

*“Alas for those that never sing,  
but die with all their music in them.”*

Oliver Wendell Holmes, “The Voiceless”



My Personal Mission  
**Workbook**

With Simon Jacobson,  
Dean of the Meaningful Life Center

# CONTENTS

## Course Outline

<b>Module 1: Your Personal Mission</b>	Page 4
<b>Module 2: Overcoming Challenges</b>	Page 8
<b>Module 3: Discovering Yourself</b>	Page 15
<b>Module 4: Honing Your Mission</b>	Page 33
<b>Module 5: Living Your Mission</b>	Page 39
<b>Module 6: Getting Committed</b>	Page 48

# COURSE OUTLINE

**Module 1:** Your Personal Mission

**Module 2:** Overcoming Challenges

**Module 3:** Discovering Yourself

**Module 4:** Honing Your Mission

**Module 5:** Living Your Mission

**Module 6:** Getting Committed

## **This masterclass is for you if:**

- you are feeling stuck in the daily grind of life
- you have anxiety & blues that can come along with being confused about your purpose
- you are seeking a fresh lens to distinguish new horizons
- you have clarity but can't define the process for achieving their goals
- you wish to connect with your soul more intimately

## **How to use this Resource Guide:**

Rabbi Simon Jacobson will guide you through this resource guide with accompanying audio.

The resource guide contains tools, exercises, and additional reading and resources.

Don't get hung up on exercises if you are not feeling open enough to complete them. Come back to it when you have the right head space and are feeling emotionally honest.

***“Your mission is the closest thing that describes the purpose of your life, the direction it is taking, and the larger goals you want to achieve. Thus, a mission is not about short-term gains, financial goals, and other means—but about what mark you, and you alone, will make on your world.”***

—Rabbi Simon Jacobson

## **Note:**

Being that this journey is a deep, introspective one, in which you will find your unique voice, its success will be directly dependent on the time, effort, and energy you invest in it. As you travel through this course, you'll see the infinite benefits and results in your life. The breakthrough moment is when you come to the realization that you can do far better and reach greater potential.

# MODULE 1

## YOUR PERSONAL MISSION

“Every company, no matter how big or small, needs a mission statement as a source of direction, a kind of compass that lets its employees, its customers, and even its stockholders know what it stands for and where it’s headed.”

—**Jeffrey Abrahams**

*101 Mission Statements from Top Companies*

## A. WHAT IS A MISSION STATEMENT?

In business terms, a mission statement is a one sentence statement describing the reason an organization or program exists. It is used to help guide decisions about priorities, actions, and responsibilities.

It is clear, concise, and unique to the company or person—in other words, not generic. It lends focus, direction, purpose, efficiency, helps set priorities, and unifies all employees or elements that make up the company or person.

### Examples of Mission Statements

**Google:** “To organize the world’s information and make it universally accessible and useful.”

**Starbucks:** “To inspire and nurture the human spirit—one person, one cup, and one neighborhood at a time.”

**The Starship Enterprise,** from the popular science fiction entertainment series “Star Trek”: “Space, the final frontier. These are the voyages of the starship Enterprise, its continuing mission to explore strange new worlds, to seek out new life and new civilization, to boldly go where no one has gone before.”

**The Preamble to the United States Constitution:** “We the People of the United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defense, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America.”

I have asked many people to define their personal mission statements. Most people answered: “to be happy,” “to make a lot of money,” “to establish security,” “to provide for a healthy family,” or on a more personal level: “to live a fulfilling life,” “to make a difference,” “to make this world a better place.” All these answers are good, but they don’t answer the question. It would be like saying that the mission of your business is “to make a lot of money,” or to “make a difference.” Every business wants to make money and offer an indispensable product to customers. A mission statement is not a generic declaration that can fit any company or organization, but one that is unique to YOU. How do you intend on making money? What will be the exact function of your company? On the personal level: How do you intend on being happy? What exactly will make you happy? What will you do with the money you make?

## B. WHY YOUR MIDLIFE SLUMP IS ACTUALLY A “WAKE-UP CALL” FROM YOUR SOUL

Just as your body speaks to you to let you know when it's in need, your soul also speaks to you. Except—your soul speaks a different language. When you are hungry, your body informs you through hunger pangs. When you're in need of sleep, your body calls you through feelings of fatigue and exhaustion. When there is a problem in your physiological system, your body will cry out in pain. Your nerves sense the problem and send you a message telling you to do something.

Your soul speaks to you in a similar manner: When your inner psyche feels deprived, it will let you know through feelings of anxiety or frustration. It may speak to you in terms of feeling down and disoriented. Bored, stuck, tired, trapped, or frustrated—if you are feeling any or all of these, you need to see them as wake-up calls.

Any slump you experience is your soul telling you wake up and do something about it. Ignoring this is like ignoring pain, which is a warning signal cautioning you to act.

All these negative feelings are meant to direct you from a scattered, fragmented existence to a focused one. Instead of dwelling on your immediate frustrations, you want to create a focused goal—of finding and living up to your mission.

## C. WHAT IS THE CRITERIA OF A PERSONAL MISSION STATEMENT?

- It distinguishes between means and end.
- A mission statement is not about you, but about a higher cause.
- Unlike a company, your mission statement must align with your soul.



