



Leadership Certification Track

Report Guidelines for the Missions/Vision Requirement for Completion

Please, type the following information and answers to questions and submit to:

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Fax and electronic submission are accepted as well:

Fax: 303-458-3566
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Questions?

Call 303-458-4323

Deadline: *Finished report should be between 5-7 pages (typed, double-spaced, 12-point font, 1-inch margins). In order to be recognized at the end of the year leadership development reception, all requirements and report should be completed and submitted by April 15th.*

Section I: Personal Data

- A. Name, Address, best phone number to reach you, best email to reach you
- B. Year in school
- C. Top 3 most influential leadership positions or experiences you have held
- D. Leadership Certification Components: *List the name and dates of the components completed and 1-2 sentences (for each experience) of how your leadership development was affected by these components (i.e., “What I gained from this experience was...” or a description of how leadership skills emerged – be specific!)*
 - a. Outdoor Leadership Adventure (2)
 - b. Conferences and Workshops (2)
 - c. Speakers (2)
 - d. Community Service (2)

Section II: Mission/Vision Exercise

Use these questions as a jumping off point to develop your mission-vision statement.

- A. Personal Vision Statement
 - a. What kind of person do you want to be?
 - b. What are your values?

- c. What are your strengths and areas for growth? What are you most proud of?
- d. If I had unlimited resources (money, time) what would you do?
- e. How would you like to see yourself in 10 years in the following areas:
 - i. Financial
 - ii. Physical
 - iii. Spiritual
 - iv. Career/Academic
 - v. Family
 - vi. Social
 - vii. Community

B. Personal Mission Statement

- a. What is your purpose?
- b. What gives your life meaning?
- c. How do you want to be remembered?
- d. How can you best serve the world?

- C. One-sentence that summarizes your personal mission/vision (a practical statement that defines who you are and serves as a reminder of your focus and direction). Make sure this creates an inspiring vivid picture for YOU and pulls on your heartstrings.**

Section III: 3-year Plan

Based on the information above (your past and your future) outline a three-year plan or “By the time I graduate...” Each of the following sections flows to the next (your intent is tied to your goals and results in your action plan).

- A. Intent – the big picture. What is the overall direction and purpose? Phrase these in the positive (“I will become a better time-manager.”) rather than the negative (“I will stop procrastinating”). It is okay to use evaluative words (e.g., “Become more efficient at...” or “Improve my ability to...” or “Make...a bigger priority in my life.”)
- B. Goals – Getting more specific. Use “SMART” as a guideline
 - a. S=Specific
 - b. M=Measurable (NO evaluative words – for example don’t say “I will do more of...” rather say “I will have...accomplished by...”)
 - c. A=Attainable (in this timeframe) – you may also think about splitting your goals into levels of accomplishment:
 - i. “Good” – what you can accomplish with minimal additional effort and focus
 - ii. “Better” – what would be a stretch for you with a little more sustained and focused effort
 - iii. “Best” – if you put forth 100% what do you think you could accomplish
 - d. R=Realistic (on your innate abilities and intrinsic motivation)
 - e. T=time-limited (you may want to break it down into year goals)
- C. Action Plan – getting started
 - a. The first step to achieving your goals is...
 - b. The second step is... (an so on)