



## Find your own guiding star by creating a personal mission statement

Look into the night sky. Where are your eyes drawn first? To a shooting star? A familiar constellation – a belt or a dipper? A star brighter than the others? Ever since we could tilt our heads back to gaze up, that dark blanket of twinkles has aided human exploration. The night sky has served as a map full of beacons that guide us to find our purpose. In the earthly realm, mission statements are commonly used as a guiding force in organizations to state a company's specific purpose and identify why it matters. Regardless of whether your firm has a mission statement, you can find your guiding star by developing a personal mission statement to align your professional values, goals, and actions.

### Start by writing:

What does it mean for you to do your best work? Think of what you already accomplish and what you strive for. In a few sentences, describe what a great day or project would be like. Better yet, set a timer and write non-stop for 15 minutes about your best work.

### Now make some lists:

Review what you wrote (and keep writing as needed). Identify three main aspects:

1. What is your cause? Who do/will you serve and what values do you hold? Think beyond your immediate supervisor or employer. Who else and what else is positively affected by the work you do? Be broad while being honest.
2. What actions do/will you take? Serving the needs of clients and employers requires you to plan for and complete specific tasks. What are they? Notice ways to group your tasks into categories.
3. What impact do/will you have? How do your actions result in changes for the better? Go beyond the general and get specific here.

### Write a few versions:

Three main elements go into your personal mission statement: cause, action, effect. Play with the arrangement of these elements to find the style that fits you, and be specific and concrete. The idea here is to take a few different approaches to organization, choice of details, and wording to see what gems emerge.

### Craft a finished, "living" final version:

After writing a few versions, select the specific and concrete aspects in each and revise these best parts into a finalized version. Use your personal mission statement as a bright star that guides your work, your decisions, your priorities, and your approach to problem solving. But remember that a mission statement can change as times goes by and needs shift. Consider your personal mission statement to be a living document that can be revisited, improved, and refined as your career flourishes.

### Check out these examples and notice how the cause, action, and effect are presented:

"The ACLU works in the courts, legislatures and communities (action) to defend and preserve the individual rights and liberties guaranteed (effect) to all people in this country (cause) by the Constitution and laws of the United States."

"The Mission of the American Bar Association is to be the national representative of the legal profession (effect), serving the public and the profession (cause) by promoting justice, professional excellence and respect for the law (action)."

"Recognizing the need to increase and improve access to the legal system, the American Association for Paralegal Education promotes quality paralegal education, develops educational standards and encourages professional growth, in order to prepare graduates to perform a significant role in the delivery of legal services."

"Association of Legal Administrator's mission is to improve the quality of management in legal service organizations; promote and enhance the competence and professionalism of legal administrators and all members of the management team; and represent professional legal management and managers to the legal community and to the community at large."



## A Note From the Editor

This year, [NorthStar Legal, Inc.](#) is proud to announce that we will be a Silver Sponsor of the [CFCALA-Central Florida Chapter Association of Legal Administrators](#) and also continuing our Patron Membership with the [CFPA-Central Florida Paralegal Association](#). So glad to be a part if it all!

-Jennifer Magnusson

[NorthStar Legal, Inc.](#) is excited to present to you our quarterly newsletter, [POLARIS!](#)

Since early times, navigators have used Polaris, also called the North Star, to guide them towards their destinations. At NorthStar Legal, Inc., our goal is to assist you in navigating your hiring process.



March 2, 2018  
Downtown Orlando Marriott  
400 W. Livingston Street, Orlando  
Valet Parking for attendees

### agenda

10AM-10:30AM Check in/Registration  
10:30AM-11:45AM Keynote Speaker  
Charlie Blackwell-Thompson, NASA's 1<sup>st</sup> Female Launch Director for the Mars Mission  
12PM-1:15PM Lunch and Installation of Chapter Officers  
1:30PM-4PM EXPO  
4:00PM-6:00PM Cocktail Reception  
4PM-4:30PM Raffle Giveaways/Scholarship Drawings



### QUOTE OF THE DAY:

Treat failure as a lesson on how not to approach achieving a goal, and then use that learning to improve your chances of success when you try again. Failure is only the end if you decide to stop.

~Richard Branson

### TEMP DISCOUNT OFFER

Mention this newsletter to receive \$50.00 off your next temp order of 40 hours or more!!!

## Calendar of events for March

**March 2:** CFCALA Business Partner Expo - [NorthStar Legal, Inc.](#) is proud to help sponsor this fun event! gALaxy themed this year, the expo will be held at the Marriot Downtown Orlando. I hope to see you there!

**March 2:** Employee Appreciation Day!

**March 11:** Daylight Savings Time - don't forget to Spring Forward this year!

**March 17:** St. Patrick's Day

**March 20:** March Equinox 2018

**Did you know?** March was named after the Roman God "Mars"



"Maybe it's time to update our mission statement."



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