## VISUALIZATION:

### A PERFECT CIRCLE

*Instructions:*

Attempt to draw a perfect circle around this dot without any instruments. Without spokes to anchor the circle, chances are, it will be imperfect.



### Thinking Point:

Picture your life as a circle. The values that you hold most dear are in the center of the circle. What word or phrase would you put in the center of your circle? What is the theme around which all the spokes circle?

### MODULE 1 TAKEAWAY

Your first step toward finding your personal mission is to take an objective look at your daily life as it is now. Second, we looked at what a mission statement is and why it's so important, and began the process of writing one by pinpointing what values you hold most dear.

# MODULE 2

OVERCOMING CHALLENGES



## A. WHY YOU HAVEN'T DISCOVERED YOUR PERSONAL MISSION YET—AND WHY THIS IS THE PERFECT TIME TO DO IT

1. Your psyche is sending you a wake-up call.
2. If not now, when?
3. Why not now?
4. Your life will be immeasurably improved by finding and living up to your calling and mission. It will help you find joy, optimism, and peace.

The foremost thing each of us must know is that we have a mission in life. We were sent to Earth for a purpose, and if not for that purpose we would not be here. Period.

We must also know that survival in this world involves myriad activities that can distract us to the point of being too busy with the means to pursue our calling. We therefore need constant reminders to keep us aware of our higher purpose.

The question still remains: Why then is it so difficult to recognize your mission? The obvious answer is that we are distracted. Our struggle for survival consumes us with the means, which can easily obscure the ends (as discussed in Part 1). The pursuit of money, status, power, and pleasure takes hold of us, and in its powerful clutches we can completely forget our mission. Indeed, we can even convince ourselves that we don't need—or don't have—a mission. We unfortunately can get caught in cultural ideas like: "The here and now is all that matters. Survival of the fittest. Dog eats dog. And may the best man win."

### ACTIVITY 1: DAY MAP

#### SECTION I: THE TOUCH-POINTS

*Instructions:*

List all of your daily activities—even if they seem trivial—and the amount of time you invest in each.

What do these look like?

*Example: Prepare dinner for my family (45 mins) Commute to work (25 mins each way)*

Morning

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Afternoon

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Evening

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Weekend (Add the extra activities you do when you have free time.)

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## SECTION II: TAKE STOCK

*Instructions:*

Review your day and analyze where you are putting your time and focus.

WOW: Jot down an observation about your day that jumps out at you. \_\_\_\_\_

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TIME CONSUMPTION: Where is most of your time allocated? \_\_\_\_\_

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WHAT'S MISSING: What is something that is missing and not listed on your day map that you'd like to be doing? \_\_\_\_\_

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THEMES: Are there any themes or threads that connect two or more points in your day? \_\_\_\_\_

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## **B. EXTERNAL AND INTERNAL FORCES WHICH COULD STOP YOU FROM DOING THIS GREAT WORK**

### **DIFFICULTY #1: Ignorance**

Your journey begins at birth, but doesn't come with a manual. Most people did not learn that everyone needs his or her own personal mission statement, and certainly were not trained to identify his or her mission. Many only start to wonder about his or her mission when he or she is older, once he or she is already caught up in life's responsibilities and day-to-day challenges.

### **DIFFICULTY #2: Patterns and Routines**

Patterns impede us. Our daily-life routines occupy all of our time, and once we are on the merry-go-round we have little time and energy for anything else. How does one combat the power of inertia?

***Book recommendation: "The Power of Habit: Why We Do What We Do in Life and Business" by Charles Duhigg.***

### **DIFFICULTY #3: Life Experiences**

We've been let down, heart-broken, disillusioned, jaded, skeptical, resigned, less idealistic (lowered standards), and now we're in survival mode. The "If I get through the day without getting hurt, I'm doing okay," mentality. This undercuts your potential. Don't lose your spark!

### **DIFFICULTY #4: Distractions**

We can find ourselves pursuing social media attention or other "fleeting" goals that are leading us further from pursuing our mission.

### **DIFFICULTY #5: Self-Doubt**

What about self-sabotage? Self-doubt? Whenever we attempt something new, it's easy for doubts to creep in, and for negative voices to take over. What does your negative voice say?

### **DIFFICULTY #6: Subjectivity**

Subjectivity is your prejudices, blind spots, and biases. It is a lens that you look at the world through, acquired through forces from outside yourself—like parents, teachers, and cultural expectations. Are you aware of your subjectivity?

### **DIFFICULTY #7: Self-Neglect**

We find ourselves busy serving and taking care of everyone and everything else, except for ourselves. In what ways do you neglect yourself?

## C. HOW TO AVOID LIVING A REACTION-CENTRIC LIFE AND CREATE THE SPACE NEEDED TO EMBARK ON A MISSION-CENTRIC LIFE

### STEP 1: AWARENESS

Challenges are opportunities. With every challenge we are also given the resources to face and grow through the challenge.

### ACTIVITY 2: LIST YOUR CHALLENGES.

*Instructions:*

Looking at your life, identify the factors that don't allow you the space to discover your personal mission statement. What obstacles do you face? List your difficulties.

EXAMPLES:

- I am unable spend time with family because of my life experience where I am still traumatized from my childhood and haven't resolved the issues.
- I don't have any free time because I am busy taking care of everyone else's needs.
- I stay up too late every night and then sleep in.
- I spend too much time on social media and playing on my phone.

