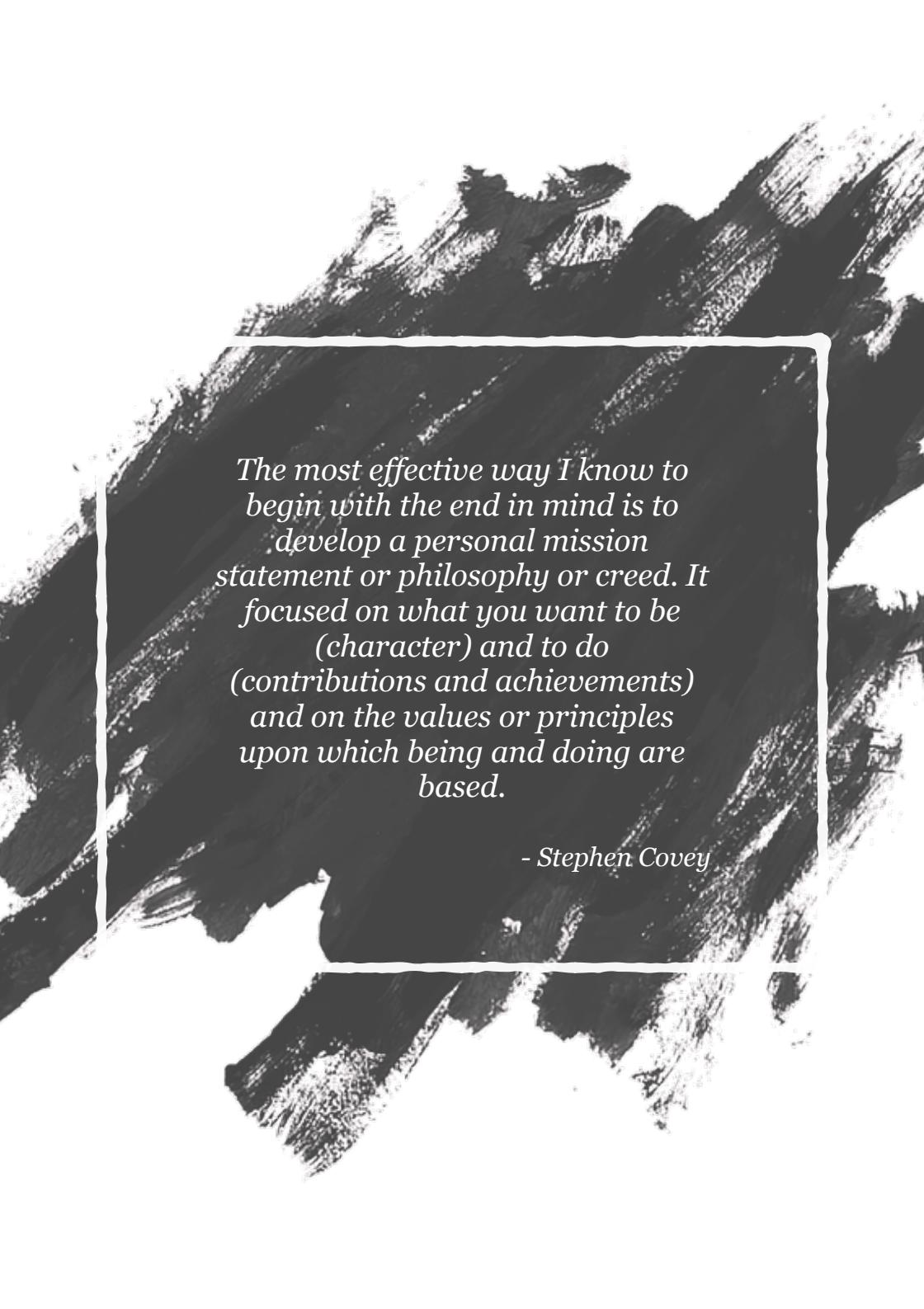


INSPIRED

*Workbook for Aligning your Actions
with your Life's Mission*





The most effective way I know to begin with the end in mind is to develop a personal mission statement or philosophy or creed. It focused on what you want to be (character) and to do (contributions and achievements) and on the values or principles upon which being and doing are based.

- Stephen Covey

Introduction

Welcome to “INSPIRED”. This worksheet helps you identify your values, vision, and mission. We will be creating your personal mission statement which is aligned with your value system. Inspired by this knowledge you will create an action plan and enlist resources to achieve your vision.

