

# **7 Habits of Highly Effective People: Habit 7**

## **Monday Call, July 16, 2007**

Update on the TX AG situation  
Mannaquest is coming quickly!

Habit 7: Sharpen the Saw: Principles of Balanced Self-renewal  
“Sometimes when I consider what tremendous consequences come from little things...I am tempted to think...there are no little things.”

Bruce Barton

1. This is the Habit that allows all the others to be possible

a) Why Sharpen the Saw?

b) What is our greatest investment we can make?

Investment in ourselves for we are the only instrument we have with which to deal with life and to make a contribution.

Habit 7 is personal PC.

2. Four dimensions of Renewal

All of us have four dimensions. Most philosophies of life deal with them:

Herb Shepherd:

- 1) Perspective (spiritual)
- 2) Autonomy (mental)
- 3) Connectedness (social)
- 4) Tone (physical)

George Sheehan:

- 1) being a good animal (physical)
- 2) a good craftsman (mental)
- 3) a good friend (social)
- 4) a saint (spiritual)

Sound motivational and organizational theory:

- 1) the economic (physical)
- 2) how people are treated (social)
- 3) how people are developed and used (mental)
- 4) the service, the contribution (spiritual)

a) The Physical

Eating the right kinds of foods, getting sufficient rest, and exercising on a regular basis all make up this category. If we are not doing

this...we are not maintaining balance.

Exercise is the one most lacking...most of us don't think we have enough time.

Needs to be threefold: Endurance, flexibility and strength

1) Endurance: running swimming, etc. to get your heartbeat at 70-80% of your maximum for 30 minutes a few times per week. Maximum heartbeat: 220 less your age.

2) Flexibility comes through stretching...before you work out, whenever but everyday is a great idea to do some stretching exercises.

3) Strength comes from muscle resistance exercises. As we know in regards to longevity, lean to fat ration is one of the biomarkers of aging and so it is crucial to maintain good muscle mass. As we get older we tend to lose sight of this. We all need to lift weights, do sit ups, push ups, and other activities to maintain a low body fat percentage.

Exercise is a Quadrant II activity and a must! Probably the greatest benefit you will achieve through a consistent exercise pattern is increase in your Habit 1 (proactivity)...as you take action versus reacting, your self-confidence and self-esteem will increase greatly and your integrity will be profoundly affected.

b) Spiritual Dimension

Everyone of us needs daily attention to this area and it takes a dedication of time. For some it is time in the scripture, for others, music, for others walk in nature. This relates to Habit 2...the core of who you are and what is important to you.

The doctor's prescription: great story.

c) Mental Dimension

Mostly comes from school but the moment we graduate, we tend to allow our minds to atrophy. We watch TV instead of in depth reading and writing. Continuing education is required...continually honing and expanding the mind. Liberal education: the ability to examine the programs of life against larger questions and purposes and other paradigms.

Reading is the #1 way to expand your mind...and another high leverage Quadrant II activity.

Habit 2 and 3: Begin with the End in mind is another great mental exercise by staying focused, organized and disciplined. I promotes mental clarity.

Habit 5: we read and seek to understand first...that is the way to

develop mentally.

**Covey says every day for the rest of your life you should spend at least 1 hour dedicated to these first three dimensions...physical, mental, and spiritual.**

d) The social/emotional dimension

This one focuses on Habits 4, 5 and 6...interpersonal leadership, empathetic communication, and creative cooperation.

We do not have to dedicate time like we do for the other dimensions, because we can work on this just with our daily interactions. But it definitely requires intentional behavior...WIN WIN philosophy, empathetic listening, and creating synergy in every situation.

Having success in Habits 4,5 and 6, is more a matter of emotion...it is highly related to our sense of personal security.

If your personal security is found in

What other people think

What we are treated like

What scripts have been handed us

What our circumstances are or our position, etc., you are in trouble.

Your personal security **MUST COME** from within. It comes from living a life of integrity in which daily habits reflect our deepest values.

