

**Current major decision you're facing:**

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**How does each option align with your mission statement?**

**Option 1:** \_\_\_\_\_ **Alignment:**

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**Option 2:** \_\_\_\_\_ **Alignment:**

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**Option 3:** \_\_\_\_\_ **Alignment:**

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**Based on your mission, which option best serves your purpose?**

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## **Mission-Based Goal Setting**

**Set goals that directly support your mission:**

**Short-term goals (next 90 days) that support your mission:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Medium-term goals (next year) that support your mission:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Long-term goals (next 3-5 years) that support your mission:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## **Accountability and Support**

**Who will help you stay accountable to your mission?**

**Accountability partner:** \_\_\_\_\_ **How they'll support you:**  
\_\_\_\_\_

**Professional mentor or coach:** \_\_\_\_\_ **How they'll support you:**  
\_\_\_\_\_

**Family member or friend:** \_\_\_\_\_ **How they'll support you:**  
\_\_\_\_\_

**How will you regularly review and recommit to your mission?**

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# WORKSHEET 7: OVERCOMING OBSTACLES TO MISSION-BASED LIVING

## Common Obstacles

Identify potential obstacles to living your mission:

## Internal Obstacles

Check the internal barriers that might challenge you:

Fear of failure or judgment  Imposter syndrome or self-doubt  Perfectionism that prevents action  Lack of clarity about next steps  Conflicting priorities or values  Past failures or disappointments  Limited self-confidence  Comfort zone attachment  Other:

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Choose your top 3 internal obstacles:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## External Obstacles

Check the external barriers you might face:

- Financial constraints
- Family or social pressure
- Time limitations
- Lack of resources or support
- Economic or industry challenges
- Geographic limitations
- Educational or skill gaps
- Organizational or systemic barriers
- Other: \_\_\_\_\_

**Choose your top 3 external obstacles:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### **Obstacle Transformation Strategies**

**For each of your top obstacles, develop a strategy:**

**Internal Obstacle 1:** \_\_\_\_\_

**How this obstacle shows up:**

\_\_\_\_\_

**Strategy to overcome it:**

\_\_\_\_\_

**Support needed:**

\_\_\_\_\_

**Internal Obstacle 2:** \_\_\_\_\_

**How this obstacle shows up:**

\_\_\_\_\_

**Strategy to overcome it:**

\_\_\_\_\_

**Support needed:**

\_\_\_\_\_

**Internal Obstacle 3:** \_\_\_\_\_

**How this obstacle shows up:**

\_\_\_\_\_

**Strategy to overcome it:**

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**Support needed:**

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**External Obstacle 1:** \_\_\_\_\_

**How this obstacle shows up:**

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**Strategy to overcome it:**

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**Resources needed:**

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**External Obstacle 2:** \_\_\_\_\_

**How this obstacle shows up:**

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**Strategy to overcome it:**

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**Resources needed:**

---

**External Obstacle 3:** \_\_\_\_\_

**How this obstacle shows up:**

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**Strategy to overcome it:**

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**Resources needed:**

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## **Resilience Building**

**Develop strategies for staying committed to your mission during difficult times:**

**When I face setbacks, I will remind myself:**

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**When others don't understand or support my mission, I will:**

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**When progress feels slow, I will:**

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**When I'm tempted to compromise my values, I will:**

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**My support system for staying on mission includes:**

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# WORKSHEET 8: MISSION STATEMENT INTEGRATION AND REVIEW

## Creating Your Mission Statement Ecosystem

Develop systems to keep your mission statement alive and active in your daily life:

### Daily Integration Practices

How will you connect with your mission each day?

**Morning practice:**  Read my mission statement  Set daily intentions based on my mission  Visualize living my mission today  Pray/meditate on my purpose  Other:

\_\_\_\_\_

**Throughout the day:**  Ask "Does this align with my mission?" before decisions  Use mission statement as a boundary-setting tool  Share my mission-related work with others  Look for opportunities to live my values  Other: \_\_\_\_\_

**Evening practice:**  Reflect on how I lived my mission today  Journal about mission-related experiences  Plan tomorrow's mission-focused activities  Celebrate mission-aligned actions  Other: \_\_\_\_\_

## Weekly and Monthly Reviews

Weekly mission review questions:

1. How did I live my mission this week?
2. What decisions aligned with my mission?
3. Where did I compromise my mission?
4. What adjustments do I need to make?

Monthly mission assessment:

1. What progress have I made on mission-related goals?
2. How has my understanding of my mission evolved?
3. What obstacles have I encountered and overcome?

4. What support or resources do I need going forward?

## Annual Mission Statement Review

Your mission statement should evolve as you grow. Plan for annual reviews:

Annual review date: \_\_\_\_\_

Questions for annual review:

1. Does my mission statement still feel authentic and inspiring?
2. Have my core values or strengths shifted?
3. Has my understanding of my purpose deepened or changed?
4. What life experiences have shaped my mission this year?
5. How should my mission statement be updated?

## Sharing Your Mission

Consider how you'll share your mission with others:

I will share my mission statement with:  My family  Close friends  Professional colleagues  Mentor or coach  Social media/professional networks  Clients or customers   
Other: \_\_\_\_\_

How sharing my mission will help me stay accountable:

\_\_\_\_\_

## Your Final Mission Statement

Write your completed mission statement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date completed: \_\_\_\_\_

Signature: \_\_\_\_\_

## Mission Statement Action Plan

Immediate next steps (next 30 days):

1. \_\_\_\_\_
2. \_\_\_\_\_

3.

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**Short-term implementation (next 90 days):**

1.

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2.

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3.

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**Long-term integration (next year):**

1.

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2.

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3.

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**Commitment Statement**

**I commit to:**

- Living in alignment with my mission statement
- Regularly reviewing and refining my mission
- Making decisions based on my values and purpose
- Sharing my mission with others who can support me
- Adjusting my goals and actions to serve my mission
- Being patient with myself as I grow into my mission
- Celebrating progress and learning from setbacks

**My commitment signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## **REFLECTION AND INTEGRATION PAGES**

### **Weekly Mission Reflection**

**Week of:** \_\_\_\_\_

**How I lived my mission this week:**

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**Decisions that aligned with my mission:**

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**Challenges to living my mission:**

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**What I learned about my mission:**

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**Adjustments for next week:**

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### **Monthly Mission Assessment**

**Month:** \_\_\_\_\_

**Mission-related progress:**

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**How my understanding of my mission has evolved:**

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**Obstacles overcome:**

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**Support needed:**

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**Goals for next month:**

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## **Mission Statement Evolution Log**

**Use this space to track how your mission statement develops over time:**

**Original Mission Statement (Date: \_\_\_\_\_):**

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**Revision 1 (Date: \_\_\_\_\_):**

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**Reason for change: \_\_\_\_\_**

**Revision 2 (Date: \_\_\_\_\_):**

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**Reason for change: \_\_\_\_\_**

**Revision 3 (Date: \_\_\_\_\_):**

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**Reason for change: \_\_\_\_\_**

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**Remember:** Your mission statement is a living document that should evolve as you grow. The goal is not perfection, but authentic alignment between your values, strengths, and actions in service of your purpose.

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