Personal Mission statement focuses your attention on what is actually important to you. Success and even survival depend on spending effort in the right direction. A written mission statement provides a standard against which all major and minor decisions can be evaluated. Rather than being driven by ever-changing circumstances, you can design and direct your life inline with your inspirations. The mission statement will inspire your day-to-day activities while keeping your end goal in mind.

This workbook consists of seven steps to find and put your mission to action:

Step 1 - Identify your achievements

Step 2 - Note down what you value

Step 3 - Spot your Roles

Step 4 - Plot your Goal

Step 5 - Identify your vision

Step 6 - Recognize approach and objective

Step 7 - Establish your Mission

Step 8 - Draft a plan and enlist resources

Starting from ‘Why’ these steps helps you in answering ‘How’ and then ‘What’ of your mission statement. Identifying and writing your personal mission will help you in building self-awareness. With increased self-awareness, you can objectively evaluate decisions, manage your emotions, and align your behavior and actions with your personal values.

You can take as much time as you need for each step. If you wish you can quickly see through the pages or take one step at a time. You can take as much time to complete the exercises as you wish. Plan a minimum of 40 minutes for each sitting in a calm place. As each step builds over the previous, before each sitting you can revise what you have done in previous sittings. If you discover something new, you should add it to the related step.

This workbook is addressed to one person however exercises and discussions can be used for a family or a team. You can also apply these ideas in any specific area of your personal or professional life. This journal aims to share with you vocabulary and tools to help you align your actions with your values and uncover what is important in life.

- Step 1**  identify your achievements
- Step 2**  note down what you value
- Step 3**  spot your Roles
- Step 4**  plot your Goal
- Step 5**  identify your vision
- Step 6**  recognize approach and objective
- Step 7**  establish your Mission
- Step 8**  draft a plan and enlist resources

Step 1 - Identify your Achievements

During your journey through life, you have crossed various milestones. These could be large or small achievements from personal, social, or professional spheres. Note down a few achievements that inspire you in the below table. You can add to this table as and when you feel like and look at it for information:

List of my Achievements		
Identify Some common themes in above achievements (To be used during step 2):		
1)		
2)		
3)		

Step 2 – Note Down What you Value

Personal values are the yardsticks by which we compare what is successful and meaningful in life. Money could be a good example of values. Through money we can compare which outcomes were more favourable. However, personal values contain your moral sense of what is right and what is wrong. Your personal values are your answers to 'Why' you find somethings more valuable than others.

What you value is constantly reflected in the choices you make and in the things that inspire you. A good place to start discovering your values is the list of achievements that you have mentioned in Step 1. In these achievement you might find that you value honesty, independence or equality; Or it may be something completely different. Use the space below the step 1 (previous page) to mention a few common themes around why you feel that these achievements are most meaningful.

To discover your values you can look at recent events in your life when you felt really good. For example, if you value honesty you will feel good when you tell a truth. Equally, you feel bad when you do something against what you value. In below space write jot down upto 3 instances when you really felt good, against each write why did you help good.

When did you recently feel really good and why? List up to 3 instances.

1

2

3

Here are some other questions that you could answer before discovering your values:

What is most important in your life? Why?

Which career would you choose, if there were no practical constraints and why?

Which actor inspired you in a story or a movie and why?

What behavior did you have when you felt disappointed in someone or a time when someone felt like a fraud?

What are your favourite quotes, poems or songs? Why?

Who are the people you most admire? What values do they have?

You can also see what you value from some aspirational success or failures of people you know. List few example:

Use the your answer to above above questions and your 'Lists of Achievements' from Step 1 as a guide to find what your values are in life. Use the below space to note down what you value presently as well as those you think you should value, but currently don't.

In the below table, we have compiled a list of some common values, which by no means is exhaustive. You could use these for reference and select values most relevant to you. You should use this list for inspiration, but, in essence, you should come up with your own values and use words that describe your values most accurately. After completion, if you have a huge list (more than 8), then try to combine a few into common themes.

