

## OLYMPIADS SCHOOL/IB/TOPS/MACS/HANDOUT 24

### Writing a Personal Mission Statement

<http://www.timethoughts.com/goalsetting/mission-statements.htm>

A personal mission statement is a brief description of what you want to focus on, what you want to accomplish and who you want to become in a particular area of your life over the next one to three years. It is a way to focus your energy, actions, behaviors and decisions towards the things that are most important to you.

#### Personal Mission 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 mission statements tend to be 3 to 5 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. Think about specific actions, behaviors, habits and qualities that would have a significant positive impact in this part of your life over the next one to three years.
- Make sure your mission 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 mission statement that will guide you in your day-to-day actions and decisions. Make it a part of your everyday life.
- Think about how your mission affects the other areas of your life. Is it consistent with your other personal mission statements? Will it conflict with or contradict something else? Is it balanced?
- Make it emotional. Including an emotional payoff in your mission statement infuses it with passion and will make it even more compelling, inspiring and energizing.

Remember that your mission 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 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."

If you are having trouble getting started, choose one of the sentence templates (whichever one appeals to you the most) and copy it into your word processor; then erase the "...[.]..." parts and read the sentence from the start.

When you get to a gap, pause for a moment, and then let your mind fill in the gap. Just write whatever pops into your head.

Repeat this a couple of times and then choose the sentences you like the most as your starting point. Later, you can add or refine your personal mission statement using more of the sentence templates.

Your personal mission statement:

---



---



---



---



---



---

## CREATING A COMPETITIVE APPLICATION PROFILE

The Marc Garneau Collegiate Institute TOPS program and William Lyon Mackenzie Collegiate Institute MaCS program are now open for application. You may access the application forms at

<http://www.topsprogram.ca/wp-content/uploads/2015/10/TOPS-application-package1.pdf>

<http://wlmac.ca/macsprogram/files/2013/11/MaCS-Student-Profile-Form1.pdf>

To complete your TOPS application profile, you have to respond to the following prompts. Which prompts seem to invite you adopt a “listing” approach, and which prompts allow you represent your personality through strong writing skills? Check the relevant boxes.

<b>TOPS prompts</b>	<b>“Listing” approach (e.g., like a job resume)</b>	<b>“Personality” approach (i.e., writing to show your X factor)</b>
Activity and type of involvement		
Major certificates and awards		
Tell us more about your interests and hobbies both inside and outside the school.		
Is there anything else you would like to tell us about yourself?		
Any further details you wish to include may be set out on separate sheets and attached to your Student Profile.		

To complete your MaCS application profile, you have to respond to the following prompts. Which prompts seem to invite you adopt a “listing” approach, and which prompts allow you represent your personality through strong writing skills? Check the relevant boxes.

<b>MaCS prompts</b>	<b>“Listing” approach (e.g., like a job resume)</b>	<b>“Personality” approach (i.e., writing to show your X factor)</b>
Why do you feel that you would be a strong candidate for the MaCS program?		
Provide details of leadership and extracurricular activities that you have been involved with in the past two year. Activities may include, but are not limited to, school and community involvement. Include approx. hours/week for each item. Use the summary sheet provided.		
How will a math/science/technology-enriched program be of benefit to you?		
Is there any other information you would like to share? (i.e. certificates, awards, hobbies, interests, etc.)		

## ACTIVITY

Choose a prompt (TOPS or MaCS) that involves a “personality” approach and write a first draft. Refer to the application forms to get a sense of how much space you have, to fit in a competitive response.

**THE END**