

Personal Statement Guidelines

While there is no unique format or formula for creating your personal mission statement, the following guidelines may be helpful:

- Keep it simple, clear and brief. The best personal statements tend to be 1 to 3 sentences long.
- Your mission statement should touch upon what you want to focus on and who you want to become as a person (character) in this part of your life.
- Make sure your personal statement is positive. Instead of saying what you don't want to do or don't want to be, say what you do want to do or become. Find the positive alternatives to any negative statements.
- Include positive behaviors, character traits and values that you consider particularly important and want to develop further.
- Think about how your actions, habits, behavior and character traits in this area affect the important relationships in your life.
- Create a personal statement that will guide you in your day-to-day actions and decisions. Make it a part of your everyday life.

Remember that your personal statement is not cast in stone. It will continue to change and evolve as you gain insights about yourself and what you want out of each part of your life.

PERSONAL STATEMENT QUESTIONS TO HELP YOU WRITE

What is your main career goal?

Why did you decide on that goal?

What do you value in your life?

What are you hoping for?

What are your priorities?

What steps will you take to get there?

Where will you be in life in 5 years?

Personal Mission Statement Sentence Templates

Here are some sample personal mission statement sentence templates to get you started (check out the values list for ideas on possible values you could use). Use these templates as seeds to get your creative juices flowing.

"To ... [what you want to achieve, do or become] ... so that ... [reasons why it is important]. I will do this by ... [specific behaviors or actions you can use to get there]."

"I value ...[choose one to three values]... because ...[reasons why these values are important to you]. Accordingly, I will ...[what you can do to live by these values]."

"To develop and cultivate the qualities of ...[two to three values/character traits]... that I admire in ...[an influential person in your life]... so that ...[why you want to develop these qualities]."

"To live each day with ...[choose one to three values or principles]... so that ...[what living by these values will give you]. I will do this by ...[specific behaviors you will use to live by these values]."

"To appreciate and enjoy ...[things you want to appreciate and enjoy more] by ...[what you can do to appreciate/enjoy these things]."

"To treasure above all else ...[most important things to you] by ...[what you can do to live your priorities]."

"To be known by ...[an important person/group]... as someone who is ...[qualities you want to have]...; by ...[some other person/group]... as someone who is ...[other qualities]...; ..."

Feel free to combine these sentences in any way to carve your own unique personal mission statement. Here is a part of a potential mission statement for the health & fitness area using the first sentence template:

"To be healthy, fit and energetic so that I can enjoy life to the fullest and have the energy to pursue all my goals. I will do this by exercising regularly, following a nutritious diet and eliminating negative habits that are impacting my health."