Examples of Values					
(You could underline the important and circle the most important values for you)					
Abundance	Achievement	Adaptability	Adventure	Balance	Collaboration
Community	Competency	Courage	Content	Creativity	Dedication
Dependability	Determination	Diversity	Equality	Excitement	Fairness
Freedom	Friendship	Hard work	Harmony	Health	Honesty
Independence	Integrity	Intelligence	Justice	Kindness	Knowledge
Learning	Legacy	Love	Nationalism	Nurture	Peace
Perfection	Pride	Recognition	Religion	Respect	Salvation
Security	Simplicity	Sincerity	Spontaneity	Wisdom	Wealth

Values are qualities. A good way to visualize them is to convert them into actions like ‘Living life of simplicity’, ‘Spreading Peace’, ‘Nurturing’ etc.

From your list of values, convert some values to actions to visualize them:

For evaluating your values, compare them to time-tested values. You can look at your own philosophy, religion and social values to evaluate your personal values. American author and blogger Mark Manson has given the below criteria to judge values. You may use these as a guide for evaluating your own values.

Good values are:

Evidence-based

Constructive

Castelloblanco

Bad values are:

Environ Biol Fish (2007) 79:1–11

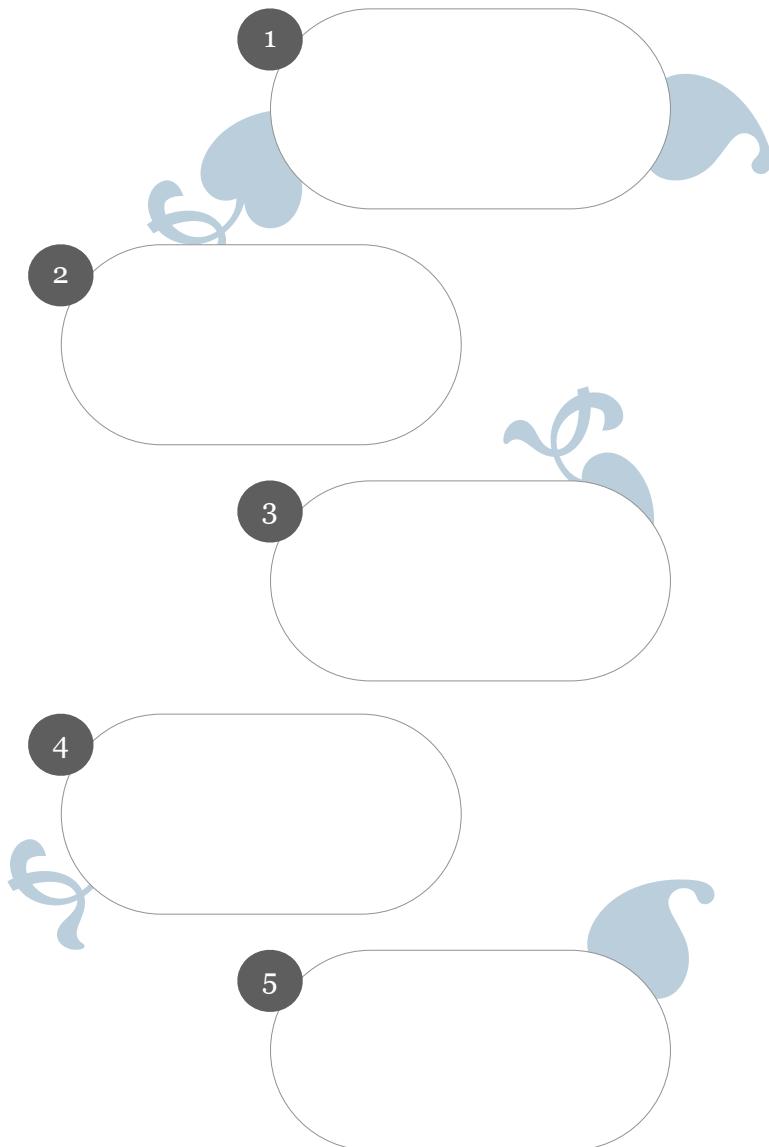
You should look at the values that you have mentioned in these exercises and make sure your values are inline with your personal philosophy.

Core Values

Core Values are those values that aspire you the most. From previous exercises select values that aspire you the most. You may also combine a few under common themes.

Try to keep the list below 5:

My Core Values



Step 3 – Spot your Roles

For discovering what you really want to achieve in long term we will look at the roles that you play in your life and what you want to achieve in these roles. You play different roles in your life. These roles may include those as a spouse, parent, child, student, teacher, friend, sibling, and church member, or any other role that you fulfill. You also have roles as residents, citizens, inhabitants of the earth, and as a human being. Professionally you may also have different roles. Like a person may be a buyer of a product and seller of another product; a team member, a leader, and a manager all at the same time.

