Dr. Markus Gyger
zielgerechtes Training und Coaching

Mobile: 0177 / 425 12 31
Email: markus@gyger-training.de
Web: www.gyger-training.de

Your Personal Mission Statement

What Are Your Guiding Principles and Values in Life?

Many companies formulate their corporate philosophy to guide their actions and decisions. Based on this idea, your "Personal Mission Statement" can serve as a kind of charter, stating your principles and values in life. The idea is to clarify these values and principles so that they can form a stable core for your personality. This allows you to make conscious decisions in accordance with what matters most to you.

Developing a Personal Mission Statement that really covers your main values and principles could take several weeks or months. Generative AI can greatly support this process by stimulating reflection, generating ideas, and helping you condense complex thoughts into clear statements. The following guide shows a structured approach to arrive at a clear idea of your values and principles. First, you will need to reflect on each area of your life and write down what you want to accomplish in that area and why it is important to you. You should consider every step in depth. It may also be helpful to get feedback from people you trust. Based on the results of this compilation, you should revise your underlying values and principles and work on your statement until you feel entirely comfortable with its content and wording.

In order to fine-tune your results, it will probably be necessary to work through the worksheet again after a few days. A final, unchangeable result will probably not be achievable. Our personality is subject to on-going growth and development. Therefore, it is a task of lifelong learning to clarify one's personal values and principles and even more so to live up to them.

Throughout this worksheet, you will find hints use Generative AI to support your reflection process.



Remember:
AI is a helpful assistant meant to guide your thinking and deepen your reflection — not to replace it.

1. Explore Your Passions and Your Personal Strengths

Knowing your passions and strengths is important to be able to focus on what really matters to you and how you can contribute something meaningful to your life or the lives of others. In this part of the exercise you should put aside modesty and try to write down as honestly as possible everything you are good at and what you enjoy.

The following questions might help to guide your thoughts:

- What are your good at?
- What do you enjoy?
- What topics are you especially interested in?
- What are your most positive character traits?
- What matters to you in general?



Use the Reflection Assistant Role.
Use the Chatbot to interview you on what truly excites and motivates you. Make it ask one question at a time and challenge you to think more deeply.

Prompt (Goal & Task):
Goal: Help me explore my genuine passions.
Task: Act as my Reflection Assistant and conduct an interview. Ask ***one question at a time****. Cover the following core questions during the conversation:*

- *What are you good at?*
- *What do you enjoy?*
- *What topics are you especially interested in?*
- *What are your most positive character traits?*
- *What matters to you in general?*

After each answer, ask a ***critical, thought-provoking follow-up*** *that helps me be specific and reflective (e.g., "What exactly energizes you about that?", "Can you recall a concrete moment?", "Why does this matter to you?", "What would you miss if it were gone?").*
Do ***not*** *answer on my behalf or suggest examples unless I explicitly ask. After about 8–10 questions, provide a concise summary of the strongest themes you heard (2–4 bullet points), and ask me to select the top 2–3 to carry forward.*

2. Identify Your Roles in Different Areas of Your Life

In our life we need to play a number of different roles: we are parents, spouses, friends and family. We have a role at our job, in the clubs we join, in the voluntary work we do, etc. We also have to take care of ourselves, our own needs, our physical and mental health.

- What are the areas in your life that are important to you?
- What areas will become important to you in the future?

- What roles do you play in these areas?
- What roles do you want play in them?

Make a list of all the different areas of your life and the roles you play, expect to play or would like to play in them. This breakdown will give you a structure that helps to identify what matters to you and what your goals are in these areas.



Step 1 (w/o AI): List All Roles That Come to Your Mind
Start by writing down every role you currently play in your life — both personal and professional.

Step 2: Generate Ideas for Further Roles
Use the AI as ***Idea Generator*** *to explore additional roles that might apply to you and ensure your list is complete.*

Prompt (Goal & Task):
Goal: Identify all the life roles that are part of who I am.
Context: Roles that I am already aware of include (insert your own list, for example):

- *Work or study: employee, researcher, student, team member, leader*
- *Relationships: friend, partner, parent, sibling, family member*
- *Community and contribution: volunteer, mentor, organizer, citizen*
- *Personal growth: learner, explorer, creator, self-developer*
- *Health and well-being: athlete, caretaker of self, mindful person*

Task: Act as my Idea Generator.
Help me identify possible roles that might be missing from my list. Suggest typical roles that people often hold in life, and ask whether each one applies to me. Invite me to discuss and add any roles that come to mind during the conversation. Once we have a complete overview, summarize all selected roles in a list for review.

Step 3: Structure Your Roles
After collecting your roles, use the AI as ***Structure Assistant*** *to organize and refine them into a clear overview.*

Prompt (Goal & Task):
Goal: Create a clear and focused overview of my key life roles.
Task: Act as my Structure Assistant. Help me group my listed roles into 3–5 meaningful categories/areas (e.g., work/study, relationships, contribution, personal growth, health). Encourage me to name each category in my own words and reflect on why it matters. Then guide me to identify which roles are currently most central and meaningful to me. Conclude with a concise, prioritized list that I can carry forward to the next step.