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### STEP 2: CREATE SPACE

Once you have identified your values and the challenges blocking you, you need know to actually create the space and time to focus on your mission-centric activities instead of the reaction-centric ones. How can you make space for the changes you want to make?

### **ACTIVITY 3: CREATE SPACE**

*Instructions:*

Generate some ideas about how you can overcome obstacles, challenges, and blockages in your life. Use this space freely to write, doodle, make charts, lists, or whatever you need to make to express these new ideas.

Sample: If I were to attend more art exhibitions, read more articles from people I respect, and spend more time on my own creative projects not related to my job, I would set an example for my daughter to spend time with her interests and keep a steady stream of inspiration flowing in her life.

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#### **MODULE 2 TAKEAWAY**

After having learned about your life and what it takes to define your mission in Module 1, you’ve now pinpointed some of the blocks and impediments to discovering and committing yourself to what your mission will be. This will give you the ability to counter the force of inertia and overcome old patterns with a firm commitment to your calling. In the coming modules, you’ll learn how to avoid leading a reaction-centric life and create the space needed to embark on a mission-centric life.

# MODULE 3

DISCOVERING YOURSELF

## A. THE FOUR-FACTOR FORMULA THAT REVEALS THE SECRET OF YOUR LIFE'S MISSION

It would have been nice if we were sent to Earth with a little instruction manual stating our mission. The fact that we don't have that luxury tells us that part of the mission is to discover the mission on our own. Yet we are given many signs and directions how to do so. By studying our own lives, especially the "givens" (the forces that we do not control), we can recognize our calling without much difficulty.

These four dynamics are driven by Divine Providence. They are not accidents. Nothing is random or without a purpose. Who you are, where you are, when you are there, and who you know has all been choreographed so that you can fulfill your piece of the cosmic plan. They therefore contain a multitude of valuable information about your mission in life.

Let us examine these four general resources in your life.

**PERSONALITY:** Your mission is directly linked to your unique attributes, and will use and actualize them.

**OPPORTUNITIES:** Professional or personal, earned or inherited, financial or social, your opportunities are fundamental to defining and fulfilling your mission.

**PEOPLE:** Your family, friends, co-workers, and even "random" strangers all carry clues that can further direct you to your mission.

**PLACES:** The places you have been—even seemingly inconsequential detours—are an integral part of the path to your mission.

### 1: DISSECT YOUR PERSONALITY

You possess a unique mix of personal characteristics. This exercise is not meant to label you as having one personality type or another, but rather to provide you with the tools to identify some of your natural tendencies and patterns.



**Your personality assessment can be divided into 5 areas:**

- 1. COGNITIVE**
- 2. EMOTIONAL**
- 3. PERFORMANCE: IMPLEMENTATION/ACTION**
- 4. NATURAL SKILLS**
- 5. ACQUIRED SKILLS AND HOBBIES**

## **COGNITIVE**

1. Conceptualization
2. Comprehension
3. Drawing Conclusions

## **EMOTIONAL**

1. Love
2. Discipline, Restraint
3. Empathy, Compassion
4. Self-Perception
5. Self-Expression
6. Interpersonal
7. Stress Management
8. Decision-Making

## **IMPLEMENTATION/ACTION**

1. Determination
2. Flexibility, Humility
3. Bonding

## ACTIVITY 1: MAP YOUR COGNITIVE PROFILE

- 1. Conceptualization:** Your capacity to innovate, be creative, and come up with original ideas
- 2. Comprehension:** Your capacity to perceive meaning, develop ideas, and hypothesize
- 3. Drawing Conclusions:** Your capacity to sum things up, interpret data, and crystallize concepts

*Instructions:*

Answer the following questions: Of the three cognitive realms, which is your strongest? Do you excel more in the role of the creative as opposed to mathematical thinking? Are you more intuitive or analytical? Do you make decisions quickly and later try to confirm them with facts, or do you take your time to do your homework, gather a lot of information, and then make the decision?

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## ACTIVITY 2: MAP YOUR EMOTIONAL PROFILE

*Instructions:*

Answer the following questions.

### **LOVE: How do you love?**

- Does it come easy for you?
- Is it easy for you to give and share your love? Or is it difficult for you?
- Do you ever get stepped on and taken advantage of because of your free flow of love?

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### **DISCIPLINE: How do you practice restraint and discipline?**

- Do you have healthy boundaries?
- Do you judge others favorably?
- Does your discipline derive from a place of love, or from a place of spite and satisfaction from hurting others?
- Are you able to follow through with your rules and boundaries?

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## **COMPASSION/EMPATHY: Are you compassionate?**

- Do you have sympathy and concern for the sufferings or misfortunes of others?
- Does it come across as pity (condescending or patronizing) or overflow with love and warmth?
- Are you more empathetic to strangers than with people close to you?
- Does your compassion for others compromise the fulfillment of your own needs and/or come at your own expense?

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## **SELF PERCEPTION: How do you perceive yourself?**

- Do you respect yourself while understanding and accepting your strengths and weaknesses?
- Are you willing to persistently try to improve yourself and engage in the pursuit of personally relevant and meaningful objectives that lead to a rich and enjoyable life?
- Do you differentiate between subtleties in your own emotions while understanding the cause of these emotions and the impact they have on your thoughts, your actions, and on other people?

