

Mission Statements, Goals and Outcomes



Summer 2022 Working Sessions

Warm-Up: Think-Pair-Share

Take a minute to think about your answer to one of these questions (whichever feels best to you!)

How do you describe your job to your friends or family?

What does an average day or week look like for you at work?

What do you do at your job that makes you feel most fulfilled?

Then, share your answer with a partner (NOT your team member!)

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Now think about your unit

Take 5 minutes to do Page 1 of the handout— Identifying Your Unit's Mission.

Then, share your responses with a partner.

If you have a mission, compare the mission to what you have written.



Do some research

Borrow language from your Division's mission statement.

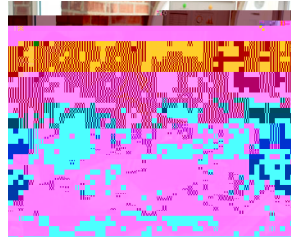
Write for the people you want to be reaching. Ask yourself: If someone needs our services, will they be able to tell by reading our mission statement?

Keep it short! You can flesh it out more in your goals.

Next steps: Achieving Your Goals

Once you've got your goals:

- 1) How will you work toward meeting each one? ()
- 2) What do you want to achieve? ()
- 3) How will you know when you've achieved it? ()



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Example

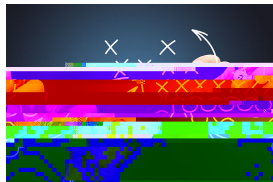
I'm opening a restaurant.
My mission:



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Strategies

What will you do to work toward this goal?



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Objectives

This is your outcome. What are you aiming for?



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Process

- "Accounting office will reduce vendor statement processing time from 7 to 4 hours."
- "Registrar's office will shorten response time for transcript requests from 7 to 4 days."