

The 7-Habits of Highly Effective People

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Habit-7



Habit-7: Sharpen the Saw

The Habit of Renewal



Habit-7: Sharpen the Saw

The Habit of Renewal

Sometimes when I consider what tremendous
Consequences come from little things----
I am tempted to think----
There are no little things

Bruce Barton



What would be your goal in life?

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

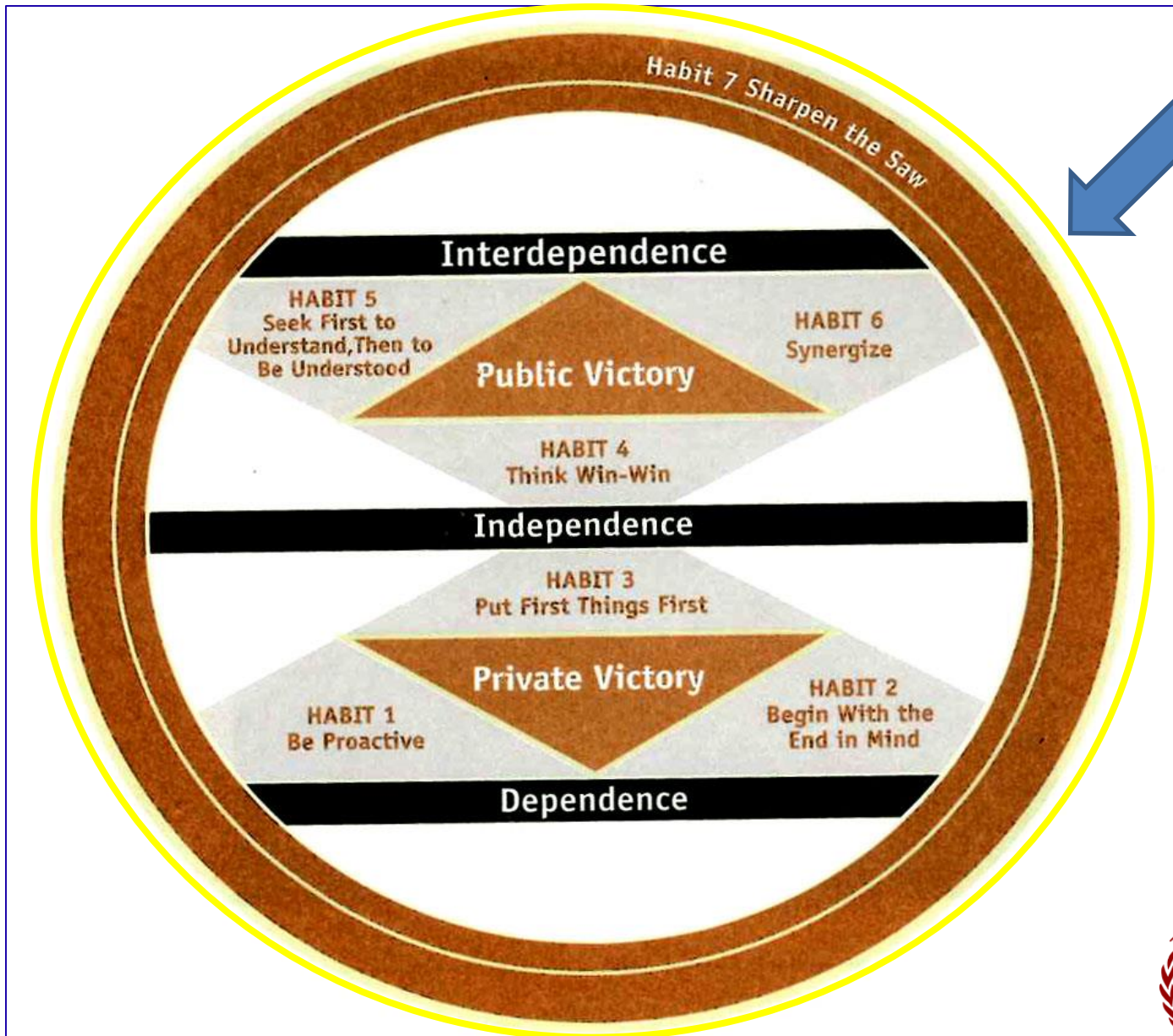


Yourself

- Single most powerful investment we can ever make in life
- The only instrument we have to deal with life and contribute
- We are instruments of our own performance