In the below space, mention roles that you play (or plan to be playing shortly or in long term). Include roles from both personal and professional life.

List of my Roles		

1. From the above list, underline the roles most important to you from personal and professional angle.
2. For next exercise, please select 3 (three) roles most important to you by drawing a circle around them. For this:
 - Select roles that inspire you the most - to be known by, to accomplish in and to contribute to.
 - Keep a time frame of about three (3) years in mind.
 - Select roles in both personal and professional life.

Step 4 – Plot your Goals

For this step, you need to exercise your imagination and conscience. With imagination, you can expand your perspective to 5 years, 10 years, 15 years and a lifetime. Your conscience is your moral sense of right or wrong which guides your behavior. Together they will help you to envision what you want to become. They will help you envision what you want to achieve and what contributions you want to make.

First, choose one of the most important roles from step 3. List people affected by the role in the space provided. Now, add how you would like to be described in this role. Also add what contribution or achievement you want to make in the role.

You should use Values discovered in step 2 as your guide while doing this exercise. This should help you focus on what is most important to you in long term. Keep a time frame of around 5 years in your mind during these exercise.

Roles & Goals

Role:

People related to the role:

I would like to be described as* (refer next page):

Major Achievement/ Contribution I want to make:

*Here are a few examples of characteristics/traits that you might use in your description of your ideal self on the previous page:

- Ambitious**, hard working, aspiring
- Broadminded**, open-minded, tolerant, accepting
- Capable**, competent, effective
- Cheerful**, lighthearted, joyful, funny, happy, excited, fun-loving, humorous
- Courageous**, brave, adventurous, standing up for your beliefs
- Content**, simple, plain, happy
- Dependable**, reliable, trustworthy, responsible
- Forgiving**, willing to pardon others
- Friendly**, pleasant, warm, outgoing, good-natured, lovable
- Helpful**, corporative, working for the welfare of others
- Honest**, sincere, truthful
- Imaginative**, dreamer, inventive, daring, creative, original
- Independent**, self-reliant, self-sufficient
- Intellectual**, reflective, knowledgeable, bright, witty, smart
- Keen**, Curious, inquisitive
- Logical**, consistent, rational, realistic
- Loving**, affectionate, tender
- Obedient**, dutiful, respectful
- Organized**, clean, neat, tidy
- Polite**, courteous, well-mannered, respectful, Thoughtful
- Self-confident**, self-assured, poised, self-aware
- Self-controlled**, restrained, self-disciplined



In the below table, plot your aspiration in all roles spotted in the last step (step no 4). You may change your selection of roles or combine few roles into one.

Role:

People related to the role:

I would like to be described as:

Major Achievement/ Contribution I want to make:

Role:

People related to the role:

I would like to be described as:

Major Achievement/ Contribution I want to make:

Step 5 – Identify your Vision

While values you identified in step 2 focused on 'why' you want certain things; in contrast, vision focuses on 'what' you want to accomplish in the long term.

Your Vision Statement specifies what you want to become, what you want to achieve, and/or what you want to contribute. It states what the world would look like when you have been super successful in what you desire to do.

Your image of what you want to achieve can be something you aspire to become. You can look at the description of your ideal self in step 4 for inspiration. Or it can also be something you want to achieve or the contribution you want to make. You can refer to step 2 and 4 for your values, goals and description of ideal self in each role. You may first like to pen down your thoughts on a rough sheet of paper to note down key ideas of what you want to achieve in long term from previous

In the below space, describe your vision. You can have a personal vision for each of your roles. For now, we are looking at one/the few most important roles.

“Remember - be inspiring, keep long term time frame, be concise, be clear, be future-oriented, be slightly abstract, be challenging.”

