

# Mission Statement Development Exercise

Please note: This form is designed to be completed electronically. Your answers will be collected into the summary pages at the end of this document.

## Step 1: Establish Urgency

Take out your calendar and mark 5 p.m. on the 30<sup>th</sup> day from today.

No seriously, please do this.

Write the month, day, and year here

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

## **Now . . . close your eyes and imagine that . . .**

The date and time above is the time of your death. You are aware that this time is coming when there will be more opportunity. But between then and now you will have all the health and capacity you currently enjoy, or even more.

## **So . . .**

**BEMORE  
SEEMORE  
ACHIEVEMORE**

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## Step 2: Establish Who is Most Important

|    | List three persons, below in priority order, to whom you will devote <u>extraordinary</u> time and attention? | Regarding the person listed at the left on the row   |   |
|----|---|--|---|
|    |   | The two things you <u>most</u> want to communicate to this person in the next 30 days are that . . . | The two things you <u>most</u> want to be doing for this person in the next 30 days are . . . |
| 1. |   |  |   |
| 2. |   |  |   |
| 3. |   |  |   |

## Step 3: Establish What Is Most Important

To what are you currently giving your time and energy that you will without question continue to do until 5 p.m. on \_\_\_\_\_, \_\_\_\_\_?

List at least 3 of those things below, one in each row:

|    |  |
|----|--|
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

What are you not working toward currently but want to accomplish before your death, 30 days from now?

|  |
|--|
|  |
|--|

Toward what goals do you wish you had more time to work? List the top 3, one in each row below.

|    |  |
|----|--|
| 1. |  |
| 2. |  |
| 3. |  |

### Step 4: Making Best Use of Your Resources

Think of 3 times in the past when you believe you were your best self, doing your best work. List what you were doing at those each times in the respective rows below.

|    |  |
|----|--|
| 1. |  |
| 2. |  |
| 3. |  |

List your top 3 talents or gifts, according to your opinion only.

|    |  |
|----|--|
| 1. |  |
| 2. |  |
| 3. |  |

List 3 talents or gifts that you possess and you believe have been under-used or unused so far.

|    |  |
|----|--|
| 1. |  |
| 2. |  |
| 3. |  |

List 2 aspects of your personality that you have been afraid or hesitant to fully express so far.

|    |  |
|----|--|
| 1. |  |
| 2. |  |

What 2 acts of courage will you perform in the next 30 days, knowing you have nothing to lose?

|    |  |
|----|--|
| 1. |  |
| 2. |  |

## Step 5: Your Reflections

Between 3 p.m. and 5 p.m. on \_\_\_\_\_, \_\_\_\_\_,

You finish reflecting on your life with those you love who are gathered with you.

What key life experiences (or types of life experience) helped you in accomplishing what you have so far? List one on each row below.

|    |  |
|----|--|
| 1. |  |
| 2. |  |
| 3. |  |

What life experience(s) might you have ignored for their potential to help you be more, see more, and achieve more? List those that come to mind.

|    |  |
|----|--|
| 1. |  |
| 2. |  |
| 3. |  |

What have you loved most about your work?

|  |
|--|
|  |
|--|

What have you loved most about your personal life outside of work?

|  |
|--|
|  |
|--|

What will you remember as your biggest contribution to the people you love?

What will you say you are most proud of?

Identify your very best moment in life? How did your being or doing create or contribute to this moment?

Identify your biggest single impact on world in general? How did your being or doing create or contribute to this impact?

If you could press the rewind button on your life . . .

What would you do differently?

|                         |  |
|-------------------------|--|
| Physically,<br>I would  |  |
| Socially,<br>I would    |  |
| Emotionally,<br>I would |  |
| Spiritually,<br>I would |  |
| Mentally,<br>I would    |  |

# Step 6: Your Legacy

What do you hope these people say about you after 5 p.m. on \_\_\_\_\_, \_\_\_\_\_?

|                        |  |
|------------------------|--|
| Spouse:                |  |
| Child(ren):            |  |
| Parents:               |  |
| Friends:               |  |
| Co-workers:            |  |
| Colleagues:            |  |
| Vendors:               |  |
| Clients/<br>Customers: |  |
| Community/<br>Church:  |  |
| The World:             |  |

It's 4:59 p.m. on the last day, and you are waiting . . .

The word comes . . . the deadline was removed . . . for this day.

As you move forward . . .

Is the following what you would do for the rest of your life?

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# My Life Mission is to:

Devote extraordinary time and attention to these persons:

|  |
|--|
|  |
|  |
|  |

|                                    |  |      |  |
|------------------------------------|--|------|--|
| I will consistently communicate to |  | that |  |
| I will faithfully serve            |  | by   |  |

|                                    |  |      |  |
|------------------------------------|--|------|--|
| I will consistently communicate to |  | that |  |
| I will faithfully serve            |  | by   |  |

|                                    |  |      |  |
|------------------------------------|--|------|--|
| I will consistently communicate to |  | that |  |
| I will faithfully serve            |  | by   |  |

Without question, give my time and energy to these things:

|  |
|--|
|  |
|  |
|  |
|  |
|  |

Stop putting it off and take courageous initiative to:

|  |
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|  |
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|  |

Live and work in line with my passion for:

|  |
|--|
|  |
|  |
|  |

**Do all of this by:**

Continuing to exercise my strengths, talents, gifts, and utilizing my experience such as:

|  |
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|  |
|  |
|  |
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|  |

Being a good caretaker of the treasure of my potential, by consistently tapping into:

|  |
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|  |
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|  |
|  |
|  |
|  |
|  |

Taking good care of myself and others by:

|             |  |
|-------------|--|
| Physically  |  |
| Socially    |  |
| Emotionally |  |
| Spiritually |  |
| Mentally    |  |

Continuing to create big moments and impacting the world by contributing:

|  |
|--|
|  |
|  |
|  |
|  |

## **This will result in my . . .**

Being and acting in a way to ensure my legacy will be that:

|  |                         |
|--|-------------------------|
|  | My Spouse               |
|  | My Child(ren)           |
|  | My Parent(s)            |
|  | My Friends              |
|  | My Co-workers           |
|  | My Colleagues           |
|  | My Vendors              |
|  | My<br>Clients/Customers |
|  | My Community/<br>Chuch  |
|  | The world               |