3. Clarify Your Vision for Every Area of Your Life

Look over the list of areas and your roles. The following questions might help to clarify your vision:

- What is important to you in this area of your life?
- What do you want to achieve in this area?
- Why is this achievement important to you?
- What other goals might be hidden behind this?
- What should this area of life ideally look like in five years? And in 10 years?
- Which of your objectives complement each other? Which ones contradict each other?

Try to be clear and specific about what you want to achieve.

Example

"I want to be a good father/mother". This may be true, but what does that mean? "I want my children to feel loved and accepted. I want to support them in achieving their goals. . . . " This is much more specific and hence much more helpful when it comes to making actual decisions about how to behave.

Another way to approach this is the miracle question from systemic coaching. You can consider the areas of your life one by one and perform the following thought experiment. Even if it seems a bit 'mystical' at first, if you are willing to give it a try, this approach has the potential to help you to come to a clear idea of your vision.

Imagine, tonight while you are sleeping a miracle happens and from tomorrow on your role and tasks, your goals and values for this area of life are absolutely clear to you. You will also manage to really live up to these values. However, you were asleep when the miracle happened, so you didn't notice.

- The next day and in the days after that, how exactly would you realize that your values and goals are clear and that you let them guide your actions?
- What will be different? What will you do differently?
- How would others recognize the change: your spouse, your friends and family, your co-workers?



*Use the AI as a **Reflection Assistant** to clarify what you truly want **in the long run** for each area of your life.*
You will likely repeat this process for every area you identified.

Prompt (Goal & Task):
Goal: Clarify what truly matters to me in <fill in area of your life> and shape a realistic, meaningful vision.
Scope: Focus strictly on this one area; we will handle other areas separately.
*Task: Act as my Reflection Assistant and conduct a **step-by-step** interview. **Ask one question at a time**, wait for my reply, then ask a short, targeted follow-up. Keep asking questions **until** I tell you to **"next area"** or **"summarize"**.*
*Guiding Objective: Always aim at **clarifying what is important to me** (not exploring abstract possibilities or external expectations).*
Constraints: Do not propose ideas, give advice, or answer on my behalf. Keep questions concise and use my own words when reflecting back.

Procedure:

- *Start with a brief framing question (e.g., "When you picture a good life for yourself in this area, what feels most important?").*
- *For each answer, ask **critical, thought-provoking** follow-ups, such as:*
  - *"What exactly about that matters to you in this area?"*
  - *"Why does this matter to you now?"*
  - *"Can you recall a concrete moment that illustrates this?"*
  - *"What would you give up to protect this value?"*
- *Every 3–4 Q&A turns, provide a 1–2 sentence recap and ask: "Did I capture what matters to you correctly?"*

4. Identify your values and principles

Based on the items collected in the previous exercises, now it is time to identify your underlying values and principles. How do you want to treat other people? What do you believe in? Which principles should guide your actions? What values do you want to live up to?

To answer these questions, it might be helpful to follow these steps:

- **Make a list:** Which words describe your principles, and ideals? Make an unordered list and jot down everything that comes to your mind.

- **Clarify:** How could you express these values and principles? Develop the ideas from your keyword list into phrases stating your values/principles.
- **Prioritize:** What is really important to you? Reduce the list to the statements that really matter to you. You can also try to put them in order by priority.

Step 1 – Make a List (with AI Support)

Use the AI as your *Idea Generator* to help you explore and collect possible values and principles that describe you.
Before you start, review the insights from the previous sections (your passions, roles, and life visions). You may also ask the AI to briefly summarize or highlight key patterns from these earlier reflections before generating new ideas. Then let the AI assist you in expanding your list.



Goal: *Help me identify and list personal values and guiding principles that describe what truly matters to me.*
Task: *Act as my Idea Generator.*

1. *Review earlier results and briefly summarize key themes before continuing.*
2. *Ask me a few short, open questions to activate reflection (e.g., "When you think of your best moments, which qualities or attitudes were present?").*
3. *On the basis of the summary and the reflection,suggest a broad list of possible values and principles (e.g., honesty, curiosity, compassion, responsibility, creativity, balance, . . .).*
4. *Ask me which of them resonates with me.*
5. *Encourage me to add or reformulate values in my own words.*
6. *Summarize all confirmed values in a concise, unordered list.*

Guidelines:

- *Keep the tone exploratory, not judgmental.*
- *Avoid imposing values; invite reflection and confirmation.*
- *Allow me to refine wording until the list feels authentic.*

Step 2 – Clarify (with AI Support)

Use the AI as your *Reflection Assistant* to help you transform your initial list of keywords into clear, meaningful statements that express your values and principles.
Take the list you created in Step 1 and work with the AI to expand and refine it.



