

# Clarity in Being the Boss of YOU

## With the use of a Personal Mission Statement

A great personal mission statement will be **inspiring, exciting and clear.**

It will be a brief description of what you in particular desire to bring your attention to regularly! It will also be about what you desire to accomplish using your specific gifts and talents.

It is a tool to enable you to **FOCUS YOUR ENERGY, ACTIONS, BEHAVIORS AND DECISIONS** towards the things that are most important to you **CONSISTENTLY!** It is like a personal credo or motto that states what your life as your highest self is about. Doing this will delight you with the clarity you will tap into!

You will be empowered with this clarity and commitment in writing!

You will **ENLARGE** your sense of possibility and create **A HIGHER FREQUENCY** within you each time you say your mission statement.

### Some Guidelines

While there are various formats for creating your personal mission statement, here are tips I'd like to suggest:

- Keep it simple, clear and brief, 1 to 3 sentences long. (Longer can be good too. Just be clear and to the point. There are many varieties, poems or slogans or even quotes, so don't be limited by this suggestion!) Key: you must be able to memorize and easily state your MS! That is why brief is more powerful unless you can resonate with a longer version and create a high frequency with all of it.
- Your mission statement should touch upon what YOU want to focus on and who you want to be as a person (your character) living every part of your life. Not what you think "should" be right; those words will feel heavy, uninspired. Get personal: when you feel empowered with each word, you are on track! Think about specific actions, behaviors, habits and qualities that would have a significant positive impact in your life right now. Highlight words that "feel" positive and uplifting to you right now.
- Make sure all sentences/words in your mission statement are positive.
- Include positive behaviors, character traits and values (see lists) that you engage in and delight you and that **YOU WANT TO DEVELOP FURTHER.**

- Creating a mission statement will guide you in your day-to-day actions and decisions. Write it knowing it will support you in all areas of your everyday life.
- Think about how your mission affects all areas of your life. (Areas of life: family, work, fun, hobbies, spiritual, heart's calling, etc.) Is it balanced? The truth is tangible in all areas even if you have specific missions in different areas of your life — each will still have values that are a part of you in all areas of life.
- Use your **emotions** and **passionate** wording. Make sure it is **COMPELLING, INSPIRING AND ENERGIZING** to you. I can check your energy when you say it. In class 8 we will speak our MS to entire class, one at a time, requesting alignment — a very powerful exercise. Expect magic!

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 MS evolve as people do.

**Action words are verbs.** See this list for ideas and find the top 3 verbs that give insight to who you really are when living your full potential.

Take your time with this. Highlight those you like and think this over for at least a week, picking out the ultimate 3. You will use your top 3 in part one of creating your mission statement.

#### **Action Words:**

- |               |                 |                 |
|---------------|-----------------|-----------------|
| 1. Accomplish | 19. Claim       | 37. Decide      |
| 2. Acquire    | 20. Collect     | 38. Defend      |
| 3. Adopt      | 21. Combine     | 39. Delight     |
| 4. Advance    | 22. Command     | 40. Deliver     |
| 5. Affect     | 23. Communicate | 41. Demonstrate |
| 6. Affirm     | 24. Compel      | 42. Devise      |
| 7. Alleviate  | 25. Complete    | 43. Direct      |
| 8. Amplify    | 26. Compliment  | 44. Discover    |
| 9. Appreciate | 27. Compose     | 45. Discuss     |
| 10. Ascend    | 28. Conceive    | 46. Distribute  |
| 11. Associate | 29. Confirm     | 47. Dream       |
| 12. Believe   | 30. Connect     | 48. Drive       |
| 13. Bestow    | 31. Consider    | 49. Educate     |
| 14. Brighten  | 32. Construct   | 50. Elect       |
| 15. Build     | 33. Contact     | 51. Embrace     |
| 16. Call      | 34. Continue    | 52. Encourage   |
| 17. Cause     | 35. Counsel     | 53. Endow       |
| 18. Choose    | 36. Create      | 54. Engage      |

