

# *Profession of Arms Center of Excellence*

*Integrity - Service - Excellence*



## **Personal Mission Statement**

**Name**  
**Date**



# The Why



## Personal Mission Statements:

- Help you focus on how to meet your long term goals
- Serve as a guidepost for where you want to go in life
- Are an important component of self development



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# Develop a personal mission statement

- 1 Identify Past Successes
- 2 Identify Core Values
- 3 Identify Contributions
- 4 Identify Goals
- 5 Write Mission Statement

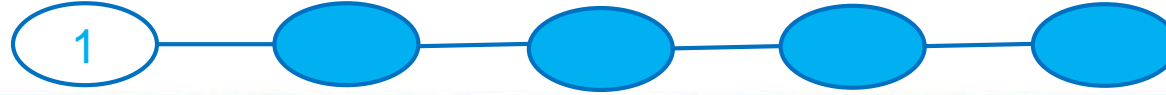
5  
STEPS

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# Identify past successes



Could be at work, in your community, at home, etc.

Make a list:

Active scout leader

Volunteered to read books to children at the local library

Participated in spring clean-up day

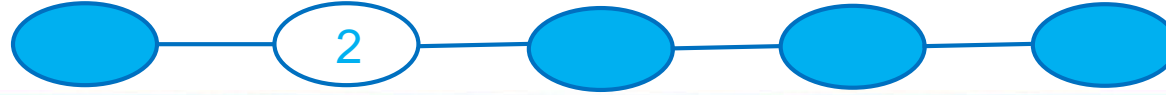
*Is there a common theme to your examples?*

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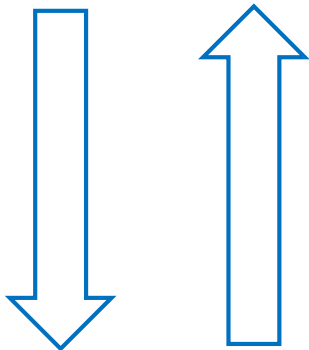


# Identify core values



List attributes that you believe identify who you are and what your priorities are:

Rank them by importance



hard-working  
problem-solver  
positive  
family-oriented  
compassionate  
decision-maker

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# Identify contributions



List ways you can make a difference to:

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

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# Identify contributions



Develop products and services that have a lasting impact on the way people live their lives. (world)

Leave the world a better place for my children and their children. (family)

Lead by example to achieve profitability for the organization. (employer)

Always have a hand out for my friends. (friends)

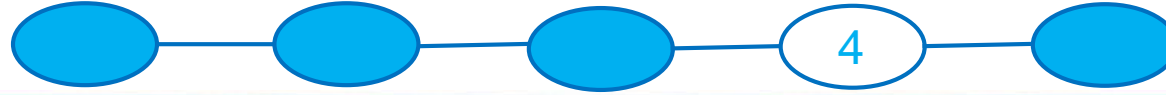
Use my talents and give back to my community. (community)

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# Identify goals



Think about your priorities in life.

List short term (up to three years)

List long term (beyond three years)

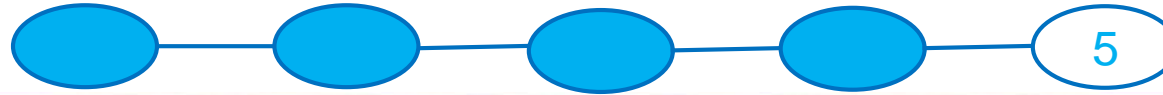
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# Write your mission statement



Live life completely, honestly, and compassionately, and to know that all things are possible if I set my mind to it.

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# Final thoughts . . .



A mission statement is not a one and done task. Review your goals annually and make adjustments as necessary.



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