

Personal Mission Statement

Purpose

To create a professionalism development tool to guide you towards your objectives and goals, both personal and professional.

Objectives

1. To have a basic understanding of a personal mission statement.
 2. To build a better understanding of the person you want to become and your values.
 3. To formulate a personal mission statement.
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Description

Personal mission statements help define your own purpose and can give you a sense of direction. When building your personal mission statement, focus on the short-term, one to three years out. Statements should be clear, memorable, concise, and positive. You may also want to make it inspiring.

Employ

The steps listed below provide a basic construct of a personal mission statement.

Step 1. List three to five past successes.

Step 2. List five to ten of your values or attributes (see next section for samples)

Step 3. List ways how you could best contribute.

Step 4. List three goals.

Step 5. Draft your personal mission statement.

Step 6. Revise your statement.

Step 7. Post your personal mission statement where you will see it daily.

The following Personal Mission Statement Template includes additional details and examples for each step.

Sample Values/Attributes

Hardworking	Industrious	Creative	Problem-solving	Decision-Making
Positive	Honest	Analytical	Passionate	Aggressive
Collaborative	Confident	Courageous	Disciplined	Efficient
Excellent	Flexible	Selflessness	Intense	Leader
Loyal	Modest	Motivated	Persistent	Proactive
Rational	Respectful	Risk-taker	Team Player	Truthful
Adaptive	Affective	Encouraging	Innovative	Open-minded
Insightful	Evolutionary	Resilient	Resourceful	Skillful
Thoughtful	Trustworthy	Empathetic	Respectful	Accountable
Disciplined				

Step 1. Past successes.

- List three to five personal successes you've had recently.
- This can be at work, in your community, and/or at home.
- Look for a common theme or themes.

Example:

- **Past Successes:**

- Created a course for 30,000 Airmen.
- Graduated UPT and earned aeronautical rating of Pilot
- Successfully navigated a car dealership and purchased first brand new car by making a great deal
- Raised thousands of dollars for Breast Cancer Research.
- Developed a system to share medical information with multiple parents dealing with the same issues my son had.

- **Common theme:**

- Creativity

List your successes below.

Step 2. Identifying values and attributes

These are reflections of your needs, desires, and what you care about most in life. You may want to use a personal assessment, such as PACE-LBDNA, to help formulate your values.

1. Write down five to ten values or attributes that identify who you are and your priorities
2. Narrow them down to your top three.
3. Choose the one most important to you.

Example:

- **Five to ten values:** Hardworking, creative, problem-solving, honest, empathy, respectful, passionate, optimistic, authentic, selfless.
- **Top Three:** Creative, problem-solving, authentic
- **Most important to you:** Creative

Identify your values below.

Step 3. List contributions.

• Write down ways you could make a difference. In an ideal situation, how could you contribute best to:

- The world in general.
- Your family.
- The Air Force.
- Your friends.
- Your community.

Example:

- World in general: Develop habits of thinking that change how people function in their personal and professional lives.
- My family: To make the world a better place for my son.
- The Air Force: To lead by example and demonstrate how development, innovation and problem-solving can increase productivity and loyalty.
- My friends: To do my best to always do what I say I'm going to do.
- My community: To find my niche in helping the community flourish.

List example contributions below.

Step 4. List three of your goals.

- Spend some time thinking about your priorities in life and the goals you have for yourself.
- Make a list of your personal short-term goals. You may want to use a personal assessment, such as PACE-LBDNA, to help formulate your goals.

Example:

- Use my skills to achieve success for the Air Force.
- To create professionalism development products that make Airmen's lives more fulfilling. so they contribute to the greater good.
- Develop Airmen using my experiences.

List your goals below.

Step 5. Write your personal mission statement.

- a) List words or phrases from your common theme or themes.
- b) You may want to begin your personal mission statement with “To”.
- c) Select a verb that represents what you want to do, e.g., coach, improve, create, inspire, etc.

Example:

- “To always drive for growth, creativity, and problem solving while staying authentic, keeping my sense of humor and passing on valued experiences to others.”

Write personal mission statement below.

Step 6. Revise your statement.

You may want to take another look at your common themes. Make revisions as needed.

Example:

- Common themes: Creativity, leading, demonstrating development (teaching or coaching), innovation, authenticity, use my skills (coaching), building Airmen.

Revised statement.

- “To continuously improve the Air Force culture by sharing valued experiences and teaching Airmen using innovative methods and products to strengthen their character development.”

Write revised personal mission statement below.

Step 7. Post your personal mission statement where you will see it daily.

The Five-Step Plan for Creating Personal Mission Statements, Dr. Randall S. Hansen, Quintessential Careers

<http://www.airman.af.mil>

Strategic Roadmap: USAF Profession of Arms Desired Effect: 4.2.2

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