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**SELF EXPRESSION: Is your self-expression healthy, assertive, and independent?**

- Do you openly express your feelings verbally and non-verbally?
- Can you communicate feelings, beliefs, and thoughts openly?
- Do you defend personal rights and values in a socially acceptable, non-offensive, and non-destructive manner?
- Are you self-directed and free from emotional dependency on others? Do you autonomously complete decision-making, planning, and daily tasks?

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**INTERPERSONAL: How are your interpersonal relationships?**

- How are your skills of developing and maintaining mutually satisfying relationships that are characterized by trust and compassion?
- Do you willingly contributing to society, to your social groups, and generally to the welfare of others? Do you act responsibly, have social consciousness, and show concern for the greater community?

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## **STRESS MANAGEMENT: How do you react under pressure?**

- Are you flexible—adapting your emotions, thoughts, and behaviors to unfamiliar, unpredictable, and dynamic circumstances or ideas?
- Do you believe that you can manage or influence stressful situations in a positive manner?
- Are you optimistic—remaining hopeful and resilient, despite occasional setbacks?

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## **DECISION-MAKING: How do you make decisions?**

- How is your ability to solve problems? Do you have the ability to understand how emotions impact decision-making?
- Do you remain objective, seeing things as they really are? Do you recognize your emotions or personal bias?
- Can you resist or delay an impulse, drive, or temptation to act? Do you avoid rash behaviors?

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## ACTIVITY 3: MAP YOUR IMPLEMENTATION PROFILE

**Determination:** Ability to see an endeavor or intention through to success. Combination of personal drive, readiness to fight for what you believe in, endurance, ambition, and tenacity.

**Flexibility, Humility: Capacity to yield.** “A full cup cannot be filled”. Recognition that you can be better than you are and that you can expect more of yourself.

**Bonding:** Ability to connect and be devoted to another. It is beyond just feeling—it is attachment and commitment, often beyond expectations, and beyond the letter of the law. It establishes trust and true sense of belonging. Without bonding and nurturing, you cannot realize and be yourself.

### DETERMINATION: How does your endurance and determination manifest?

- Does your determination cause you to be, or seem to be, inflexible? Controlling? Too demanding? Do others cooperate with you out of sheer force of your will?
- Is your determination focused and constructive?
- Are you deeply convicted or defensive? Are you unwilling to acknowledge errors? Are you invested in certain decisions and unwilling to review them?
- Are you gracious in victory? Do you attribute your success solely to your own strength and determination?

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**FLEXIBILITY: What does flexibility look like in your life?**

- Do you compromise when you should not?
- Do you sometimes remain silent and neutral in the face of unethical/wrong behavior?
- Do you respect others' opinions, ideas, and solutions?
- Do others take advantage of you because they perceive your flexibility as weakness?
- Does your flexibility produce results?
- Do others reciprocate your flexibility?

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**BONDING: Do you have healthy relationships with others?**

- Do you over-commit or micromanage?
- Are you too dependent on others? Are they too dependent on you?
- Are you locked in your own ways?
- Are you uncomfortable with vulnerability due to past experiences of being hurt?

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## ACTIVITY 4: MAP YOUR TALENTS, SKILLS, AND GIVEN ATTRIBUTES

### *Instructions:*

List your innate talents and skills.

### EXAMPLES:

- I have a knack for math.
- Talking to others comes easily to me.
- I have a good sense of rhythm.
- I've always loved to organize my things.
- I've never been afraid of animals—in fact, I'm great with them.

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## ACTIVITY 5: EVALUATE YOUR ACQUIRED SKILLS

### *Instructions:*

List your talents and skills that you acquired through training, learning, and experience.

### EXAMPLES:

- My grandmother taught me how to garden.
- I learned computer programming.
- I trained myself to be very patient.
- My first job waiting tables taught me how to be calm under pressure.
- Having children necessitated becoming competent in first aid.

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## 2: OPPORTUNITY

An opportunity is a set of circumstances that uniquely presents itself to you, making it possible to do something. You have had many favorable times and moments in your life in which new windows of opportunity (some big, some seemingly small) present themselves—whether you seized them or not.

### ACTIVITY 6: WINDOWS OF OPPORTUNITY

*Instructions:*

Go through your life stages and compile a list of unique opportunities that were presented only to you. Note whether you did or did not take that opportunity. Below are four categories of opportunities, but don't feel limited to them.

#### **Business Opportunities**

Example: I was offered a chance to meet someone prominent in my field, through a connection. I shied away from the opportunity, having told myself I was not ready, since I was embarrassed by my inferior level of accomplishment.

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#### **Personal Opportunities**

Example: I was rushing to get somewhere when I saw someone drop something out of her purse, unnoticed. She turned the corner and I was faced with the opportunity to pick it up and return it to her. Instead, I rationalized that I had no time and kept running.

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## **Recreational Opportunities**

Example: I discovered, through social media, that a friend is involved with a community garden. This seemed perfect for me, since I'd been complaining about the lack of access to nature in my neighborhood.

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## **Spiritual Opportunities**

Example: When I traveled to Israel as a student, I was introduced to Judaism in a meaningful way. When I got married, my spouse and I decided to join a synagogue and live in a Jewish community.

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## 3: PEOPLE

### ACTIVITY 7: PERSONAL ENCOUNTERS

*Instructions:*

Think through all the people you've crossed paths with—mentors, family members, friends, colleagues, role models, etc. Choose several significant people in your life who have left an impression on you, and what you learned from them—whether through positive or negative interactions. What important lesson or value did you take from your encounters with each one?

