

The 7-Habits of Highly Effective People

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Habit-7



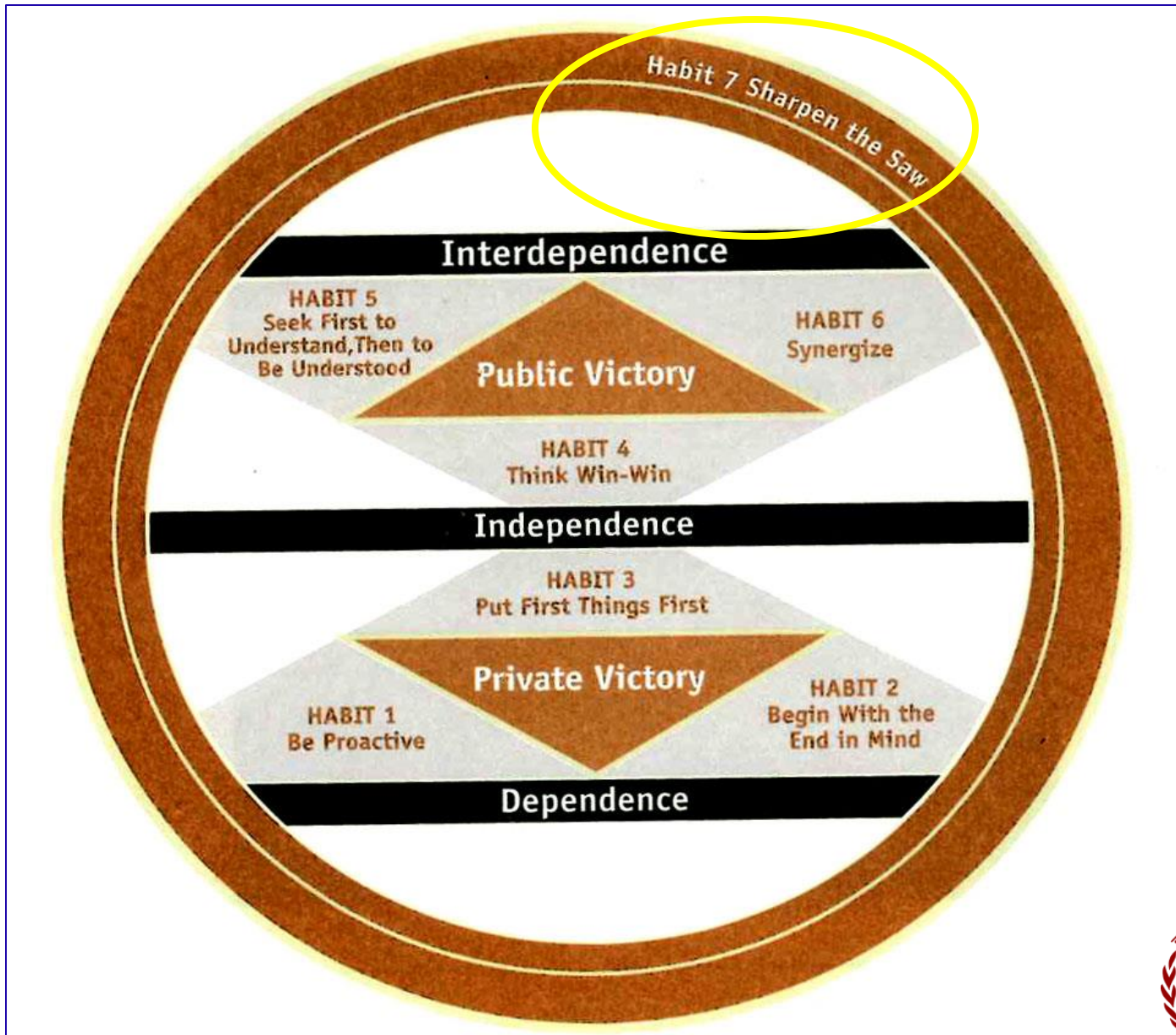
Habit-7: Sharpen the Saw

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

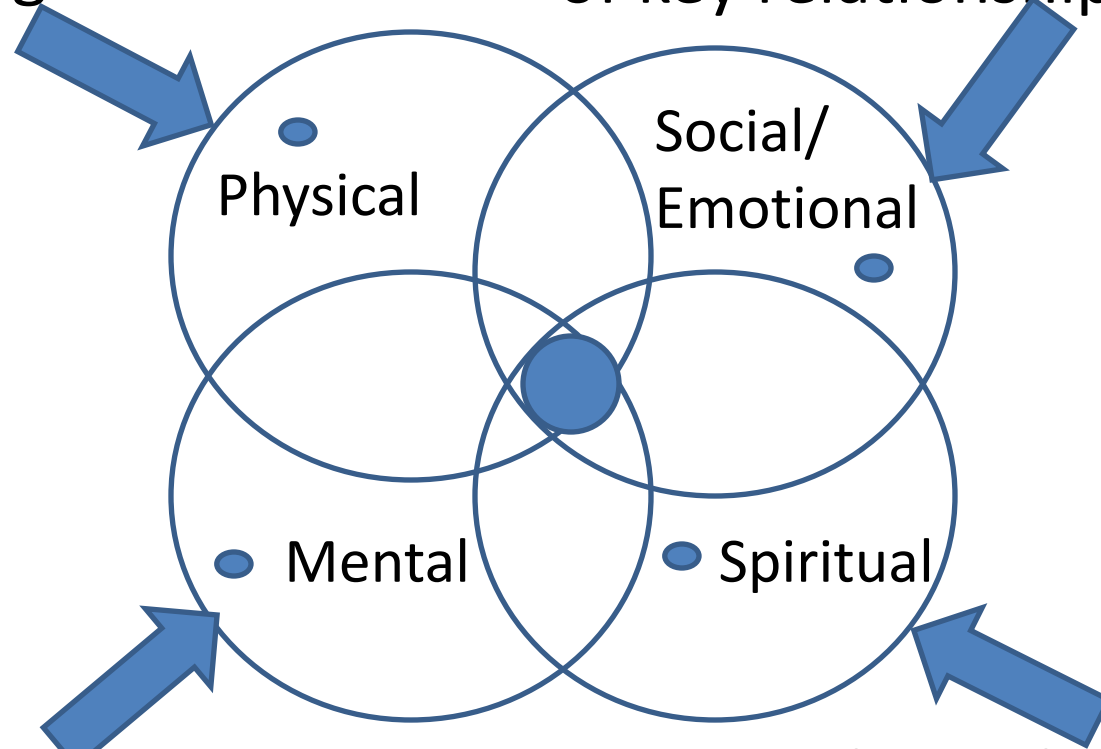
Maturity Continuum



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