

# 3 KEY ELEMENTS YOUR MISSION

STATEMENT SHOULD ANSWER

1

## WHAT



Your statement should outline what your company does. This may be a good you produce or a service you provide to your customers—whatever makes your business run.

2

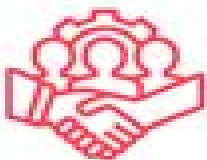
## WHY



Your mission statement should answer why you do what you do. This is the key to your statement. It helps your business stand out, highlighting what sets you apart from the others in your industry. Remember to keep the mission statement short and to the point.

3

## HOW



In last, your mission statement should describe the way in which your company does what it does. Instead of being technical, think of what values go into the core of your business. Maybe your company does it by valuing quality or customer service or being sustainable, or it fosters creativity and innovation.

# Mission Statement

**Bonnye E. Stuart, Marilyn S.  
Sarow, Laurence Stuart**



## **Mission Statement:**

**The Mission Statement Book** Jeffrey Abrahams, 1995 Jeffrey Abrahams shows a selection of over 300 mission statements from America's top companies and provides advice on how to craft your own statement to suit the needs of your organisation

**101 Mission Statements from Top Companies** Jeffrey Abrahams, 2007 A streamlined best of version with statements from the most successful businesses and recognizable brands in America Includes a step by step guide to developing unique enduring positioning statements

**Say It and Live It** Patricia Jones, Larry Kahaner, 2011-03-23 Say It And Live It is the first collection of provocative passionate and intelligent corporate mission statements the most powerful and popular managerial tool in business today A corporate mission statement is the most dramatic presentation of a company's vision and its goal No other document annual report press release news article statement from the board of directors tells us more about a company's values and ethics than a mission statement Companies know that if they write it down they will have to live up to it so they devote months even years the energy of people from the CEO on down and significant sums of money to crafting them Say It And Live It is the only source of information for the many business people who are presently writing their own mission statements In it authors Patricia Jones and Larry Kahaner show that industry leaders are frequently corporations that truly live their mission statements Some of the winners include Avis Ben Jerry's Boeing Citicorp General Electric Gillette Hallmark Cards IBM Kellogg's Reader's Digest Saturn Southwest Airlines UPS and Xerox Say It And Live It is a collection of the fifty best corporate mission statements in America Each entry consists of the company's complete mission statement along with an explanation of how it was written a lesson about how that mission statement saved the company or motivated employees or comments from the CEO or the president The introduction points out the common elements of these philosophical documents while the final chapter is a list of tips on how you can write your own mission statement

*The Mission Primer* Richard D. O'Hallaron, 2001-09 The Mission Primer Four Steps to an Effective Mission Statement includes a Facilitator Training Packet CD and is a concise guidebook that teaches you how to develop evaluate and manage an effective mission statement for your organization It is intended for any group of people who are organized for any purpose No matter what type or size of organization you belong to The Mission Primer will show you how to develop an effective mission statement for your organization It works for industrial concerns non profits schools hospitals churches charities or government agencies from small three person sections to large departments to giant multinationals The book outlines a simple four step method for developing effective mission statements Our unique method is structured quantifiable and has a distinct beginning and end We have used it successfully with dozens of corporate university and non profit clients The method is based on a set of six laws what we call Gast's laws that describe the culture of a successful organization The central idea is that a mission statement describes how the organization intends to comply with Gast's laws Although we are sometimes met with initial skepticism from our clients it never lasts long Apparently Gast's laws are based on fundamental

and enduring properties of human beings and thus they resonate strongly with the people who are exposed to them. Gast's laws provide a direction and clarity that make the process of writing a mission statement focused, time limited and rewarding. If you are leading or participating in an effort to develop or evaluate a mission statement for your organization, then you can benefit from the ideas in this book.