#### Person | Life Lesson

Examples:

Person: Seventh Grade Math Teacher

Life Lesson: Patience paves the way for success, even in the subjects which are hardest for a person. She took the time to help me when I was struggling in the class and as a result brought me from almost failing to A's and B's by term's end. From this I learned to apply this patience to others around me who aren't keeping up to speed.

Person: Best Friend from College

Life Lesson: Her integrity and unwillingness to deviate from being true to herself led to success in most of her endeavors. As a less secure person, I've struggled with maintaining happy relationships and steady jobs. I can imagine that if I would apply this lesson to my own decision-making, I would see more success.

Person: Aunt Susie

Lesson: "I am uniquely lovable and valuable." Aunt Susie, having had no kids of her own, was a close relative who made herself very present in my life without the emotional baggage which often comes from one's own parents. From time spent talking and having outings together throughout childhood, adolescence, and adulthood, I gained the security without the criticism. I'm trying to have a similar relationship with my own children.

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**4: PLACES**

**ACTIVITY 8: THE PLACES YOU'VE BEEN**

*Instructions:*

Think through all the places where you have lived and traveled to. What happened in each? Where do you most feel at home? What about these locales touches something meaningful inside you? Did any of these places influence who you are, how you think, or decisions you've made? Answer the following questions to get your thoughts percolating.

1. Where were you born?
2. Where do you live now?
3. Where have you traveled?
4. Where's your favorite vacation destination?
5. Where is your happy place?
6. What languages do you speak?
7. What ethnicity are you, do you relate to?
8. Where do you dream of going? Why?

Examples (one of each of above):

1. Born in suburban Middle America. Felt sheltered culturally, but given the freedom to spend long afternoons on my bike, riding for miles without fear of crime or danger. Paved the way for many childhood adventures.

2. Traveled to Disneyland as a kid on family trip, Greece with school trip, and India with friends after college. Felt very much like a tourist on the first two trips. In India, once a young adult, felt more free, a little scared, and excited to get a bit lost. Opened up to others' spiritual practices, got me thinking about my own.

3. Never taken vacations, except camping once.

4. Happy place is a bench alongside the pond in the nature reserve near my house. It's just out of view from the road, people usually can't find me there, but I can hear the cars above, which makes me feel safely close to society.

5. Speak English and a little Spanish, learned in school. Relate to Irish culture, food, accent—would love to visit Ireland one day. I dream of the green grass and cobblestone streets. Wonder if my family is Irish.

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## 5: THE HIDDEN P: PASSION

### ACTIVITY 9: PINPOINTING YOUR PASSIONS

*Instructions:*

Write down 3-5 ideals and values that you would fight for—things that you are strongly excited and enthusiastic about and then describe how you enliven them. These are your passions—this is what fans your inner flame.

**I am passionate about:** \_\_\_\_\_ **therefore I:** \_\_\_\_\_

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**I am passionate about:** \_\_\_\_\_ **therefore I:** \_\_\_\_\_

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**I am passionate about:** \_\_\_\_\_ **therefore I:** \_\_\_\_\_

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Examples:

I am passionate about: empowering my children to succeed in life, therefore I watch what interests and skills they have and enable them to pursue them.

I am passionate about reducing solid waste, therefore I drive twenty minutes to the recycling plant each week and I compost.

## **B. HOW TO SEE THE COSMIC CHOREOGRAPHY OF YOUR LIFE THAT'S BEEN HIDING IN PLAIN SIGHT**

It may take some work to review your POPP. It's always a good idea to consult with an objective friend who can help you look at these four areas, and see how they define your mission. The more you invest in this discovery the clearer will be your results.

Remember: Form follows function. Once you come to recognize your calling, all your tools and resources will take on new and focused direction.

## **C. WHY YOU ARE TRULY INDISPENSABLE AND WHY THE WORLD NEEDS YOU RIGHT NOW**

### **MODULE 3 TAKEAWAY**

Understanding your POPP is a crucial step in recognizing your mission and true calling. Now you are ready to enter into defining your mission and applying it to all segments of your life.



# MODULE 4

HONING YOUR MISSION

## A. A PROVEN TEMPLATE YOU CAN USE TO WRITE YOUR INSPIRING MISSION STATEMENT

Look closely at your life experiences that you outlined in POPP; you will see patterns emerge that will direct you toward your mission. Here lies the key to discovering your particular mission.

