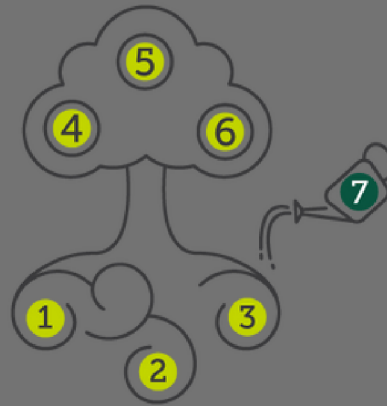


Habit 7

Sharpen the Saw

newleaf 



Habit 7 - Sharpen the Saw means preserving and enhancing the greatest asset you have - **YOU**.

It surrounds the other habits because it is the habit that makes all the others possible.

newleaf 



It's renewing the four dimensions of your nature:

Physical + Spiritual + Mental +
Social / Emotional

newleaf 



Sharpen the saw means exercising all four dimensions regularly and consistently in wise and balanced ways.

To do this, you must be proactive.

Taking time to sharpen the saw is a definite Quadrant II activity, and Quadrant II must be acted on.

Quadrant I, because of its urgency, acts on us; it presses upon us constantly.

newleaf 



This personal production capacity (P/C) must be pressed upon until it becomes second nature, until it becomes a kind of healthy addiction.

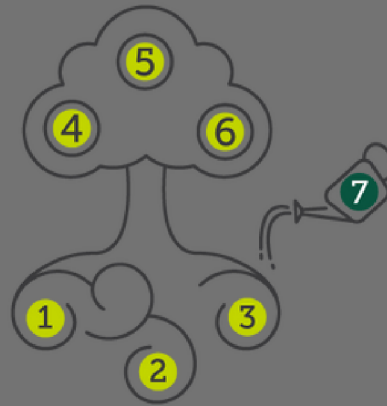
Because it's at the centre of your Circle of Influence, no one else can do it for you.

You must do it for yourself.

This is the single most powerful investment you can ever make in life — investment in yourself, in the only instrument you have with which to deal with life and to contribute.

You are the instrument of your own performance, and to be effective, you need to recognise the importance of taking time regularly to sharpen the saw in all four ways.

newleaf 



Physical - This means looking after your physical body — having the right diet, getting sufficient rest and relaxation, getting enough sleep and exercising on a regular basis.

Do you think you need or don't have enough time to sleep 8 hours, plan your meals to ensure they're healthy, spend time destressing and exercising regularly?

That is a distorted paradigm - you don't have time not to!

newleaf 



What exercise do you do each week?

Is it enough?

What is holding you back?

newleaf 



Activities looking after our physical body are Quadrant II, high-leverage activities that most of us don't do consistently because it isn't urgent.

And because we don't do it, sooner or later we find ourselves in Quadrant I, dealing with the health problems and crises that come as a natural result of our neglect.

newleaf 

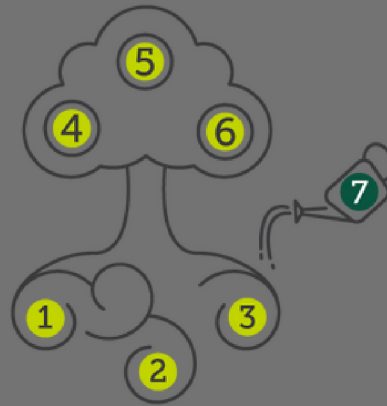


How much sleep do you get each night?

Is it enough?

What is holding you back?

newleaf 



Probably the greatest benefit you will experience from making positive changes will be the development of your Habit 1 muscles of proactivity.

As you act based on the value of physical well-being instead of reacting to all the forces that keep you from it, your paradigm of yourself, your self-esteem, your self-confidence, and your integrity will be profoundly and positively affected.

newleaf 



What is your diet and lifestyle like?

Is it healthy and balanced?

What is holding you back?

newleaf 



Spiritual - Connection.

This is where your personal vision and mission comes in.

Take time to reflect on it.

The spiritual dimension is your core, your centre, your commitment to your value system.

It's a very private area of life and a supremely important one.

It draws upon the sources that inspire and uplift you and tie you to the timeless truths of all humanity.