**Building a Personal Mission Statement - Crafting a Mission Statement to Guide Your Decisions and Actions** Namaskar Books, 2024-11-19. Discover the power of purpose with *Building a Personal Mission Statement: Crafting a Mission Statement to Guide Your Decisions and Actions*. This insightful book will help you create a personal mission statement that serves as a compass guiding your choices and actions toward a life of meaning and fulfillment. What if a single statement could clarify your values, direction, and purpose? This book shows you how to define your personal mission in a way that empowers you to make decisions with confidence and live with intention. But here's the question: How do you create a mission that truly reflects who you are and what you want to achieve? With step-by-step guidance and practical exercises, this book helps you craft a mission statement that aligns with your deepest values and long-term goals. Learn how to use your personal mission statement to stay focused, overcome obstacles, and make decisions that align with your true purpose. Whether you're in the midst of career changes, personal growth, or looking to lead with clarity, this book offers the tools to create a foundation for success. Are you ready to take control of your future? Open *Building a Personal Mission Statement* and start crafting your own mission today. Set yourself up for success by embracing a life that reflects your values. This book will help you create a powerful personal mission that drives every decision. Start your journey to a more intentional life. Purchase *Building a Personal Mission Statement* now and take the first step toward aligning your actions with your purpose.

**The School Mission Statement** Steven Stemler, 2013-08-06. This is a must-have resource for busy educators involved in creating, improving, or reevaluating their school mission statements. The authors provide numerous examples of mission statements from a diverse range of preK-12 schools, offering readers an extremely valuable resource for developing an understanding of various themes and ideas in American education today, all to be better prepared to formulate their own school's mission statements. Whether you are preparing for accreditation reviews, seeking a broader knowledge base, or are engaged in policy discussions, this practical, readable guide is packed with valuable information to help you reach your professional goals.

**Integrated Business Communication** Bonnie E. Stuart, Marilyn S. Sarow, Laurence Stuart, 2007-04-23. This book applies communication concepts and issues from various fields such as marketing, public relations, management, and organizational communication and packages them into a dynamic new approach: Integrated Communication. It is designed to give business students a basic knowledge and broad overview of communication practices in the workplace. Ultimately, the book should be seen as a practical guide to help students understand that communication is key to decision making and fundamental to success in a global marketplace. The book uses an interdisciplinary approach to its discussion of integrated communication by incorporating theory, application, and case studies to demonstrate various

concepts Theory is introduced when necessary to the understanding of the practical application of the various concepts Integrated Business Communication is broad enough in scope and method to be used as a core text in business communication Case studies are an integral part of the material

*101 Great Mission Statements*, 1995 Discusses the process of creating a mission statement then presents a collection of 101 mission statements from leading organizations around the world

*Business Plans to Game Plans* Jan B. King, 2004-02-19 Breaking down complex concepts into simple and effective action plans author Jan King will help you profit from her extensive experience and avoid common mistakes This new revised edition elaborates on the six critical principles of running a small business that helped guide King to success Set standards and give your employees the tools to meet your goals Lead by example Look to the long term the very long term Find the important details and focus on them Watch for variances from expected results Face reality when you look at your company and take action Business Plans to Game Plans will help you turn your vision into a thriving business equipped to weather any market Order today

*Total Productivity Management (TPmgt)* David J. Sumanth, 1997-10-27 Poised to influence innovative management thinking into the 21st century Total Productivity Management TPmgt written by one of the pioneers of productivity management has been a decade in the making This landmark publication is the most extensive book available on the subject of total productivity management At a time when downsizing and layoffs are the norm this innovative and highly organized book shows you how to treat human resource situations with a caring customer oriented yet competitive attitude through integration of technical and human dimensions This book makes use of a set of proven models and provides a systematic framework and structure to link total productivity to an organization s profitability Total Productivity Management describes the tasks required of all constituents in an understandable format that they can relate to and by which regards can be realized for performance in all resource categories including direct labor administrative staff managers professional personnel materials liquid assets technologies energy and other areas

