
Step 5: Complete Your Mission Statement

At the end of the week, write a final copy of your mission statement and find a permanent place for it where you can easily access it. If you would like, you can compose your Personal Mission Statement below and then tear it out.

MY MISSION STATEMENT

I want to live my life as happily as possible, with peace and success in mind, while also contributing to the well-being of others. It's important to me not only to care for myself but also to take care of those close to me, and even brighten a stranger's day.

My goal is to become a frontend web developer, creating websites that offer real value.

I hope to be remembered as someone who loved deeply and saw everyone through a lens of empathy, not judgment.

When you identify your roles, you create a variety of perspectives from which to examine your life. As you incorporate your goals into your mission statement, you give balance and harmony to your life.

Goals

Now that you've identified your roles, it's time to think about the goals that surround your mission. Goals are what give your mission statement momentum. They create a plan of action and help measure whether or not you are successfully living your mission statement. Many of the goals that flow from your mission statement will be long-term. Short-term goals, such as weekly goals, are important to your mission statement as well, and we'll explore those further in Habit 3.

Let's Set Some Goals

Think of goals you've had in the past. Did your success have anything to do with your mission? Chances are, if the goal wasn't connected to something important, it didn't get done. Take a few minutes and review your mission statement. Don't worry if it's still a rough draft. In the space provided below, create three long-term goals that support your mission.

Own my own house

Long-term goal 1

Own my own car

Long-term goal 2

Have a happy and loved family

Long-term goal 3

REALIZING YOUR GOALS

What? Why? How? When? These might seem like simple words and concepts, but when applied to your goals, they bring them into focus and closer to reality. With every goal you set, it's important to ask yourself what, why, how, and when.

What?

First of all, congratulations! You've already completed the first step of manifesting your goals: the "what." You've already created three long-term goals. You've named three goals that will bring your life into alignment with what you have decreed is your greater purpose. (If you haven't created three long-term goals yet, stop right where you are and go back to Let's Set Some Goals, on page 53.)

Why?

Try to articulate why a particular goal will serve what you believe in. Why do you wish to see this goal fulfilled? Why is it important to you and your mission? Often there are clues and secrets that will be revealed when doing this. Many times people who might be able to help you, and the things you will need in order to achieve what you desire, become apparent when this exploration is undertaken. Asking yourself "why" brings clarity to your goals. Clarity is a key toward determination and action.

Take some time right now to determine why the three long-term goals you've identified are important to you.

Why long-range goal 1 is important to me:

all my life my family has only ever rented and i see how burdensome it can be

I dont want me or my family to have to deal with that

Why long-range goal 2 is important to me:

Im 22 and have never had a car or a licence. And paying monthly payments on a car has never seemed appealing to me i think buying it outright is the way to go.

Why long-range goal 3 is important to me:

My family has always loved me and i want to be able to keep that going

How?

When you have tackled what and why, the next step is "how." How will you know when you have arrived? How will you get there? How will you mark the way to seeing your goal realized? How are you going to get it done? How will you empower yourself to achieve your goal? Taking the time to visualize and feel the "how" helps you see some of the necessary steps to take in order to achieve your goal. This is perhaps the most critical step in making that all-important transition: transforming your goals from merely ideas and dreams into concrete reality. The more thoroughly you do this, the easier it will be to make a list of the realistic steps it will take to get you where you'd like to be. Take a look at this example:

A father decides he'd like to improve his relationship with his son as one of his goals. His son has faced a lot of challenges lately: the boy's school-work is poor, and he's fallen in with a questionable crowd of friends. The father loves his son and feels their relationship could be stronger. He's clear about his "what" and his "why." Now for the big "how."

How do I intend to improve my relationship with my son?

By looking for opportunities. (But how?)

By investing time. (Okay. How?)

By setting aside specific time. (How will you go about that?)

By making time in my schedule just for him. (Sounds good. How?)

By finding a day where he and I can go and do something special. (Cool. How?)

By deciding on an event, and taking him with me. (Great! How?)

By going hiking this Saturday. (Sounds like a great plan! But still, how?)