55. Engineer
56. Enhance
57. Enlighten
58. Enlist
59. Enliven
60. Entertain
61. Enthuse
62. Evaluate
63. Excite
64. Explore
65. Express
66. Extend
67. Facilitate
68. Finance
69. Forgive
70. Foster
71. Franchise
72. Further
73. Gather
74. Generate
75. Give
76. Grant
77. Heal
78. Hold
79. Host
80. Identify
81. Illuminate
82. Implement
83. Improve
84. Inspire
85. Integrate
86. Involve
87. Keep
88. Know
89. Launch
90. Lead
91. Light
92. Live
93. Love
94. Make
95. Manifest
96. Master
97. Mature
98. Mediate
99. Model
100. Mold
101. Motivate
102. Move
103. Negotiate
104. Nurture
105. Open
106. Organize
107. Participate
108. Pass
109. Perform
110. Persuade
111. Play
112. Possess
113. Practice
114. Praise
115. Prepare
116. Present
117. Produce
118. Progress
119. Promise
120. Promote
121. Provide
122. Pursue
123. Realize
124. Receive
125. Reclaim
126. Reduce
127. Refine
128. Reflect
129. Reform
130. Regard
131. Relate
132. Relax
133. Release
134. Rely
135. Remember
136. Renew
137. Resonate
138. Respect
139. Restore
140. Return
141. Revise
142. Safeguard
143. Satisfy
144. Save
145. Sell
146. Serve
147. Share
148. Speak
149. Stand
150. Summon
151. Support
152. Surrender
153. Take
154. Tap
155. Team
156. Touch
157. Translate
158. Travel
159. Understand
160. Use
161. Utilize
162. Validate

163. Value  
164. Venture  
165. Verbalize

166. Vibrate  
167. Volunteer  
168. Work

169. Worship  
170. Write  
171. Yield

### Values:

The following is a list of sample values or guiding principles. We are looking for one core word here to be used in part two of creating your mission statement.

Here is the list:

- |                    |                            |                   |
|--------------------|----------------------------|-------------------|
| 1. Abundance       | 31. Caring                 | 61. Courage       |
| 2. Acceptance      | 32. Certainty              | 62. Courtesy      |
| 3. Accountability  | 33. Challenge              | 63. Creativity    |
| 4. Accomplishment  | 34. Change                 | 64. Curiosity     |
| 5. Accuracy        | 35. Charity                | 65. Daring        |
| 6. Achievement     | 36. Cheerfulness           | 66. Decisiveness  |
| 7. Acknowledgement | 37. Clarity                | 67. Delight       |
| 8. Adaptability    | 38. Cleanliness            | 68. Dependability |
| 9. Adventure       | 39. Collaboration          | 69. Desire        |
| 10. Affection      | 40. Comfort                | 70. Determination |
| 11. Aggressiveness | 41. Commitment             | 71. Devotion      |
| 12. Agility        | 42. Communication          | 72. Dignity       |
| 13. Alertness      | 43. Community              | 73. Diligence     |
| 14. Ambition       | 44. Compassion             | 74. Discipline    |
| 15. Anticipation   | 45. Competence             | 75. Discovery     |
| 16. Appreciation   | 46. Competition            | 76. Discretion    |
| 17. Assertiveness  | 47. Concentration          | 77. Diversity     |
| 18. Attentiveness  | 48. Confidence             | 78. Drive         |
| 19. Audacity       | 49. Connection             | 79. Duty          |
| 20. Awareness      | 50. Consciousness          | 80. Eagerness     |
| 21. Balance        | 51. Consistency            | 81. Education     |
| 22. Beauty         | 52. Contentment            | 82. Effectiveness |
| 23. Belonging      | 53. Content over fluff     | 83. Efficiency    |
| 24. Blissfulness   | 54. Continuity             | 84. Elation       |
| 25. Boldness       | 55. Continuous Improvement | 85. Elegance      |
| 26. Bravery        | 56. Contribution           | 86. Empathy       |
| 27. Brilliance     | 57. Control                | 87. Encouragement |
| 28. Calm           | 58. Conviction             | 88. Endurance     |
| 29. Candor         | 59. Convincing             | 89. Energy        |
| 30. Carefulness    | 60. Cooperation            | 90. Enjoyment     |