### ACTIVITY 1: ANALYZE THE DATA: YOUR PROFILE

#### A: Inferences

*Instructions:*

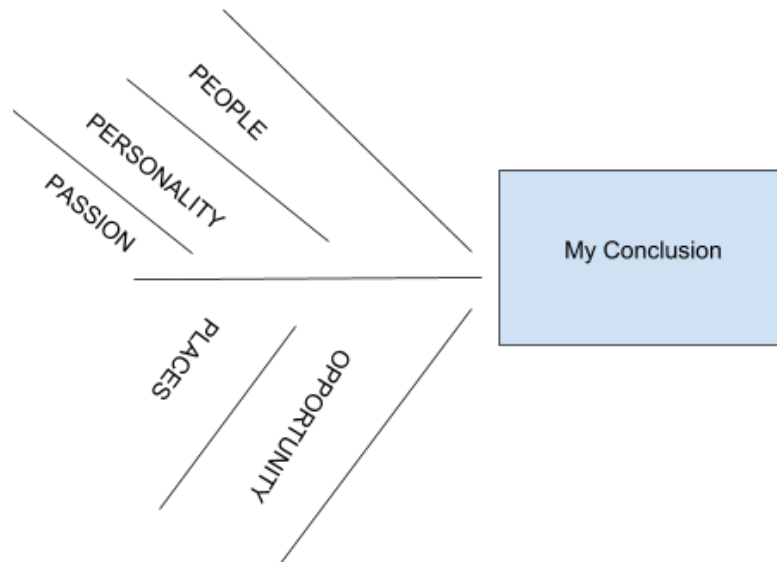
Look at your POPP responses and write one sentence that summarizes each category in the designated space below. There are no rules here—your statement can be an observation about yourself overall, or you could hone in on one specific idea within your POPP responses.

- Personality
- Opportunity
- People
- Places
- Passion

#### B: Draw Conclusions/Data Analysis

*Instructions:*

Review your five statements and write a conclusive statement. Some tips: Look at what stands out. Did you learn something new about yourself? Are there any words or themes that repeat themselves throughout your POPP analysis?



## B. THE TRUE TEST TO KNOW IF YOUR MISSION STATEMENT IS COMPLETE OR IF IT STILL NEEDS SOME TWEAKING

**Your mission is never about you alone. It always includes illuminating and warming the people and the world around you.**

### A Higher Calling

*We each have our personal mission, which is to rectify our portion of the world, and moreover our global mission to rectify the entire world by radiating our influence outward, “sublimating the universe.”*

—Rabbi Simon Jacobson

A true mission statement doesn't speak of action, but of the final goals and a higher cause. You have written an effective personal mission statement when it is clear to you how, with your unique POPP profile, will influence the world and make it a better place.

## ACTIVITY 2: FITTING YOUR MISSION INTO THE GLOBAL VISION AND SETTING MEANINGFUL GOALS

*Instructions:*

List three ways how you can envision the elements of your POPP improving the world at large.

**TIP:** Consider how you can rectify your own portion of the world—your community, your country, your family, your society, your friends, your job, etc. What needs and problems are you uniquely able to address?

**TIP:** A key way to identify a passionate goal is by defining a need or lack around you.

Examples:

Stay-at-home moms in my community need support. Since I am passionate about supporting other women, very outgoing, and love to have an open home, I want to create classes and social events for lonely and alienated stay-at-home-moms.

**GOAL 1:**

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**GOAL 2:**

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**GOAL 3:**

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## Role of a Mentor

### ACTIVITY 3: YOUR MISSION TEMPLATE

**Formula: POPP + Passion + Higher cause (+ Mentor) = Mission.**

Now that you have drawn some conclusions about your POPP and passion profile and defined some goals demonstrating how your unique POPP can help the world, let us now attempt to write a first draft of your mission statement. Bear in mind, this is a very rough first draft—you are just getting your feet wet. It often takes time to develop a final mission statement.

#### VERSION 1: YOUR SUMMARY

*Instructions:*

Create a 60-word mission statement.

Optional Template: I wake up in the morning with the knowledge that my unique Opportunities (job, skills, talents, etc.) will be used to convey my individual Personality (funny, analytical, sensitive, etc.) in the Place that I find myself, thus inspiring the People around me. I go to sleep at night knowing that today I have made the world a better place.

Example: I wake up in the morning knowing that my personable and humorous strengths in the classroom give me a lasting effect as a teacher, thus inspiring my past and present students. I go to sleep at night knowing that today I have made the world a better place.

#### VERSION 2: YOUR ELEVATOR PITCH

*Instructions:*

Create a one-sentence Mission Statement.

Example: To shape (inspire and impact) students in a meaningful way as a teacher with my personable and humorous personality.

My mission is to use my personable and communicative skills to informally mend fences between couples, families, and communities.

My mission is to realize the blessing of bringing children into the world, and raise them—by leading through example—to be self-realized, kind-hearted, and capable of reaching their dreams and their potential.

## VERSION 3: YOUR ESSENCE

*Instructions:*

Write a four-word summary of your Mission Statement.

Example: Authentically Connecting with Students

Paste your Mission Statement (in any variation, form, or length) on the comments of “Why You Need a Personal Mission Statement.”

## C. EFFECTIVE MISSION STATEMENTS

What are some basic requirements for a good and effective personal mission statement?

- Uniqueness
- Higher cause
- All-encompassing
- Doable
- Offers a balance and/or bridge between vision and implementation

### MODULE 4 TAKEAWAY

Your Mission Statement is who you are and describes the reason you exist. It takes into account your POPP, passion, and higher calling. It should be used as a practical, tangible tool that guides all of your decisions about priorities, actions, and responsibilities.



## A. HOW TO USE YOUR PERSONAL MISSION STATEMENT TO GUIDE YOUR DAILY DEEDS AND BIG DECISIONS

Now that you've identified your Mission Statement, you will edit clutter from your life to embrace and reflect your mission.

### ACTIVITY 1: REVIEW YOUR DAY MAP

*Instructions:*

Revisit your day map from Module 2, Activity 1. In light of your conclusions from the previous part (POPP + Passion + higher calling), answer the following four questions, which will help you match your mission with your daily activities and infuse it in your daily routine.