**Write a Business Plan in No Time** Frank Fiore, 2005 Small business owners are walked through the process of writing a business plan step by step using easy to follow to do lists from determining the type of plan needed to what the various pieces should be to common mistakes to avoid

**Leadership Roles and Management Functions in Nursing** Bessie L. Marquis, Carol Jorgensen Huston, 2009 Now in its Sixth Edition this foremost leadership and management text incorporates application with theory and emphasizes critical thinking problem solving and decision making More than 225 case studies and learning exercises promote critical thinking and interactive discussion Case studies cover a variety of settings including acute care ambulatory care long term care and community health The book addresses timely issues such as leadership development staffing delegation ethics and law organizational political and personal power management and technology and more Web links and learning exercises appear in each chapter An Instructor s CD ROM includes a testbank and PowerPoint slides

**The Organization and Management of Construction** D. A. Langford, Arkady Retik, 1996 The proceedings of the CIB W65

Symposium on the Organization and Management of Construction conference are presented here and in the companion volumes as state of the art papers documenting research and innovative practice in the field of construction The volumes cover four broad themes business management project management risk management IT development and applications Each volume is organized to provide easy reference so that the practitioner can speedily extract up to date information and knowledge about the global construction industry Managing the Construction Enterprise Volume One Covers the firm and its business environment markets and marketing human resource management strategic planning and quality management Managing the Construction Project Volume Two focuses upon productivity procurement international projects and human issues in relation to management performance of construction organisations Managing Risk Volume Two incorporates discussion of risk away from regulation by government and those safety risks inherent in the construction process Managing Construction Information Volume Three published in conjunction with Construct IT Centre of Excellence incorporates material on information systems and methods application of IT to the design and construction processes and how IT theory and applications are best transmitted to students and practitioners The work represents a collation of wide ranging ideas and theory about construction and how research has contributed to the development of the industry on a global application of research to the problems of the construction industry *Leading Organizations* Gill Robinson Hickman, 2010 The Second Edition of *Leading Organizations* offers an expanded focus on the fluid roles of leaders and participants followers and their mutual responsibility for organizational leadership Like the first edition this text contains chapters on implementing the organization's mission structure culture and strategy written by leading scholars in the field New features include Strategic leadership Virtual leadership Leadership organizational change and conflict Building a culture of leadership **A Personal Mission Statement** Michal Stawicki, 2013-05-26 THE SECRET TO THE HAPPINESS IS WITHIN YOU AND YOU CAN REVEAL IT A personal mission statement is the most powerful tool you can develop in your life By identifying your single motivating purpose and incorporating it into your philosophy you will have the tools to achieve happiness and success on a daily basis I wrote A Personal Mission Statement Your Roadmap to Happiness to teach you what a personal mission statement is how to create one and if you already have one how to use it effectively Unsure of what a personal mission statement is A personal mission statement is a compass to guide your life Though the terrain of your life can change rapidly using this compass will ensure you always find happiness and success Am I an expert in this field I may not have letters like Ph D after my name but I have discovered the secrets of creating personal mission statements and the amazing power they have to change lives I have made my own and use it But don't take my word see what this reader had to say You convinced me to review rewrite and resume my Personal Mission Statement Michal I don't know how to thank you You have given me so much now to do it May you be blessed with much more Nina Malinda Malaysia I've seen extraordinary changes in my life as a result of following my personal mission statement and so have many others You can easily join the ranks of people

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academic and personal goals and thus increase college retention and graduation rates Regardless of the academic ability socioeconomic status gender first generation ethnicity of students the retention formula and model presented will help each and every college type increase student retention and graduation rates      **Introduction to Educational Administration**  
Douglas J. Fiore, 2004 This comprehensive and practical text introduces your students to concepts and theories of educational administration It is unlike other texts which are structured in isolated units Instead the topics in this book are connected presented in the context of the ISLLC standards which reveal the real world of practicing school administrators



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