Goal: *Help me develop short, precise statements that clearly express my personal values and guiding principles.*
Task: *Act as my Reflection Assistant.*

1. *Review my list of keywords from Step 1.*
2. *Ask clarifying questions such as: "What does this value mean in everyday actions?", or "How would you notice if you truly lived by this value?"*
3. *Suggest possible phrasing for each value as a short, positive, action-oriented statement (e.g., instead of "honesty" write "I communicate openly and truthfully.").*
4. *Invite me to choose, modify, or reject each phrasing.*
5. *Summarize all accepted statements into a coherent list of formulated values.*

Guidelines:

- *Keep questions short, focused, and reflective.*
- *Always ask only one question at a time; continue only after I answer.*
- *Use systemic questioning techniques when useful, e.g.:*
- *Give critical feedback by pointing out contradictions, blind spots, or recurring patterns.*
- *Maintain a neutral, respectful, and encouraging tone.*
- *Avoid giving ready-made solutions; focus on self-reflection and clarity.*
- *Encourage phrasing that is concrete, positive, and inspiring.*
- *Ensure each statement starts with an active, positive formulation (e.g., "I strive to...", "I value...").*
- *Do not add new content; base everything on my original list and previous answers.*

Step 3 – Prioritize (with AI Support)

Use the AI as your *Reflection Assistant* to help you sort and rank your values and principles from Step 2.



Goal: *Help me bring my values and principles into a clear, meaningful order of priority and set aside those that are less important.*
Task: *Act as my Reflection Assistant.*

1. *Review the complete list of formulated values from Step 2.*
2. *Ask me to compare two values at a time (pairwise comparison) and decide which one feels more important in guiding my life or work.*
3. *After each comparison, update the provisional ranking and show me the new order.*
4. *Continue the pairwise process until all values have been compared and a full priority order has emerged.*
5. *Encourage me to reflect briefly on the result: Does the order feel right? Which surprises or conflicts do I notice?*
6. *Summarize the final prioritized list with short explanations or examples for the top values.*

Guidelines:

- *Keep the focus on relative importance rather than inclusion or exclusion.*
- *Always compare only two values at a time to promote clarity and nuanced reflection.*
- *After each comparison, show the updated ranking to help me track changes.*
- *Ask follow-up questions like: "Why does this value outweigh the other right now?" or "Would your decision change in a different context?"*
- *Encourage me to explain conflicts or trade-offs that become visible during prioritization.*
- *Maintain a neutral and reflective tone; do not propose your own ranking.*
- *Finish with a brief summary that lists all values in their final order and invites me to note insights from the process.*

5. Your Personal Mission Statement

Now, develop your Personal Mission Statement from the phrases describing your values and principles: Go through your list several times to "fine-tune" your statements. Can you put the statements into clearer terms? Have you left anything out? Is there anything that is not so essential and can be omitted? Does the order reflect your priorities?

Some hints:

- Remember to KISS – to keep it short and simple. Ideally your mission statement consists of three to five phrases. The more concretely and specifically you word them, the better you can allow them guide your actions.
- Put the statements in positive terms: "What do I want to achieve?" instead of "What do I want to avoid doing?"
- Rework your mission statement whenever you have the feeling that your values and principles have changed. We grow with the duties that we take on; the mission statement should be modified accordingly (e.g., if a new role appears in your life).
- If you need inspiration for formulating your values and principles, a simple web search for "Personal Mission Statement" will bring you a number of examples. There are very different ideas of what such a mission statement should look like. You have to find something that fits your personality and meets your requirements.

You should revise your Personal Mission Statement a few days later and then again a few weeks later. Do this as often as necessary until you feel that the statements really capture the essence of what matters most to you.

Formulate Your Personal Mission Statement (with AI Support)

Use the AI as your *Reflection Assistant* and *Structure Assistant* to help you synthesize your insights from the previous steps into a concise and inspiring personal mission statement. This statement should express what truly matters to you, the principles that guide you, and the impact you want to make.



Goal: *Help me formulate a concise and meaningful personal mission statement that reflects my core values, principles, and purpose.*
Task: *Act as my Reflection and Structure Assistant.*

1. *Review my prioritized list of values and principles from Step 3.*
2. *Ask clarifying questions to explore how these values connect to my long-term vision and desired contribution.*
3. *Support me in transforming the key ideas into a short, coherent mission statement (2–4 sentences) that describes what I stand for and how I want to live or work.*
4. *Offer alternative phrasings and tones (e.g., professional, personal, inspirational) so I can choose what feels authentic.*
5. *Encourage me to refine the wording until it feels both meaningful and motivating.*
6. *Summarize the final mission statement clearly formatted and ready to copy.*

Guidelines:

- *Keep questions open and reflective, focusing on purpose and meaning.*
- *Ensure the statement is positive, action-oriented, and grounded in my authentic values.*
- *Avoid vague or abstract wording—aim for clarity and emotional resonance.*
- *Encourage iteration: refine together through feedback until the statement truly fits.*
- *Maintain a supportive, neutral tone; let me make all final choices.*

Sources and further readings

Stephen R. Corvey, *The 7 Habits of Highly Effective People*, (Part II, Habit II)