

Worksheet 4.35 Personal Work Mission Statement (Clifton and Nelson, 1992) Instructions

People who are able to find a sense of purpose in their lives through the work they do are also more likely to be happy and satisfied with their work. One way that you can discover what your purpose is related to the workplace, is to develop a Personal Work Mission Statement.

Personal work mission statements are rare because as a society, we do not typically promote them. We promote the development of personal goals, but rarely do we acknowledge the value of a personal mission. In order to find the work that you do to be positive, it helps to have a personal mission or sense of meaning for what you do. Essentially, a personal mission statement will explain why you do what you do. Your mission statement, when put together with your strengths, becomes your fuel for achievement and well-being (Clifton and Nelson, 1992).

Please answer the following questions. Write fast, don't worry about spelling, grammar, or logic. The objective is to let your thoughts flow. When you are done, go back and edit this to create your own personal work mission statement.

1. What is it that you believe you do that makes a difference to other people?
2. Why do you do what you do?
3. What is it that you believe you do that makes a difference to customers and/or colleagues at your workplace?

4. Why do you do what you do at your workplace?

5. What strengths do you possess that you put into action while doing what you do?

My Personal Work Mission Statement (Note: your mission statement can be as long or short as you want it to be. Once you have it complete, claim it! Realize that you can make a difference in the workplace and beyond by living your mission statement and using your strengths.):

Note: For those who like examples, a few typical personal work mission statements include:

- Police Officer: To help people understand lawfulness and to provide them security in their neighborhood communities.
- Life Insurance Agent: To provide financial security to families.
- Garbage Collector: To provide a clean and beautiful place for people to enjoy life.
- Clothing Salesperson: To help people look and feel their best.