There is intrinsic security that comes from helping people, serving them in a meaningful way.

N. Eldon Tanner has said "Service is the rent we pay for the privilege of living on this earth."

George Bernard Shaw, "I am of the opinion that my life belongs to the whole community and as long as I live it is my privilege to do for it whatever I can. I want to be thoroughly used up when I die."

### 3. Scripting others

a) We live in a society of social mirrors. We have incredible power to pour into peoples' lives. If we take a person and instead of buying into their shortcomings, we reinforce the positives, think of the results we can create.

We can script people as principle-centered, value-based, independent worthwhile individuals.

What if you were a positive affirmer of other people?

Examples: Man of La Mancha

Computer error placing the label "slow" on the bright

class of students and the label “bright” on the slow class.

b) We need to stop labeling and just pour into peoples’ lives.

Goethe taught “treat a man as he is and he will remain as he is. Treat a man as he can and should be and he will become as he can and should be.”

#### 4. Balance in Renewal

Every person as an individual as well as each organization must have renewal in all of the 4 dimensions. Leaving one out will cause major organizational issues, or personal issues.

In organizations, mental is recognition, development, use of talent.

Physical is the profits, money making

Social is how the people are treated, human relations

Spiritual is finding meaning through purpose or contribution and through organizational integrity.

A lot of organizations work on three dimensions, good service criteria, human relations criteria and economic criteria.

If the psychological forces are left unattended, the style will be benevolent autocracy. Results: collective resistance, adversarialism, excessive turnover, and other deep chronic cultural problems.

If the only thrust is economic (making money), then you have interdepartmental fighting, undercutting, misinformation, defensive and protective communication, politicking.

#### 5. Synergy amongst the Dimensions

When one dimension is served, it has a great impact on the others due to them being so highly interrelated.

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

Renewal in any dimension, increases your ability to immerse yourself in a given Habit. And each Habit builds on to the next. The more Proactive (Habit 1), the more effectively you can exercise personal leadership and management (Habits 2, 3). The more you manage your life (Habit 3), the more you can take charge of Sharpening the Saw (Habit 7).

You can see how they all build on each other.

#### 6. Upward Spiral

In order to truly grow we need to keep working on our conscience.

To live a true principle centered life, we need to live by our

conscience. Once we are self-aware, we must choose purpose and principles to live by or the void will be filled with instinct for survival. Sow and reap will apply. As we grow in this upward spiral we must learn, commit and do, learn commit and do, over and over again.

Biblical Leadership Principles of Steven Covey's  
 "The 7 Habits of Highly Effective People"  
 By: Dale Baird

	<b>Covey's Principles</b>	<b>Biblical Leadership Application</b>
A.	Interdependence is a higher value than independence	
B.	The Character Ethic teaches that there are basic principles of effective living, and that people can only experience true success and enduring happiness as they learn and integrate these principles into their basic character.	Proverbs 4:23 Hebrews 13:8 Luke 12:1-3
C.	We need to understand our own paradigm (i.e. the way we see the world in terms of perception, understanding and interpreting). Paradigms are powerful because they create the lens through which we see the world.	Mark 4:35-41
D.	Each of us has two primary maps: Maps of the way things are (i.e. our sense of reality) and the map of the way things should be (i.e. our values). We interpret everything we experience (Our attitudes and behaviors) through these mental maps.	Ephesians 2:10 Jeremiah 29:11 Ephesians 5:8-17
E.	A paradigm shift, sometimes referred to as the "Aha" experience, is when we interpret our experience in a different manner (from a different perspective).	2 Corinthians 3:18 Philippians 1:6 Romans 8:29
G.	There are three basic assets in any organization: physical, financial, and human.	Philippians 3:3
H.	<b>Habit #1: Be Proactive</b> (Principles of Personal Vision). <i>"I know of no more encouraging fact that the unquestionable ability of man to elevate his life by conscious endeavor."</i> Henry David Thoreau <ul style="list-style-type: none"> <li>a. The social Mirror</li> <li>b. Genetic, Physic &amp; Environmental Determinism</li> <li>c. Responsible-Ability</li> <li>d. Taking the Initiative</li> <li>e. Reactive v. Proactive Language</li> <li>f. Circle of Concern v Circle of Influence</li> <li>g. Commitments</li> </ul>	Philippians 4:6,7 Matthews 25:14, 15 Ecclesiastes 5:3 1 Samuel 16:7 Colossians 3:23, 24 Matthew 5:8
I.	<b>Habit #2: Begin With The End in Mind</b> (Principles of Personal Leadership) <i>"What lies behind us and what lies before us are tiny matters compared to what lies within us."</i> Oliver Wendell Holmes	1 Peter 3:3,4 Hebrews 10:35,36 James 1:8

