

# The 7-Habits of Highly Effective People

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## Habit-7



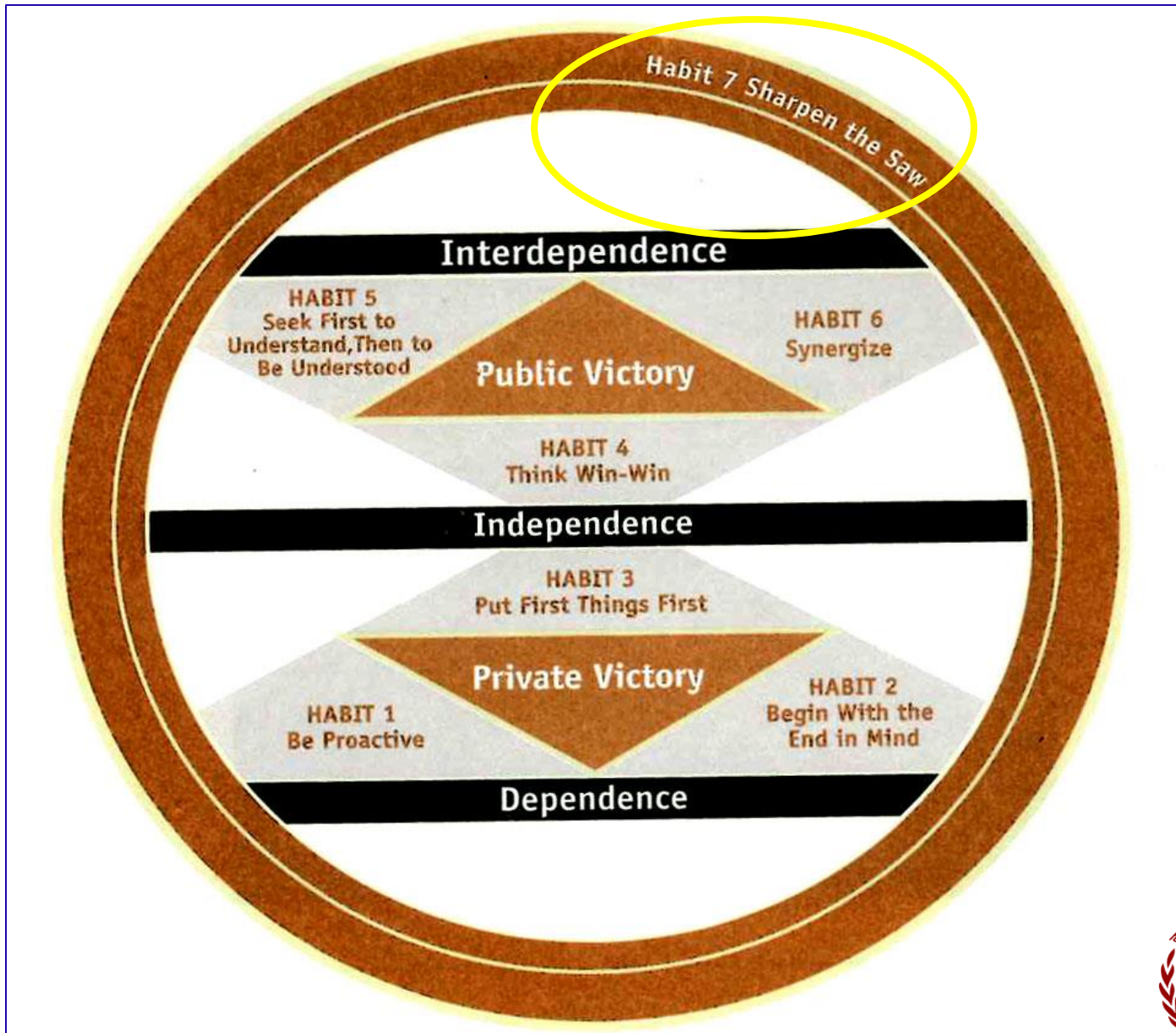
# Habit-7: Sharpen the Saw

## The Habit of Renewal

A long, healthy, and happy life is  
The result of making contributions, of  
Having meaningful projects that are  
Personally exciting and contribute to  
And bless the lives of others.

