

# MISSION STATEMENT WORKSHEET



Answer these questions to find details and structure for your mission statement.

PROCEDURES	ACTIVITY	ANSWERS
<b>1. Ask questions</b>	Identify what your organization does, what your organization creates, and who the products and services are geared towards.	
<b>2. Discuss answers</b>	Write down the ideas, words, and phrases that the answers in step one inspires.	
<b>3. Edit ideas and keywords</b>	Start to winnow the thoughts and keywords from your discussion.	
<b>4. Draft mission statements</b>	Begin drafting mission statements. Try creating several.	

<b>5. Review</b>	Share drafts with the team for their input.	
<b>6. Publish your final effort</b>	Incorporate feedback, copy edit the statement, and publish to the world.	

**THE FINAL MISSION STATEMENT**

## **DISCLAIMER**

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