Examples of Personal Vision Statements

- “My goal is to improve lives through better healthcare”
- “To serve as a leader, live a balanced life, and apply ethical principles to make a significant difference.”
- “My Vision is that nobody should sleep hungry in my community.”
- “My life purpose, to love and honor God, is foundational. My professional purpose is to be a ‘Builder’ of a future that transcends ways of working for the wellbeing of people and businesses throughout the world.”
- “My goal is to become a physical trainer. I am committed to my own personal health and am motivated to help others achieve optimal health and wellbeing. My ultimate career goal is to be a physician working in a poverty-stricken area of the country.”
- “After completing my doctorate, I plan to open a psychology clinic where I can help others face challenges in a supportive and growth-oriented way.”
- “I'm driven to learn about computer architecture and artificial intelligence. My goal is to attend graduate school for computer science.”
- “I value the ability for the older generations to age in place. After graduation, I plan to start a business providing home healthcare.”
- “To try and be honest (yet not deliberately hurtful) when dealing with people. But I will also strive to be more assertive, politely when possible, so I don't get trampled on. Money is important. I have to earn enough to afford the things I really like.”
- “To be a teacher. And to be known for inspiring my students to be more than they thought they could be.”

You may use this area to review and rewrite your personal vision.

My Vision

Step 6 – Recognize Approach and Objectives

Make a quick check of your vision that you wrote in step 5. Are the below 2 qualities present in your vision?

- A broad prospective on 'how' you will achieve your vision
- Does it specify what your **medium term aspirations** are (about 3-5 years)?

A vision statement need not contain answers to the above questions as it is a long-term perspective of 'what'. However, for many, the journey is as important as the process. You might find that your vision already has answers to these questions. In either case, to gain further clarity you may use the below tools.

SWOT Analysis

SWOT stands for Strengths, Weaknesses, Opportunities, and Threats.

Internal	Strengths	Weaknesses
External	Opportunities	Threats

SWOT Analysis

- **Strengths:** Characteristics that give you an advantage over others.
- **Weaknesses:** Characteristics that place you at a disadvantage relative to others.
- **Opportunities:** Elements in the environment that you could exploit to its advantage.
- **Threats:** Elements in the environment that could cause trouble or increase risks.

Write down your strength, weaknesses, opportunity and threats in relation to your vision. You should also include strengths of people who can work with you on your vision:

Strengths:	Weaknesses:
Opportunities:	Threats:

Core Team Members:

Strengths, weaknesses, opportunities and threats may take some effort to discover. It is a good idea to discuss with people or to look at your past success/failure. You may add to the above whenever you find a new S.W.O.T.

Approach

Approaches are different ways of doing something. They are like paths through which you can reach your destination. They are your answer to 'how'. It's a concise statement of how you are going to succeed. For inspiration, you can look at how others are currently achieving something in-line with your vision. You can look at leaders of your occupation or your idols for inspiration. Books, blogs, articles and guides also provide a great source of inspiration on how similar goals have been achieved. You can also mix and match different approaches to come up with your own unique approach. At this stage, we are not looking at a detailed plan but an ideological approach.

To compare different approaches, in the next table, write down a short description of different approaches that you can take. In space provided, rate them on basis of:

S – Approach helps in leveraging strengths

W – Approach helps in mitigating weakness

O – Approach helps to exploit(maximize) opportunities/value

T – Approach helps to avoid the threats/risks

Rating should be based on your current understanding - **Rate 5** for the most favourable approaches and **Rate 1** for the least favourable. Add the rating and write in the place provided.

Description of Approach	Ratings		Total
	S:	W:	
	O:	T:	
	S:	W:	
	O:	T:	
	S:	W:	
	O:	T:	
	S:	W:	
	O:	T:	
	S:	W:	
	O:	T:	

Total in the above table is the sum of individual S.W.O.T scores. You can use total as to compare 2 approaches. In case of close match, you should choose an approach based on your values.

Once you have some level of clarity on the approach, it's time to fix the medium-term target. With the approach, you have selected and the focus you have on your vision, you can expect to achieve inspirational objectives.

Look at your vision statement and describe 'what' will be the outcome of your focused action in the medium term (around 3 years):

My Objectives

Step 7 – Establish your mission

A personal mission statement is a tightly focused explanation of how to achieve your personal vision. It is a **present-focused** arrow pointing from now to the future.

A personal mission statement is a brief description of your values, what you want to accomplish, to whom you want to contribute, what you want to focus on, and who you want to become in a particular area of your life in the near to long term future. It is a way to focus your energy, actions, behaviors and decisions towards the things that are most important to you. A personal mission statement is a purposeful promise that carries you towards your goals.