How much time do you spend that has nothing to do with your mission statement?

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What elements can you cut down on or eliminate?

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Separate the things that you do (means) and the things that reflect who you are (ends).

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Are you using and maximizing your unique talents in your current daily activities?

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Is your passion being incorporated? How much time of your day is directed toward your core passion?

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### ACTIVITY 2: REWRITE YOUR SCRIPT: WHAT ACTIVITIES CAN YOU DIRECT TO-



## WARD YOUR MISSION?

What elements in your day map can be infused with the meaning of your mission? As for the things you're already doing (that don't seem so mission oriented) but which you need to continue doing: infuse them with meaning and mission. Think about ways you can spiritualize your mundane activities.

Example: Say your mission statement is, "My mission is to promote inclusivity of people of all abilities." If you meet someone differently-able on your morning public transit commute, you might help this person on and off the train or bus while being sure to treat him or her with respect and dignity. Sometimes a simple smile is enough to make someone feel included! You might make your family mealtimes into opportunities to discuss the value of people of all abilities. You also might be involved with a disability rights organization that you can bring into your workplace to run a workshop.

## ACTIVITY 3: INSERT MISSION HERE

*Instructions:*

Examine each segment of your life and write down a suggestion about how to insert your mission into it—daily, weekly, and occasionally. Your mission can crop up in small ways throughout your life.

<b>RELATIONSHIPS</b>	Considerations: Immediate family, extended family, friends, acquaintances, and co-workers	
<b>CHILDREN</b>	Considerations: parenting techniques, spending quality time together, teaching values, teaching boundaries	
<b>HOME</b>	Considerations: Creating sacred space, guests, being happy with what you have	
<b>WORK</b>	Considerations: attitude, accomplishments, failures, making work meaningful	
<b>MONEY</b>	Considerations: Budgeting & saving, charitable giving, worrying about money, valuing it too much	

<b>USE OF TIME</b>	Considerations: Well-used time, wasted time, procrastination, downtime	
<b>PHYSICAL HEALTH</b>	Considerations: Eating, exercise, sleep, medical issues	
<b>INTIMACY</b>	Considerations: Respect, trust, love, vulnerability	
<b>TECHNOLOGY</b>	Considerations: Too much/not enough technology, messages sent via technology, using it for good	
<b>COMMUNITY</b>	Considerations: Making new friends, connectedness, helping within the community, level of and response to loneliness	
<b>LEADERSHIP</b>	Considerations: New opportunities, use of power, providing new perspective, helping others to find their own leadership opportunities	

## **B. HOW TO RECONNECT WITH YOUR MISSION EACH MORNING SO THAT IT CAN FILL YOUR DAY WITH ENERGY AND ENTHUSIASM**

Set your intentions first thing when you arise. (Most people don't have business meetings as soon as they wake in the morning.) Use this precious moment as an opportunity to reaffirm and reconnect with your soul's calling. Taking this moment to direct your awareness and gratitude is key to staying with your mission statement and being mindful of it throughout the day.

### **MEDITATION 1: MORNING MEDITATION: A LIVING MANTRA**

*Instructions:*

Say a mantra to remind yourself about what your mission is. Set your intention for the day. Commit to doing one thing today which will nourish your soul and spiritualize your interactions.

TIP: This mantra is based on the ancient Hebrew words prayer called “Modeh Ani”: **Thank you for restoring my soul within me, for giving me my mission, and for making me indispensable.**

v'ka-yahm    chai    Meh-lech    l'fa-ne-cha    a-ni    mo-deh  
 מוֹדֵה אֲנִי לְפָנֶיךָ, מֶלֶךְ חַי וְקַיִם,  
 b'chem-la    ni-sh'ma-ti    bee    sheh-heh-che-zar-ta  
 שֶׁחֲזַרְתָּ בִּי נְשַׁמְתִּי בְּחֶמְלָה,  
 eh-mu-na-teh-cha    ra-ba  
 רַבָּה אֲמוּנָתְךָ.

**Transliteration:**

Mo-deh a-ni l'fanecha meh-lech chai v'ka-yahm sheh-heh-che-zar-ta bee ni-sh'ma-ti  
 b'chem-la ra-ba eh-nu-na-teh-cha.

**C. CREATIVE WAYS TO INFUSE YOUR MISSION INTO MUNDANE ACTIVITIES LIKE COMMUTING AND HOUSEHOLD CHORES**

**ACTIVITY 4: DAILY CHECKPOINTS**

Throughout the day, create physical, mission-oriented reminders for yourself to help prevent the power of inertia from pulling you down. These can be good deeds, memos, meditations, social interactions, affirmations, or otherwise. Examples: Make an effort to do one deed related to your mission on the way to work; hang a beautiful sign with a daily affirmation related to your mission in your workspace; schedule time outside of work to do activities that fulfill your mission; message one friend a day who needs the kind of support that your mission provides to others.

Checkpoint 1: \_\_\_\_\_

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Checkpoint 2:

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Checkpoint 3:

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Checkpoint 4:

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## **ACTIVITY 5: LOOK FOR THE SPARKS: MINDFULNESS**

There are opportunities that lay embedded in all our life events and experiences. Our job is to recognize, release, and free these sparks, thereby actualizing their true potential and purpose.