By making sure he is free; by committing to the plan and sticking with it. (Excellent! Any more "hows"?)

By committing to a time each week to find something just for us to do and sticking with it. (Brilliant. Um, how?)

By telling him I would like for this to happen so he knows and can begin to be part of the planning process as well. (Awesome. How?)

By committing to being open to his suggestions for things to do so I can really begin to understand his interests and ideas. (How many kids can say this is "how" their father figures in their lives? Pretty amazing stuff here!)

TELL YOURSELF HOW

Choose one of your long-term goals and play the "how" game. Make a list indicating how you are going to achieve your goal. Every time you write down a "how," ask yourself exactly how that "how" will manifest itself. Don't let yourself off the hook so easily! Push yourself. Get specific. Demand your success!

Long-term goal 1 and 2

concentrate in school *How?*

make my own projects outside of school *How?*

learn things like coding languages we wont be getting taught *How?*

establish relevant certificates for my field *How?*

Gain an internship at a good and known company

How?

Do well at the internship and have them offer me a full time job when i graduate

How?

work there for a couple years and gain experience and apply for jobs that would pay more

How?

How?

How?

How?

How?

How?

How?

When?

You've probably heard people talk about cramming the night before an exam or presentation, working well under pressure, meeting tight deadlines. Deadlines? They can be stressful at times, but they mean business, and people respond to them. So what about your goals? Why can't your dreams have deadlines? What if you took your goals as seriously as, let's say, a project at work or a job for a client? Aren't your aspirations just as important, if not more important?

You know where you're at right now, and you know where you want to go. Now, when do you want to be there? It's time to give your long-term goals a deadline. Turn back to page 53 and set a deadline for each of your long-term goals.

Now that you have a deadline set for your three long-term goals, let's dig a little deeper. Let's narrow your focus to the goal you selected for the "how" game. Before you set out on a journey, you need to know what the path looks like. Are there many steps involved with this goal, or does it require a few major milestones? In the space provided on the next page, start brainstorming all the steps involved. This means everything from phone calls to budgets to delegating tasks. You may need to purchase things, talk to advisors, or do some networking. What is it going to take to get you from here to there? Take a look back at your "how" list. You may have identified some of the steps already!

What are the steps that will take me to my goal?

First I need to keep doing what im doing in school, then once ive created a good amount
of side projects seperate from school ill start to look for internships. Hopefully once I
graduate the company i got my internship with offers me a full time job and depending
on how much they pay ill work for them for a couple years and gain the experience and
look for a job that pays more. Then ill save most of my money and eventually buy a nice car
in full as well as a house.

What good are directions if they aren't in some kind of order? Take a look at the steps in your list and prioritize them to the best of your ability. Which things must come before others? Which ones can wait until farther down the road? Take an inventory of what's there and give it a whirl.

GET IT TOGETHER!

Now it's time to bring it all together. On the opposite page you'll see a goal-planning tool. In the section marked Long-Term Goal (What), write the name of the goal you selected for the "how" game. In the space marked Deadline (When), write the deadline you selected. In the section Impor-

GOAL PLANNING

Long-Term Goal (What): Make enough money and buy a house and a car outright so i dont
have to make payments on either.

Deadline (When): In the next 12 years

Importance to Mission/Role (Why): this is important to me because i want my family as well
as myself to never have to worry about financial problems

	Steps (How)	Deadlines (When)
	get an internship	2025
	get offered a job at said internship	2026
	move to a better paying job	2029
	save up enough for a nice car	2030
	save up enough to fully buy a house	2034

can most happily express and fulfill it. To begin with the end in mind means to begin each day, task, or project with a clear vision of your desired direction and destination, and then continue by flexing your proactive muscles to make things happen.

CHECKING YOUR VISION

It's time for a personal vision checkup. Take a minute and think about each question below. Write your thoughts in the space provided.

What am I doing right now with my life? Does it make me happy? Do I feel fulfilled?

Im going to college, have a job, and am saving for a car. Id say im pretty fulfilled and happy.

although work doesnt make me happy the money does.