- Hans Selye

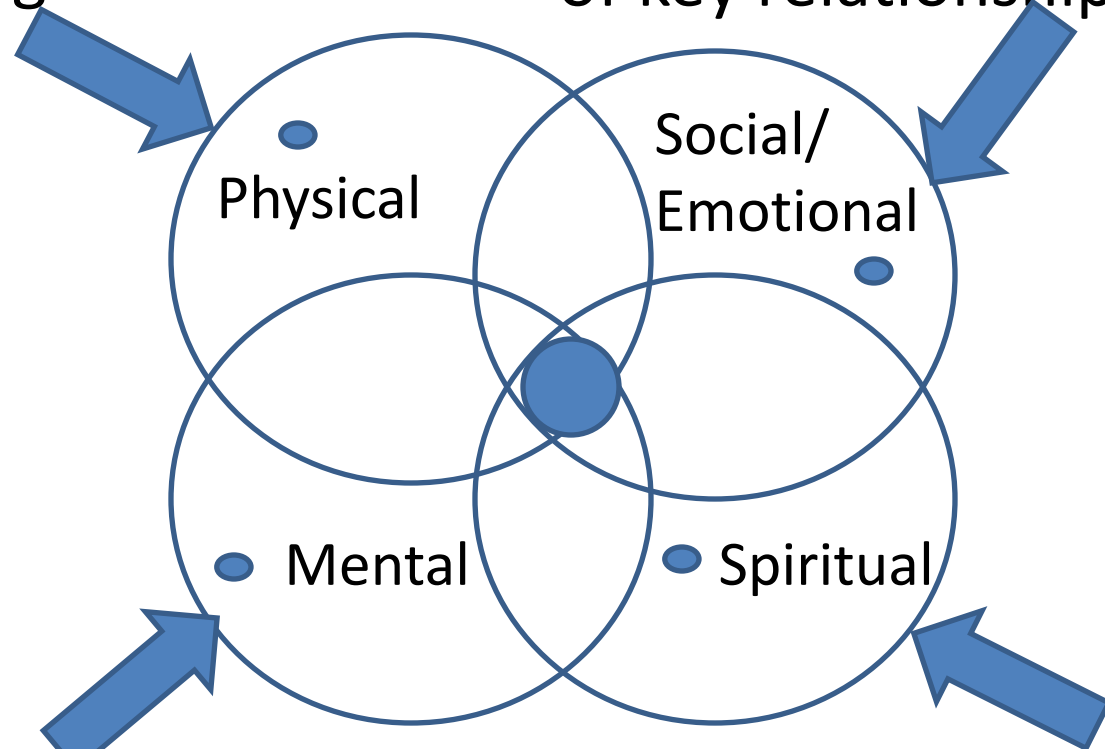
# Maturity Continuum



# Renew regularly in the 4 dimensions

Exercise, nutrition, rest,  
stress management

Consistent deposits in the  
Emotional Bank Accounts  
of key relationships



Reading, writing,  
learning, study

Service, values, clarification  
Inspiring literature,  
meditation, nature

# Mark how well you are doing

Physical	Excellent -----Poor
Social/Emotional	Excellent ----- Poor
Mental	Excellent ----- Poor
Spiritual	Excellent ----- Poor

# Physical Dimension

Assume you have had a heart attack in the last month. How would you approach exercise and nutrition?

To renew yourself Physically, consider:

- Get the amount of sleep you know your body needs.
- Set health and fitness goals (reduce cholesterol , reduce weight)
- Include vegetables, fruits, whole grain, fibre, and lots of water in your diet.
- Ensure that exercise routine is not one-dimensional but includes flexibility, strength training, and cardiovascular endurance.
- Reduce stress by eliminating QIII activities- get out of the urgency trap.

# Physical Dimension

Did you know?

- Aerobic exercise boosts the supply of nourishing blood to the brain, improves the efficiency of the nerves, and increases the neurotransmitter hormones that produce feelings of well-being.
- Physicians recommend drinking 2.5 litres of water per day. Drinking less can cause mild dehydration, headaches, grogginess, and problems with blood pressure or circulation.
- To optimize performance at work, experts suggest taking 5-10 minute breaks (where you totally disengage) every 90-120 minutes.
- **Write down one thing you will consistently do to develop the physical dimension:**



# Mental Dimension

Assume your knowledge and skills will be obsolete in two years. What new learning avenues would you explore?

To renew yourself mentally, consider:

- Keep a journal. Your journal can become your space for working out problems.
- Read voraciously. And if you do not understand *that* word-- well, our point exactly.
- Collect quotations. The sentiments of great people stimulate the mind.
- Develop a hobby. It allows you to do something you love doing.
- Continue your education. Train your mind to stand apart and examine its own paradigm.

# Mental Dimension

## Did you know?

- About 175 million books have been published worldwide. The number grows by 1 million per year. You would better get started.
- At birth, your brain had about a trillion neural connections. That sounds like a lot, but remember- we are talking about a baby brain.
- The best way to grow more connections is to take up a challenging activity that is new to you, like computers, music, or a foreign language.
- According to one study, taking piano lessons for even four months can improve young people's performance on maths tests by an average of 27 per cent.
- Write down one thing you will consistently do to develop the mental dimension:

# Social/Emotional Dimension

Assume that everything you say about people will be heard by them. How might you choose your words differently?

To renew yourself emotionally, consider:

- Keep your relationships in constant repair through continual deposits to the emotional bank account.
- Value the differences in others and look for opportunities to synergize.
- Practice empathic listening regularly with the people who are important to you.
- Widen your circle of friends.
- Forgive yourself and others who may have hurt you.
- Build family relationships- both immediate and extended.
- Let go of the damaging competitive feelings you may have towards others.

# Social/Emotional Dimension

Did you know?

- The number one reason people leave their jobs is poor relationships with their managers.
- In a study of marriages lasting 25 years or more, the ability to solve problems together is the major factor contributing to satisfaction.
- Lifespan increases in direct proportion to the amount of contact people have with their close friends.
- Write down one thing you will consistently do to develop the social/emotional dimension:

# Spiritual Dimension

Assume you have a year to live. What legacy would you want to live?

To renew yourself spiritually, consider:

- Create, review, and refine your Personal Mission Statement.
- Watch, listen, and enjoy the world of nature.
- Read inspirational literature, in particular biographies of people who inspire you.
- Commit to a life of total integrity to your priorities.
- Listen to inspirational, uplifting music.
- Commit to serve in your community. Give off your time, money and self.
- Practice spiritual worship that edifies.

# Spiritual Dimension

## Did you know?

- Giving service can improve your health. It can boost your immune system, speed wound healing, and lower the frequency of colds and other infections.
- Adults who volunteer live longer than their peers who do not volunteer.
- Reading biographies teaches us empathy. Encouraging us to inhabit, if just for a few minutes, someone else's world.  
– Author Jane Kurtz.
- People work about 11,000 days between their mid 20s to the age of 65. That is a long time if you are unfulfilled or disengaged at work.
- Write down one thing you will consistently do to develop the spiritual dimension:

Be strong in the hard moments



**THANKS FOR YOUR ATTENTION**