

# Personal Mission Statement

Personal mission statements are important for personal development. They prompt you to look inward and self-reflect about your life, clarify your purpose in life, and identify what is truly important to you. These personal statements integrate who you are, provide focus and hold you accountable for your decisions and actions.



## **Step 1. Identify past successes**

List personal successes you've had recently. This can be at work, in your community, and/or at home.

## **Step 2. Identify core values**

List attributes that you believe identify who you are and what your priorities are. The list can be as long as you need. After you have your list go back and rank order them.

## **Step 3. Identify contributions**

List ways you can make a difference to

- the world in general
- your family
- the Air Force
- your friends
- your community

#### **Step 4. Identify goals**

Short term (up to three years)

Long term (beyond three years)

#### **Step 5. Write your personal mission statement.**

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Your mission statement is NOT a one and done task. Review your goals annually and make adjustments as necessary. You may want to take a picture of your statement and keep it in your camera roll to look at from time to time. Or, write your statement on a card and keep it in your wallet or purse so that you can look at it often.