Maturity Continuum

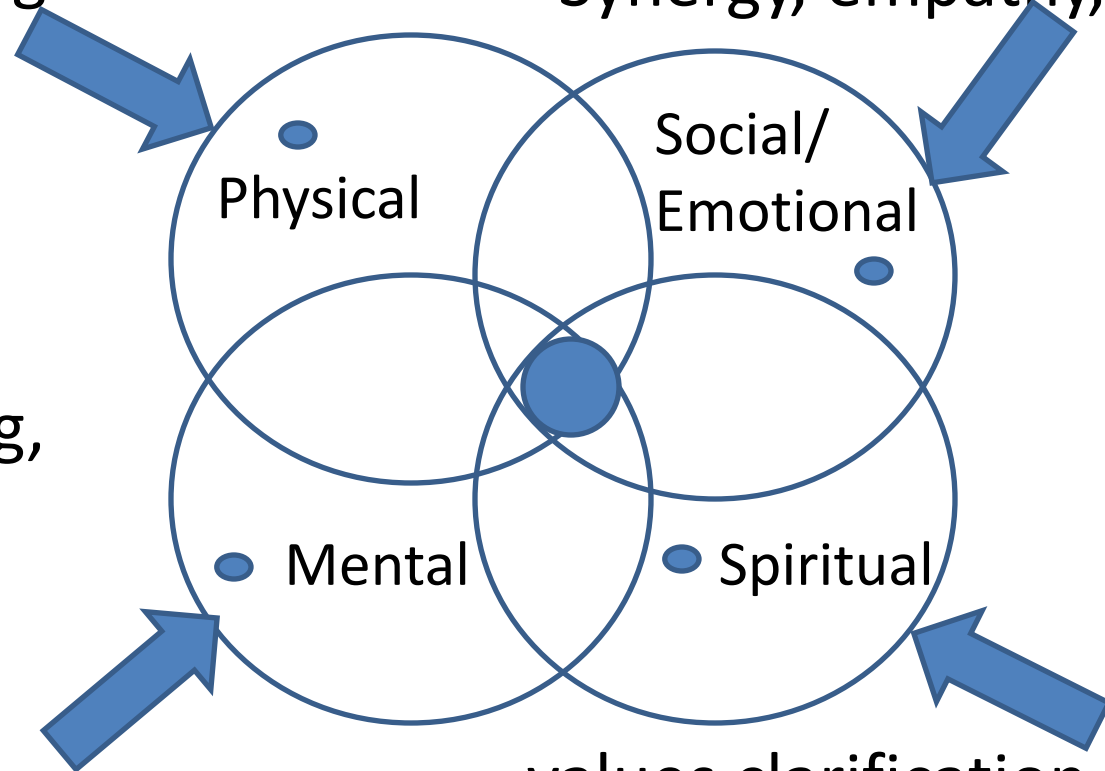


Renew regularly in the 4 dimensions

Exercise, nutrition, rest,
stress management

EBA of key relationships,
service, intrinsic security
Synergy, empathy,

Reading, writing,
Visualising,
Planning,
learning,



values clarification &
Commitment, study &
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- Endurance

- From aerobic exercises, cardiovascular efficiency- cannot work on heart muscles directly, only through large muscle groups- particularly leg muscles
- Through rapid walking, jogging, running, biking, swimming,
- Minimally fit- raise heart beat to 100 beats/minute and keep it up there for 30 minutes
- Ideal- raise heart rate to at least 60% of max pulse rate- the top rate ($220 - \text{age} * 0.60$), for a 50 year old ($220 - 50 = 170 * 0.6 = 102$)
- The 'training effect' is between 72 to 87 % of your personal maximum rate



Physical Dimension- Flexibility

- Through stretching
- Warm up before and cooling down after aerobic exercises
- Helps loosen and warm up muscles for rigorous exercise
- Helps to dissipate the Lactic Acid so you do not feel sore and stiff



Physical Dimension- Strength

- Muscle resisting exercises- push-ups, pull-ups, sit-ups, Working with weights
- Sedentary work- calisthenics could be adequate
- Hard labour-improved strength improves skill
- Does not happen until the muscle fibres rupture and the nerve fibre registers pain
- Nature overcompensates and within 48 hrs the muscle is made stronger
- Emotional muscle- patience- exercise patience beyond past limit, emotional fibre breaks, nature overcompensates, next time the fibre is stronger