Here are a few template sentences to help you in creating your mission statement. You can combine/modify/shorten the sentences whichever way you want to include in your mission:

- "To ... [vision] ... so that ... [values]. I will do this by ... [approach]."
- "I value [values]. Accordingly, I will ...[approach]."
- "To develop and cultivate the qualities of ...[characteristics] ... that I admire in ...[an inspirational person in your life]... so that ...[vision/objective]."
- "To live each day with ...[values]... so that ...[vision/objective]. I will do this by ... [approach]."
- "To appreciate and enjoy ...[your values] by ...[objective/approach]."
- "To treasure above all else ...[values] by ...[approach]."
- "As a ...[role]to be known by ...[an important person/group impacted]... as someone who is ...[characteristics]..."

You can look at the below steps to fill the spaces. Remember to be concise and present-focused.

Step 2: for your [values]

Step 3: for your [roles]

Step 4: for your [people], [characteristics], [contributions] and [achievements]

Step 5: for [vision]

Step 6: for [approach] and [objective]

In next page write down your personal mission statement. You may first try to draft it in a rough paper.

My Personal Mission Statement

Step 8 – Draft your plan

Objectives are dreams with a deadline. You can break your objectives into different goals and plan for each goal. To make sure your goals are clear and reachable, each one should be SMART:

- **Specific:** target a specific area for improvement.
- **Measurable:** quantify or at least suggest an indicator of progress/completion
- **Attainable:** can be done given the available resources.
- **Relevant:** is in line with the bigger picture and vision
- **Time Bound:** specify when the result(s) can be achieved

In the below space mention your objective (medium-term of up to 3 years) that you discovered in step 6 and mention by when you want to achieve it. Mention goals and targets by when they need to be achieved. Double check each goal is SMART.

List of Goals

My objective: _____

Target Time Frame: _____

#	Goal (What?)	By When
1		
2		
3		
4		
5		

You might find that for longer-range goals it might be a good idea to plan each goal separately. Let's break down each goal into steps. You should mention by when the steps need to be completed, you can also mention when they need to be started to keep things organized.

Goal Planning

Objective/Role: _____

Goal: _____

Target Date: _____

People who will benefit:

People who can help:

Resources (Man/Money/Material) Required:

Goal Planning

Objective/Role: _____

Goal: _____

Target Date: _____

#	Steps	By When	Help Required
		▶	
		■	
		▶	
		■	
		▶	
		■	
		▶	
		■	
		▶	
		■	

People who will benefit: _____

People who can help: _____

Resources (Man/Money/Material) Required: _____

Goal Planning

Objective/Role: _____

Goal: _____

Target Date: _____

#	Steps	By When	Help Required
		▶	
		■	
		▶	
		■	
		▶	
		■	
		▶	
		■	
		▶	
		■	

People who will benefit: _____

People who can help: _____

Resources (Man/Money/Material) Required: _____

Goal Planning

Objective/Role: _____

Goal: _____

Target Date: _____

#	Steps	By When	Help Required
		▶	
		■	
		▶	
		■	
		▶	
		■	
		▶	
		■	
		▶	
		■	

People who will benefit: _____

People who can help: _____

Resources (Man/Money/Material) Required: _____

Goal Planning

Objective/Role: _____

Goal: _____

Target Date: _____

#	Steps	By When	Help Required
		▶	
		■	
		▶	
		■	
		▶	
		■	
		▶	
		■	
		▶	
		■	

People who will benefit: _____

People who can help: _____

Resources (Man/Money/Material) Required: _____

It's a good idea to list things that you want to do in the next 30 days - to move closer to your objective. Review your goals and their steps, and write down what you need to do within approx. next 30 days. If a step is too long then you may subdivide it into components. You may also add any meeting or event relevant to your vision. Put a tick against a task when you complete it or cross any task that becomes irrelevant. You can refer this to-do list daily to find out task most relevant to your mission. You should review it weekly to add new tasks or appointments.