	<ul style="list-style-type: none"> <li>a. Design v. Default</li> <li>b. Leadership and Management</li> <li>c. Management Paradigm</li> <li>d. Personal &amp; organizational Mission Statements</li> <li>e. Person-Driven Mentality</li> <li>f. Center of the Circle of Influence</li> <li>g. Security, Guidance, Wisdom, Power</li> </ul>	
J.	<p><b>Habit #3: Put First Things First</b> (Principles of personal Management)  <i>"Things which matter most must be at the mercy of things which matter least."</i> Goethe</p> <ul style="list-style-type: none"> <li>a. Time Management</li> <li>b. Priority-Driven Organization and Execution</li> <li>c. Quadrant II – Urgent v. Important</li> <li>d. Problem-Minded v. Opportunity-Minded</li> <li>e. "People are more important than things"</li> <li>f. The Power of Delegation</li> <li>g. Stewardship Delegation</li> </ul>	<p>2 Timothy 1:5-7  1 Timothy 3:1-10  Isaiah 50:7  Jeremiah 29:11</p>
K.	<p>Paradigms of Interdependence  The Emotional Bank Account  Six Major Deposits</p> <ul style="list-style-type: none"> <li>a. Understanding the Individual</li> <li>b. Attending to the little things</li> <li>c. Keeping Commandments</li> <li>d. Clarifying Expectations</li> <li>e. Showing Personal Integrity</li> <li>f. Apologizing Sincerely When You Make a Withdrawal</li> </ul>	<p>Proverbs 12:25  1 Peter 5:2</p>
L.	<p><b>Habit #4: Think Win/Win</b> (Principles of Interpersonal Leadership)  <i>"We have committed the Golden Rule to memory; let us now commit it to life."</i> Edwin Markham</p> <ul style="list-style-type: none"> <li>a. Six Paradigms of Human Interaction</li> <li>b. Character (Integrity, Maturity, Abundance Mentality)</li> <li>c. Relationships (Transformational Leadership)</li> <li>d. Agreements</li> <li>e. System Support</li> <li>f. Processes</li> </ul>	<p>Psalms 101:5  Romans 2:1  Romans 12:19  Ephesians 4:23</p>
M.	<p><b>Habit #5: Seek First to Understand, Then to be Understood</b> (Principle of Empathic Communication)</p>	<p>Proverbs 16:32  Proverbs 19:11</p>