For example: When we travel to a particular location, we may be going for personal or business reasons. However, the true reason for our journey is to encounter places, people, experiences, and/or events that carry spiritual opportunities. Our mission is to uncover and develop these opportunities. Every one of our desires, interests, experiences, and encounters while traveling contain and is sustained by our unique “sparks,” which we are charged to release and actualize.

## **D. POWERFUL EXERCISES YOU CAN USE TO REFRESH YOUR SOUL EACH EVENING SO YOU’RE FULLY READY TO ACTUALIZE YOUR HIGHER CALLING THE NEXT DAY**

Success and progress is only truly realized in the stage of evaluation. When a businessman embarks on a new campaign or investment, the success is only visible at the end when the accounting is done. The same is true when you embark on living a mission-centered life. Make it part of your personal business to incorporate a “stock taking” into your nightly routine by taking a thoughtful and organized look at your day as it comes to an end.

## ACTIVITY 6: ACCOUNTING OF YOUR SOUL

Keeping a written journal or log is highly recommended. Make an accounting of your activities, interactions, mindset, and energy from the day and elaborate on them. Make mention of what you would have liked to have done better. Writing these things down makes them very real, and saying them out loud really solidifies them in your mind, allowing you to recognize good things you do and to make resolutions to change any habits you're not happy with.

### *Instructions:*

Answer the following questions.

What have you done today to make humanity better?

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What did you do today that was for another person?

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What did you do today to grow?

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What do you wish you did today but didn't?

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Did you do anything you regret?

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What is something you are grateful for? \_\_\_\_\_

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How do you want to be better tomorrow? \_\_\_\_\_

## MEDITATION: SURRENDERING, AN EVENING MEDITATION

There is only so much a person can accomplish and do by himself or herself. We must rely on the help and guidance of a greater source or power. Therefore, we must learn to surrender. Before bed, incorporate this mantra into your life from the Book of Psalms.

### *Instructions:*

Set your intentions by taking a relaxing breath in. As you exhale, imagine sending your soul off for safekeeping and refreshing while you restore your body through sleep.

### English text:

Into Your Hand I entrust my spirit; You redeem me, God of Truth.

*(Psalm 31:6)*

### Ancient Hebrew Text:

בְּיָדְךָ אֶפְקִיד רֹחִי פְּדִיתָהּ אֹתִי יְהוָה אֵל אֱמֶת

### Transliteration:

B'yad'cha afkid ruchi padita oti Adono-i Ay El emet.

## **MODULE 5 TAKEAWAY**

Your mission is all-pervasive in every segment of your life. Create that beautiful mosaic of all the diverse details unified by one seamless mission.

# MODULE 6

## GETTING COMMITTED

First you will get inspired about your mission. Then there's the stage of implementation. Finally, you will bond with your mission. This stage is maintenance and perhaps the most important part of the process—and surely the hardest part.



## **A. HOW TO CREATE THE OPTIMAL MINDSET AND “HEART-SET” WHERE YOUR MISSION CAN THRIVE**

Set your mind: Mindset leads to heart-set. Once you focus your mind onto something and concentrate on your mission, it leads to the heart.

Form new habits and routines.

Shatter perfectionism: “The enemy of good is not bad, but perfect.” Do the work and make the effort—that is more important than what you accomplish.

## **B. HOW TO “GET IN THE MOOD” TO WORK ON YOUR MISSION—EVEN WHEN YOU DON’T FEEL LIKE IT**

Take immediate action: A little light expels a lot of darkness. Action is the way against the resistance.

Small steps: Confidence comes from taking small steps on a regular basis and over time, while seeing how the efforts accumulate into change.

Take care of yourself: Remember that you were born to share your gifts with the world, and that’s exactly what will happen when you start working on your mission.

Get in the mood: Read, watch, and look at material from inspiring people who are fulfilling their missions in life.

## **C. WHO CAN HELP YOU LIVE YOUR MISSION...AND WHO YOU SHOULD AVOID**

Avoid voices of negativity: Avoid the voices of people who throw cold water on your enthusiasm and put you down. Surround yourself with people who will cheer you on and believe in you. Do the same for others in return since giving breeds blessing.

Commune with others: Commune with other people with similar/related goals, who are as passionate as you are (or want to be). Create a buddy system, which adds synergy and accountability.

## ACTIVITY 1: CREATE A NEW HABIT

### *Instructions:*

Using the three R's of Habit Formation, choose one idea from the previous activity and make it happen!

TIP: It is important to start small and take baby steps. Write a clear game plan for when and how you are going to accomplish it. Give yourself a deadline and put it into your calendar or day planner.

### **REMINDER: The Cue or Trigger that Starts the Habit**

Example: Every time I log into facebook, I must start by sending a positive and friendly message to old friend or new one just to see how they are doing.

### **ROUTINE: The Action You Take—the Habit Itself**

Example: Use social media to reconnect with old friends and ignite new friendships, rather than just wasting time looking at people's statuses.

### **REWARD: The Benefit You Gain from Doing the Habit**

Example: Have ongoing and meaningful conversations and engagements with friends rather than hiding behind the computer screen. If the reward is positive, then you'll have the desire to repeat the action the next time a reminder pops up. Eventually, this repetition will form a new habit.

## MODULE 6 TAKEAWAY

Maintenance is the most challenging part of discovering and implementing your mission. However, with proper routines and mindfulness it will become your new reality.

