

Mission & Motto Goals Worksheet

To get what you want, you need to know what that is. Before you set goals, create a mission and motto! Then set goals that reflect them. Think of your mission and motto as a guideline to make sure everything you do in pursuit of your goals is in alignment with your intentions. **Put this at-a-glance worksheet in a good place to keep your mission, motto, and goals top of mind!**

Write a mission statement: Combines who are you/what makes you unique with what you want and how you help. This can be related to a product or service or to inform, educate, entertain, etc.

Your Mission Statement: _____

Condense your mission statement into a 3- to 5-word motto. This can be a title, song, catchphrase.

Your Motto: _____

Set Short- (3 to 6 month) and Long-Term (1 year+) Personal and Professional Goals

Long-term goals are large, attainable objectives that are a result of achieving short-term goals.

Short-term goals are made up of benchmarks, that are achieved through completing action items.

Remember, personal and professional goals work together: when your personal life is going well, it impacts work and vice versa. Set easy, reach, and dream goals.

	Personal Goals	Professional Goals
Short-Term	_____	_____
Short-Term	_____	_____
Short-Term	_____	_____
Long-Term	_____	_____
Long-Term	_____	_____
Long-Term	_____	_____