

Your Personal Mission and Vision Statements



#1 – Personal Mission Statement

Stephen Covey, the author of [The 7 Habits of Highly Effective People](#), says your mission statement is about “*defining the personal, moral and ethical guidelines within which you can most happily express and fulfill yourself.*”

Think of your personal Mission Statement as your mantra, your creed, and defines your unique essence. This mission statement will help direct you in your life’s decisions while reminding you what’s important to you.

- **Please Remember:** A personal mission statement focuses on your **day-to-day** you. It encapsulates how you want to live your life so you can become comfortable with your unique self while also preparing for the future ahead of you.

Let’s go through an exercise to help craft your Personal Mission Statement. Write down some short-phrases and words which define who you are and who you want to become. Think of your ideal identity, your values, think of your core beliefs, and think about the type of person people will remember at your funeral. You’ll articulate that person in your mission statement.

Examples include:

Dedicated to family and friends / Eager to confront life’s ups-and-downs / Make others laugh / Driven / Kind / Wants to make the world a better place / Gun-ho about life / Responsible to self and others / Confident / Philanthropic / Role-model to others / Loving Partner and Parent / Happy



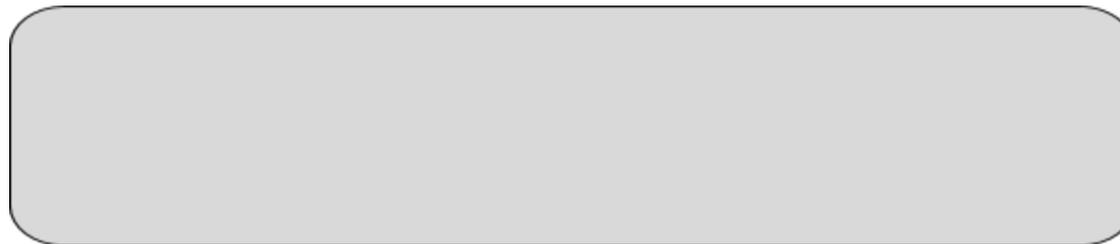
Now that you've created some phrases that describe you, you're now going to start creating some drafts for your Personal Mission Statement. Make it concise and easy to remember. Here's my Mission Statement to show you an example.

Dan's current Mission Statement: Live with enthusiasm. Create more smiles than frowns. Add value to others. Love my family. Provide friendship towards companions. Use guidance and encouragement as main tools in work. Give compassion towards self and others. Be the type of person I want to meet.

For more inspiration, check out this article: [Personal Mission Statements of Five Famous CEOs](#)

Your Personal Mission Statement encompasses your personal and professional life. Your professional life includes the work you do for your colleagues and your organization, clients, guests, and customers. Your personal life includes your family, friends, community, spirituality, and legacy.

Your Personal Mission Statement



#2 – Personal Vision Statement

What achievements do you want listed in your obituary? What impression do you want to leave on the world? Reach high and set ambitious goals for yourself.

Your Personal Mission Statement focused on your characteristics. Your Personal Vision Statement focuses on your future impact. Think of the age-old question: what do you want to be when you grow up?

Just like before, let's braindump some ideas. Right now, list out all of the strengths you currently have and what kind of achievements can be reached by those strengths. Ask yourself, what motivates you to challenge yourself?

Examples include:

Analytical skills → Improve efficiency in organizations / Hospitality skills → Open a successful restaurant enterprise / Project management → Build sustainable real estate to benefit the community / Negotiation → Represent people so they can live their great lives in the US / Empowering youth → Teach the next generation to thrive / Sales skills → Empower others to improve their lives



Now you have a good idea on how your unique skills can help you accomplish great things in your life. So... what are you going to do with the skills you listed? What are you motivated to accomplish in your lifetime? Your skills are going to be used in a meaningful matter so let's articulate a short and memorable phrase to motivate you to keep pursuing your future goals.

To give you an example of a Personal Vision Statement, here's mine:

Dan's current Vision Statement: Impact communities by encouraging individuals to define their own paths, to handle their responsibilities, and to give back while their journeys.

Your Vision Statement doesn't need to list out all of your future accomplishments. All it needs to do is define your ideal impact. Now, it's your turn to envision your future and write a first draft on your vision statement. Make it short. Make it you. Define your contributions to the world.

Your Personal Vision Statement



Now, post your Mission and Vision Statements wherever you look often in your home and workplace. Write it in your daily calendar. Make it your background in your phone. Laminate it and put it in your wallet. Share it with others.

You're going to get off-track and in the emotional dumps from time-to-time but these two statements can lift you out of those troubled times by reminding you what you're living for. Don't just let these two statements stay on this paper in a file cabinet, write them down in multiples places NOW!

High Five :-)

Personal Mission Statement

Personal Vision Statement



Sign & Date