	<p><i>"The heart has its reasons which reason knows not if."</i> Pascal</p> <ol style="list-style-type: none"> <li>a. The Importance of Communication</li> <li>b. Empathic Listening</li> <li>c. Diagnose Before You Prescribe</li> <li>d. Autobiographical Responses (Evaluate, Probe, Advice, Interpret)</li> <li>e. Understanding and Perception</li> <li>f. Ethos, Pathos and Logos</li> </ol>	<p>Ecclesiastes 7:9 James 1:19,20 Genesis 50:16-21 Proverbs 24:3</p>
N.	<p><b>Habit #6: Synergize</b> (Principles of Creative Cooperation)</p> <p><i>"I take as my guide the hope of a saint: in crucial things, unity; in important things, diversity ; in all things, generosity."</i> George Bush</p> <ol style="list-style-type: none"> <li>a. The whole is greater than the sum of its parts.</li> <li>b. Synergy and Communication</li> <li>c. Negative Synergy</li> <li>d. Valuing Differences</li> <li>e. Restraining v. Driving Forces</li> <li>f. Ecology and Synergy</li> </ol>	<p>Romans 12</p>
O.	<p><b>Habit #7: Sharpen the Saw</b> (Principles of Balanced Self-Renewal)</p> <p><i>"Sometimes when I consider what tremendous consequences come from little things... I am tempted to think...there are no little things."</i> Bruce Barton</p> <ol style="list-style-type: none"> <li>a. Four Dimensions of Renewal <ul style="list-style-type: none"> <li>❖ Physical</li> <li>❖ Mental</li> <li>❖ Social/Emotional</li> <li>❖ Spiritual</li> </ul> </li> <li>b. Balance in Renewal</li> <li>c. Upward Spiral – Continuous Improvement</li> </ol>	<p>Matthew 25:1-8 Acts 24:16 Galatians 5:17 Philippians 1:6 Proverbs 17:22 Matthew 14:22,23 Exodus 20:9-10 I Peter 5:8</p>



P.

**Reflections:**

- *“The lord works from the inside out. The world works from the inside in. The world would take people out of slums. Christ takes the slums out of people, and then they take themselves out of the slums. The world would mold men by changing their environments. Christ changes men, who then change their environments. The world would shape human behavior, but Christ can change human nature.”* Ezra Taft Benson
- *“That which we persist in doing becomes easier – not that the nature of the task has changed, but our ability to do has increased.”* Emerson
- *“There are only two lasting bequest we can give our children: one is roots, the other wings.”* Unknown
- *“There is no real excellence in all this world which can be separated from right living.”* David Starr Jordan
- *“The significant problems we face cannot be solved at the same level of thinking we were created them.”* Albert Einstein
- *“The seven Habits are habits of effectiveness. Because they are based on principles, they bring the maximum long-term beneficial results possible. They become the basis of person character, creating an empowering center of correct maps from which an individual can effectively solve problems, maximize opportunities, and continually learn and integrate other principles in an upward spiral of growth.”* Covey
- *“No one can persuade another to change. Each of us guards a ‘gate of change’ that can be opened from the inside. We can not open the gate of another, either by argument or by emotional appeal.”* Marilyn Ferguson
- *“If you decide to open your ‘gate of change’ to really understand and live the principles embodied in the Seven Habits, I feel comfortable in assuring you several positive things will happen. First, your growth will be evolutionary, but the net effect will be revolutionary...”* Covey
- *“The net effect of opening the ‘gate of change’ to the first three habits – the habits of Private Victory – will be significantly increased self-confidence. You will come to know yourself in a deeper, more meaningful way – your nature, your deepest values and unique contribution capacity. As you live your values, your sense of identity, integrity, control and inner-directedness will infuse you with both exhilaration and peace. You will define yourself from within, rather than by people’s opinions or by comparison to others. “Wrong” or “right” will have little to do with being found out. Ironically, you’ll find that as you care less about what others think of you, you will care more about what others think of themselves and their worlds, including the relationship to you. You’ll no longer build your emotional life on other people’s weakness. In addition, you’ll find it easier and more desirable to change because there is something – some core deep within – that is essentially changeless.”* Covey
- *“As you open yourself to the next three habits – the habits of Public Victory – you will discover and unleash both the desire and the resources to heal and rebuild important relationships that have deteriorated, or even broken. Good relationships will improve – become deeper, more solid, more creative, and more adventuresome.”* Covey
- *“The seventh habit, if deeply internalized, will renew the first six and will make you truly independent and capable of effective independence. Though it, you can change your own batteries. Whatever the present situation, I assure you that you are not your habits. You can replace old patterns of self-defeating behavior with new patterns, new habits of effectiveness, happiness, and trust-based relationships.”* Covey