And people do it very, very differently.

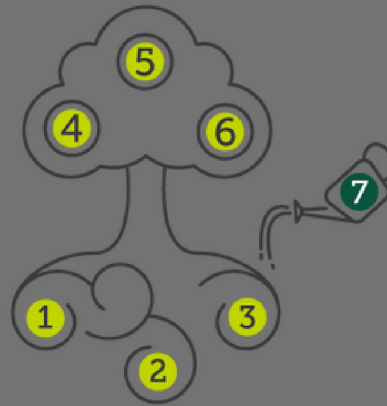
newleaf 



What inspires and uplifts you?

Reading, writing, nature, meditation?

newleaf 



Spiritual - Practice.

This is where you work on your proactivity.

If you win the battles there, if you settle the issues that inwardly conflict, you feel a sense of peace, and you'll find that the public victories — where you tend to think cooperatively, to promote the welfare and good of other people, and to be genuinely happy for other people's successes — will follow naturally.

newleaf 



Do you self-reflect each day?

Are you self-cynical?

newleaf 



Mental.

Most of our mental development and study discipline comes through formal education.

But as soon as we leave the external discipline of school, many of us let our minds atrophy.

We don't do any more serious reading, we don't explore new subjects in any real depth outside our action fields, we don't think analytically, we don't write — at least not critically or in a way that tests our ability to express ourselves in distilled, clear, and concise language.

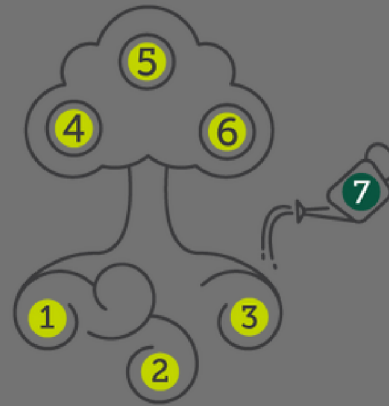
Instead, we spend our time watching TV, on social media, playing computer games.

newleaf 



How and how often are you watching TV?

newleaf 



Mental - TV and social media are good servants but poor masters.

Wisdom in watching television and using social media requires the effective self-management of Habit 3, which enables you to discriminate and to select the informing, inspiring, and entertaining programs which best serve and express your purpose and values.



How and how often are you interacting with social media?



Mental - Learning.

Continuing education, continually honing and expanding your mind, is vital mental renewal.

Sometimes that involves the external discipline of the classroom, reading, writing, listening to podcasts.

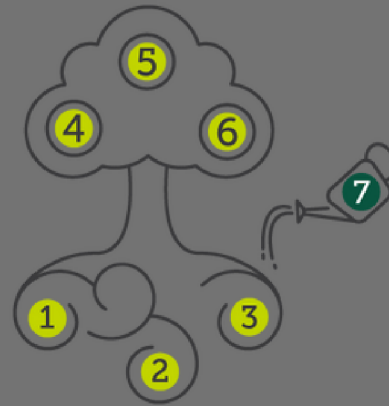
Organising and planning represent other forms of mental renewal associated with Habits 2 and 3.

It's beginning with the end in mind and being able mentally to organise to accomplish that end.

It's exercising the visualising, imagining power of your mind to see the end from the beginning and to see the entire journey, at least in principles, if not in steps.



How and what and where are you learning this week?



Social / Emotional - Relationships.

While the physical, spiritual, and mental dimensions are closely related to Habits 1, 2, and 3 — centred on the principles of personal vision, leadership, and management — the social/emotional dimension focuses on Habits 4, 5, and 6 — centred on the principles of interpersonal leadership, empathic communication, and creative cooperation.

Success in Habits 4, 5, and 6 is not primarily a matter of intellect; it's primarily a matter of emotion. It's highly related to our sense of personal security. If our personal security comes from sources within ourselves, then we have the strength to practice the habits of Public Victory.

If we are emotionally insecure, even though we may be intellectually very advanced, practicing Habits 4, 5, and 6 with people who think differently on jugular issues of life can be terribly threatening. Intrinsic security doesn't come from what other people think of us or how they treat us.