Master Short-term To-Do

Master Short-term To-Do

Master Short-term To-Do

Congratulations, you have used your values to build your personal vision and mission. With the plan in hand, it's time to implement. Here are a few suggestions you can implement:

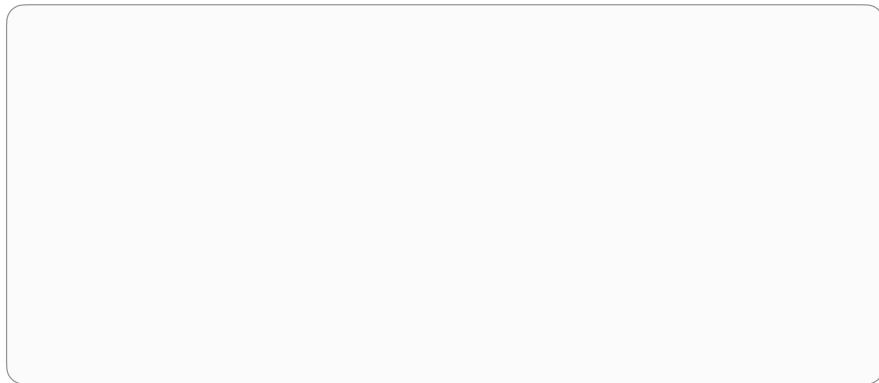
- You can share your vision and enlist others to help you accomplish your mission.
- As you implement your plan review your to-do list weekly. You can also follow time management practices. Take a look at the Time Management modules from our printables collection to help you in this.
- Start a collection of inspiring notes, quotes, picture, poems, etc. in line with your value, vision, and mission.
- Say 'No'. You should say no to activities not in-line with your values. In addition, you can prioritize activities based on your mission. On a busy day, you might have to prioritize activities. On these days you may have to say 'no' to a few activities to say a bigger 'yes' to activities more important to your mission.
- You can identify the mission and plan for each of your important personal and professional roles. You can create common values, vision and plan with your team and family members.
- Make your goals smartER. You should Evaluate your progress in terms of achieving goals and Readjust your plan as required.
- Review, Refine and Revise: Proactive leadership requires monitoring personal and environmental changes. You should review/revise your mission and accordingly. You might also find that your vision and values also may change but they are less frequent. Plan time to visit this workbook on regular intervals. You may even reprint a format and completely change the pages that need to be updated.

Check your INSPIRED Quotient. Can you define the following terms?

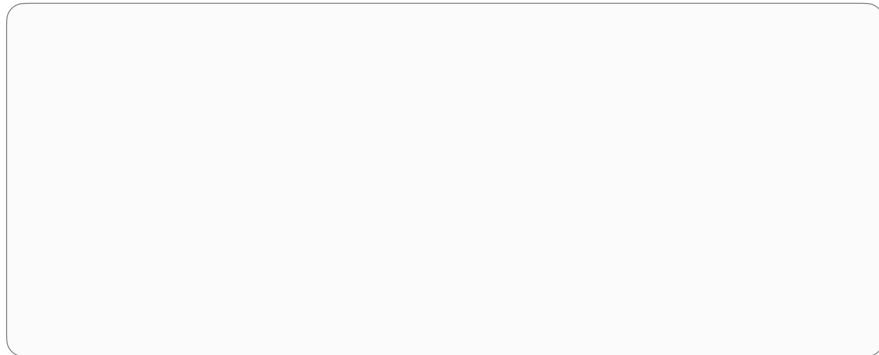
- Values
- Vision
- Roles
- Mission
- Objective
- SMART Goals

MY

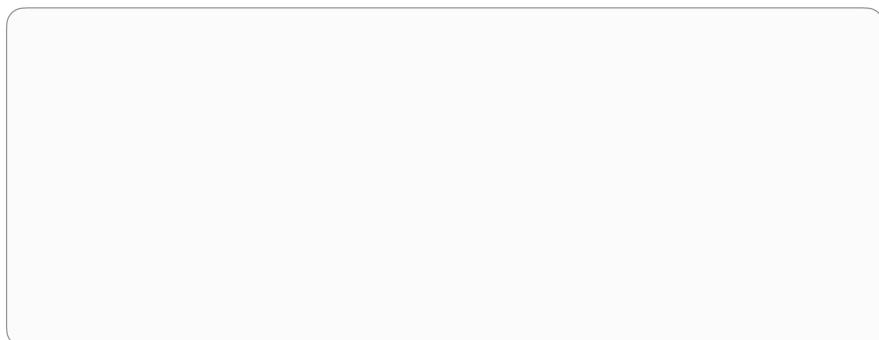
Core Values

A large, empty rectangular box with rounded corners, intended for the user to write their core values.

Vision

A large, empty rectangular box with rounded corners, intended for the user to write their vision.

Personal Mission

A large, empty rectangular box with rounded corners, intended for the user to write their personal mission.