Physical Dimension- summary

- Helps preserve and enhance our capacity to work, adapt and enjoy
- Do not over do- can give pain, injury or damage
- It is also a test of will power besides exercise
- It is a Q-II activity
- Resting pulse rate will go down as heart and oxygen processing system becomes more efficient
- More afternoon energy
- Greatest benefit- development of habit-1 muscles



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

- Mostly from formal education- external discipline
- But leave it once we get settled
- TV takes as much time as we spend in office
- Are you discrete enough to chose what you watch?
- Liberal education needed- ability to examine the program of life against larger purpose
- Quality literature- get in to the mind of the writer
- Person who does not read is no better than that who cannot read
- Writing- transcend from events to deeper thoughts



Mental Dimension

- Organising and planning are mental sharpeners
- Habit 1,2,3 'daily private victory'
- **Phillips Brooks**, ' Some day, in the years to come, you will be wrestling with the great temptation , or trembling under great sorrow of your life. But the real struggle is here, now.... Now is it is being decided whether, in the day of your supreme sorrow or temptation, you shall miserably fail or gloriously conquer. Character cannot be made except by a steady, long continued process'



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

- Focus on habits-4, 5 & 6
- Developed out of relationships with others
- Achieving private victory essential for this
- Appreciate differences, listen with empathy and achieve creative cooperation
- Life of integrity is the most fundamental source of personal worth
- Peace of mind- when life is in harmony with true principles and values
- Intrinsic security through interdependent living



Social/Emotional Dimension

- Real contribution at work
- Anonymous service
- Hans Selye, in his monumental work on Stress, Earn thy neighbor's love
- George Bernard Shaw, “ this is the true joy in life- that being used for a purpose recognised by yourself as a mighty one. That being a force of nature, instead of feverish, selfish little clod of ailments and grievances complaining that the world will not devote itself to making you happy.-----Life is no brief candle to me. It is a sort of splendid torch which I have got to hold up for the moment and I want to make it burn as brightly as possible before handing it on to future generations”



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

- As long as you feel you are serving others, you do the job well (Mahesh Babu Dookudu)
- A law as inexorable as gravity
- Quadrant-II activity
- Martin Luther King, “ I have so much to do today, I’ll need to spend another hour on my knees”
- Leadership centre of our lives
- A PMS gives that purpose- review and reconnect
- David O McKay, “ the greatest battles of life are fought out daily in the silent chambers of the soul”
- **Win inside, will win outside**



Spiritual Dimension

- Related to Habit-2
- Core, values, private and most important
- Draws from sources that inspire and uplift you
- Reading, meditating, immersal in nature,literature, music
- Arthur Gordon and his Doctor

Slip-1 ,9 am	Listen carefully
Slip-2, 12 noon	Try reaching back
Slip-3, 3 pm	Examine your motives
Slip-4, 6 pm	Write your worries on the sand



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

- When the going gets tough the tough get going



The 7 Habits Contract Scorecard

Week	Habit	Plan Weekly	Live the Habit	Teach to Learn
1	Habit 1: Be Proactive			
2	Habit 2: Begin with the End in Mind			
3	Habit 3: Put First Things First			
4	Habit 4: Think Win-Win			
5	Habit 5: Seek First to Understand Then to be Understood			
6	Habit 6: Synergise			
7	Habit 7: Sharpen the Saw			

Personal Commitment

I commit to complete the 7 Habits Contract

Your Signature

Date

I agree to help the person above complete the 7 Habits Contract

Accountability Partner Signature

Date

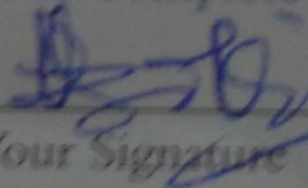
SIGNATURE PAGE

Suresh. bommireddy e.g.c.com

SURESH. E. bommireddy@gmail.com

Personal Commitment

I commit to complete the 7 Habits Contract.



Your Signature

18-07-2010

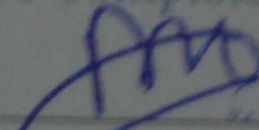
Date

I agree to help the person above complete the 7 Habits Contract.

BOMMIREDDY Suresh

Accountability Partner Signature

9866800336



18-07-2010

Date



**THANKS
FOR YOUR ATTENTION**