- |                           |                          |                          |
|---------------------------|--------------------------|--------------------------|
| 91. Enthusiasm            | 131. Hospitality         | 171. Openness            |
| 92. Equality              | 132. Humility            | 172. Opportunity         |
| 93. Excellence            | 133. Humor               | 173. Optimism            |
| 94. Excitement            | 134. Imagination         | 174. Order               |
| 95. Experience            | 135. Independence        | 175. Organization        |
| 96. Expertise             | 136. Influence           | 176. Originality         |
| 97. Exploration           | 137. Ingenuity           | 177. Outcome             |
| 98. Expressiveness        | 138. Inner Peace         | 178. Outstanding Service |
| 99. Fairness              | 139. Innovation          | 179. Passion             |
| 100. Faith                | 140. Insightfulness      | 180. Peace               |
| 101. Fame                 | 141. Inspiration         | 181. Perceptiveness      |
| 102. Family               | 142. Integrity           | 182. Perseverance        |
| 103. Fidelity             | 143. Intelligence        | 183. Persistence         |
| 104. Flexibility          | 144. Intensity           | 184. Personal Growth     |
| 105. Flow                 | 145. Intimacy            | 185. Pleasure            |
| 106. Focus                | 146. Intuitiveness       | 186. Poise               |
| 107. Forgiveness          | 147. Inventiveness       | 187. Positive Attitude   |
| 108. Fortitude            | 148. Investing           | 188. Power               |
| 109. Freedom              | 149. Joy                 | 189. Practicality        |
| 110. Friendship           | 150. Justice             | 190. Precision           |
| 111. Frugality            | 151. Kindness            | 191. Preparedness        |
| 112. Fun                  | 152. Knowledge           | 192. Presence            |
| 113. Generosity           | 153. Leadership          | 193. Preservation        |
| 114. Giving               | 154. Learning            | 194. Privacy             |
| 115. Going the Extra Mile | 155. Liberty             | 195. Proactively         |
| 116. Goodness             | 156. Logic               | 196. Progress            |
| 117. Grace                | 157. Longevity           | 197. Prosperity          |
| 118. Gratitude            | 158. Love                | 198. Punctuality         |
| 119. Growth               | 159. Loyalty             | 199. Quality             |
| 120. Guidance             | 160. Love                | 200. Quiet               |
| 121. Happiness            | 161. Making a difference | 201. Rationality         |
| 122. Harmony              | 162. Mastery             | 202. Recognition         |
| 123. Hard Work            | 163. Maturity            | 203. Relationships       |
| 124. Health               | 164. Meaning             | 204. Reliability         |
| 125. Helpfulness          | 165. Merit               | 205. Religion            |
| 126. Heroism              | 166. Mindfulness         | 206. Resourcefulness     |
| 127. Holiness             | 167. Modesty             | 207. Respect             |
| 128. Honesty              | 168. Money               | 208. Responsibility      |
| 129. Honor                | 169. Motivation          | 209. Righteousness       |
| 130. Hopefulness          | 170. Non-violence        | 210. Risk-Taking         |

211. Romance	223. Stability	235. Variety
212. Safety	224. Strength	236. Well-Being
213. Security	225. Style	
214. Selflessness	226. Systemization	
215. Self-esteem	227. Teamwork	
216. Seriousness	228. Timeliness	
217. Service	229. Tolerance	
218. Simplicity	230. Tradition	
219. Sincerity	231. Tranquility	
220. Skill	232. Trust	
221. Speed	233. Truth	
222. Spirit	234. Unity	

**Part one and two will give you a valid mission statement.**

If you prefer to also get **clarity on your life's purpose**, then consider for a third part: *Who are you here to help?*

The more specific you can be, the more powerful and focused your energy will be. It may not be clear yet; however, it will become more specific in time. Be open to your mission statements evolving as you evolve! As your consciousness expands, you will have more clarity and even greater desires!

Here are some groups and causes to help you get ideas if you don't already know. Ideally you want to have one group or entity or cause that passionately lights you up when you think of impacting them in a positive way.

Administration	Civil Rights	Government
Agriculture	Community development	Healers
Animal Care	Computer Technology	Health Care
Animal Protection	Design	Holistic Care
Animal Rights	Education	Human Development
Art	Elderly	Immigration
Biotech	Energy	Infants
Books	Entrepreneurs	Journalism
Broadcasting	Environment	Law
Business	Family	Literacy
Child care	Fashion	My clients
Child Protection	Finance	Management
Children	Food	Media
Churches	Gardening	Messengers

Movies  
Music  
News  
Non-Profit Agencies  
Nutrition  
Parks and Recreation  
Politics  
Printing and Publishing  
Public Safety  
Real Estate  
Reproductive Issues

Research  
Sexuality Issues  
Spirituality  
Sports  
Students  
Substance Abusers  
Synagogues  
Team  
The Earth  
The Homeless  
The Ill and Disabled

The Justice system  
The Performing Arts  
The Poor  
Those seeking.....  
Travel  
Veterans  
Woman's issues  
Youth

Put this together to try it out:

“My Mission is to”: (Or use the powerful words, “I am”):

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

*(Use your three verbs)*

\_\_\_\_\_

*(Your core value or values)*

To, for, or with:

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*(The group or cause which most moves you)*

Once you’ve identified your cause or group, now rewrite your statement to include both your personal and work life. Use as your last piece: “all relationships”, “all those around me”, or see if it is complete without naming a specific group.

Yes, you can have more than one Mission Statement. I have clarity on what my mission is as a wife, a mom, a friend, a teacher, and having the clarity means I can quickly know what choices, thoughts, words I will choose in any situation!

### **How can you know when you’re heading off course if you don’t know what your destination is?**

Aim to have your mission statement be powerful and all encompassing. FEEL it when you say it, and your body will respond to the frequency of your words and intention.

Use your MS often to feel energized and excited just by saying your mission statement out loud!