It doesn't come from our circumstances or our position. A life of integrity is the most fundamental source of personal worth. The popular success literature that says that self-esteem is primarily a matter of mind set, of attitude — that you can psych yourself into peace of mind, is wrong.

Peace of mind comes when your life is in harmony with true principles and values and in no other way. There is also the intrinsic security that comes as a result of effective interdependent living. There is security in knowing that Win/Win solutions do exist, that life is not always "either/or," that there are almost always mutually beneficial Third Alternatives.

There is security in knowing that you can step out of your own frame of reference without giving it up, that you can really, deeply understand another human being. There is security that comes when you authentically, creatively and cooperatively interact with other people and really experience these interdependent habits.

newleaf



Use your roles, values and goals to regularly review and then act on actually developing relationships the way you want to.

newleaf



Social / Emotional - Give of Yourself.

There is intrinsic security that comes from service, from helping other people in a meaningful way.

One important source is your work, when you see yourself in a contributively and creative mode, really making a difference.

Another source is anonymous service — no one knows it and no one necessarily ever will.

And that's not the concern; the concern is improving the lives of other people. Influence, not recognition, becomes the motive.

Victor Frankl focused on the need for meaning and purpose in our lives, something that transcends our own lives and taps the best energies within us.

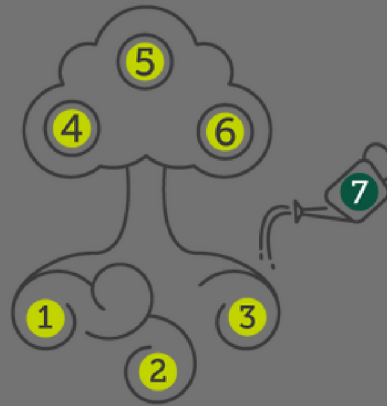
newleaf



How are you providing service to others?

Can you do more?

newleaf



The self-renewal process must include balanced renewal in all four dimensions of our nature: the physical, the spiritual, the mental, and the social/emotional.

Although renewal in each dimension is important, it only becomes optimally effective as we deal with all four dimensions in a wise and balanced way.

To neglect any one area negatively impacts the rest. Balanced renewal is optimally synergetic.

The things you do to sharpen the saw in any one dimension have positive impact in other dimensions because they are so highly interrelated.

Your physical health affects your mental health; your spiritual strength affects your social/emotional strength.

As you improve in one dimension, you increase your ability in other dimensions as well.

newleaf 



The Seven Habits of Highly Effective People create synergy among these dimensions.

Renewal in any dimension increases your ability to live at least one of the Seven Habits.

And although the habits are sequential, improvement in one habit synergistically increases your ability to live the rest.

The more proactive you are (Habit 1), the more effectively you can exercise personal leadership (Habit 2) and management (Habit 3) in your life.

The more effectively you manage your life (Habit 3), the more Quadrant II renewing activities you can do (Habit 7).

The more you seek first to understand (Habit 5), the more effectively you can go for synergetic Win/Win solutions (Habits 4 and 6).

The more you improve in any of the habits that lead to independence (Habits 1, 2, and 3), the more effective you will be in interdependent situations (Habits 4, 5, and 6).

And of course renewal (Habit 7) is the process of renewing all the habits.

newleaf 



Renewal is the principle — and the process — that empowers you to move on an upward spiral of growth and change, of continuous improvement.

Moving along the upward spiral requires you to learn, commit, and do on increasingly higher planes.

You deceive yourself if you think that any one of these is sufficient.

To keep progressing, you must learn, commit, and do — learn, commit, and do — and learn, commit, and do again.

newleaf 



Try to start each day by sharpening the saw in the first three dimensions — the physical, the spiritual, and the mental.

Just one hour a day, every day — one hour a day for the rest of your life.

(Habit stacking) There's no other way you could spend an hour that would begin to compare with the Daily Private Victory in term of value and results.

It will affect every decision, every relationship.

It will greatly improve the quality, the effectiveness, of every other hour of your day.

It will build the long-term physical, spiritual, and mental strength to enable you to handle difficult challenges in life.

Start your day with that discipline and it sets you up for the rest of the day. No matter what happens it's a good day because you carried out several quadrant two activities.

newleaf 