What do I keep gravitating toward? Is it different from what I am currently doing?

I find myself continuing to gravitate to videogames and doing things that make me happy.

No its not different from what im currently doing.

What did I like to do as a child? Do those things still bring me satisfaction?
Am I doing any of them?

Going in the ocean and spending time with my brother always brought me satisfaction and
happiness as a kid. I still do both and they still make me happy and satisfy me.

What interests me most right now?

Right now coding and videogames are whats grabbing my attention the most.

What fills my soul?

Family. Especially my mom, dad, brother and girlfriend.

What can I do well? What are my unique traits and strengths?

I like to think im pretty good at solving any problem that comes my way.

I always end up figureing it out.

DEVELOPING A PERSONAL MISSION STATEMENT®

One of the best ways to begin with the end in mind and incorporate Habit 2 into your life is to develop a Personal Mission Statement. It focuses on what you want to be and do. It is your plan for success. It reaffirms who you are, puts your goals in focus, and moves your ideas into the real world. Your mission statement makes you the leader of your own life. You create your own destiny and secure the future you envision. How about that? Look again at your responses to the questions in Checking Your Vision on pages 42 and 43. It's very likely that your true mission in life is beginning to surface again.

Let's get to work on your Personal Mission Statement. The sooner you have a clear vision of what you want to be and the contributions you want to make, the more effective you'll be in your life. Keep in mind that a Personal Mission Statement is, well, personal. There is no set length or style. It can be a poem, a few sentences, a few pages, or even a song. As a sculptor must bring shape, color, and expression to his clay, the same is true of your mission statement. You bring your past experiences, wisdom, ideas, and creativity to the process of creating a Personal Mission Statement. If what you write feels flat and unexciting, you're on the wrong track. If the words overwhelm you with emotion and excitement, you're onto something!

Beginning on the next page are six steps that will help you develop a Personal Mission Statement.

Step 1: Brainstorm Ideas

In the space provided, write about each of the three topics below without stopping. This is freewriting, so don't worry about spelling, punctuation, etc. If you hit a point where you can't think of anything to write, just keep going

and write words or phrases that come immediately to mind. Remember, you're brainstorming and not writing a final draft. The purpose is to capture your ideas on paper. Spend two to three minutes on each question.

1. *Identify an influential person.*

Identify one person who had (knowingly or unknowingly) a positive influence on your life. What are the qualities you most admire in this person? What qualities did you gain from this person?

My mom had a huge positive influence on me. The way she treats people without judging before talking to them and just her mannerisms have transferred to me and made me a better, kinder, more likable person

2. *Define who you want to become.*

Imagine it's twenty years in the future. You have achieved all you ever hoped to achieve. What is your list of accomplishments? What do you want to have, do, and be?

Married to my current girlfriend with two kids a boy and a girl. A job designing the frontend websites for a larger corporation and all of my family living in the same state.

3. *Determine what is important to you today.*

What are the ten things that are most rewarding to you today? What do you live for and love in life?

My family, and the people I care about.

Step 2: Take a Breather

Now take a deep breath and relax. Put your writing aside for a few minutes and walk away from it.

Step 3: Gather Your Thoughts

Review what you've written and circle the key ideas, words, and phrases that you would like to include in your mission statement.

Step 4: Write a Rough Draft

Now it's time to write a rough draft of your mission statement. There are some Personal Mission Statement examples on pages 50 and 51 to help get you thinking. During the week, carry your rough draft with you and make notes, additions, and deletions as needed each day. You may wish to write a new draft each day or every other day. This is an ongoing exercise. Your mission statement will change over time as you change. Take some time right now and compose a rough draft of your mission statement.

MISSION STATEMENT ROUGH DRAFT

Id like to live my life as happy as possible, hopefully with peace and success in mind, contributing

not just to my own well-being, but so that I can take care of those closest to me or even light up

a strangers life. I aim to become a frontend web developer, creating websites that serve value.

I hope to be remembered as someone who loved deeply and saw every individual through the

lens of empathy, not judgment.
