**MISSION STATEMENT**

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

|  |  |  |
| --- | --- | --- |
| **PROCEDURES** | **ACTIVITY** | **ANSWERS** |
| **1. Ask questions** | Identify what your organization does, what your organization creates, and who your products and services are geared toward. |  |
| **2. Discuss answers** | Pick out the inspiring ideas, words, and phrases from the answers in step one. |  |
| **3. Edit ideas   and keywords** | Start to curate the essential thoughts and keywords from your discussion. |  |
| **4. Draft mission statements** | Begin drafting mission statements. Try creating several. |  |
| **5. Review** | Share drafts with the team to get their input. |  |
| **6. Publish your   final effort** | Incorporate feedback, copy edit the statement, and publish to the world. |  |

|  |
| --- |
| **THE FINAL MISSION STATEMENT** |
|  |