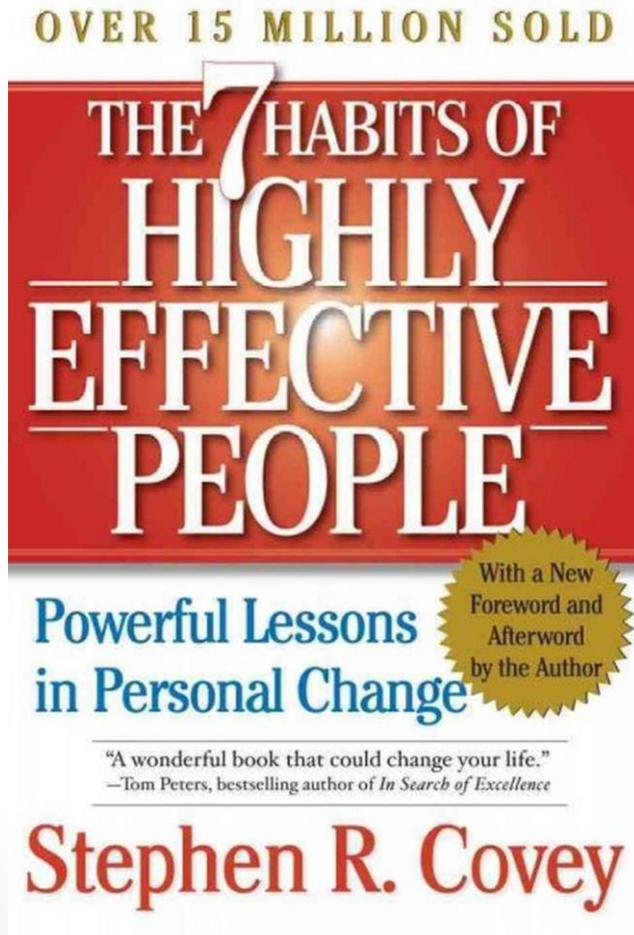


The 7 Habits of Highly Effective People

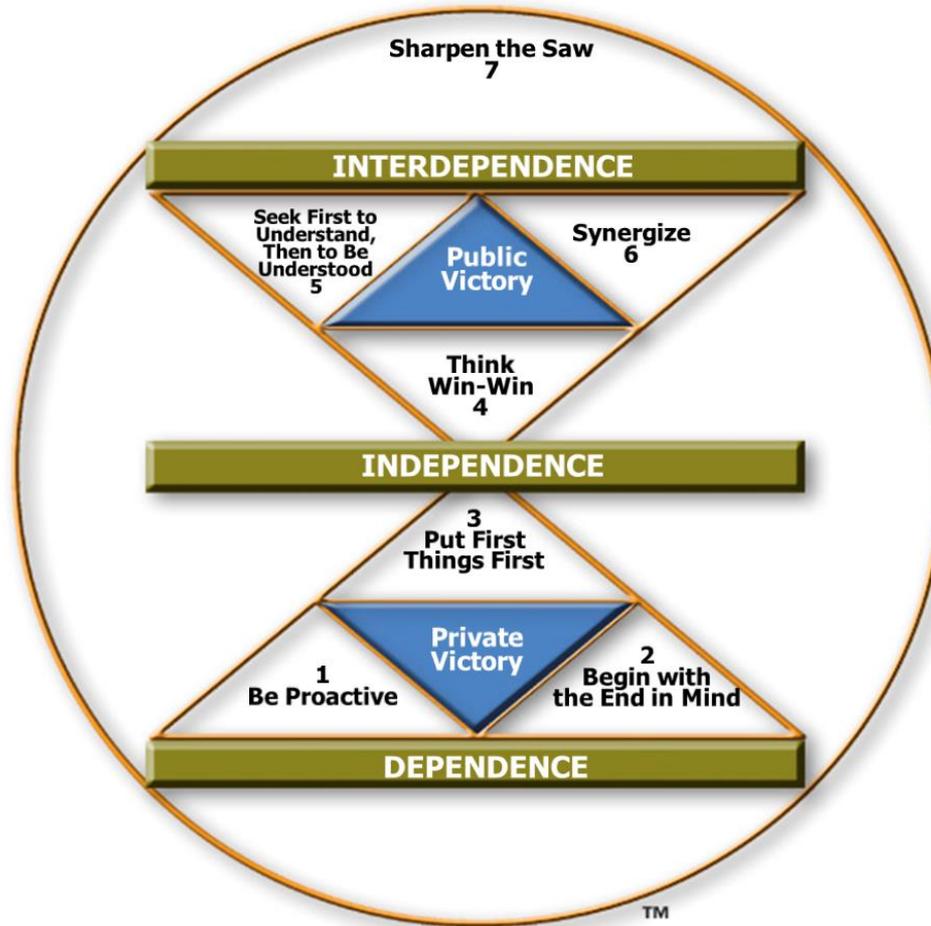
Habit 7: Sharpen the Saw

The Book and Author



- Written by Stephen R. Covey.
- Graduated from Harvard University with an MBA.
- Chairman of the Covey Leadership Center and the Institute for Principle-Centered Leadership
- Meant to help people solve professional and personal dilemmas through principled living.

Overview



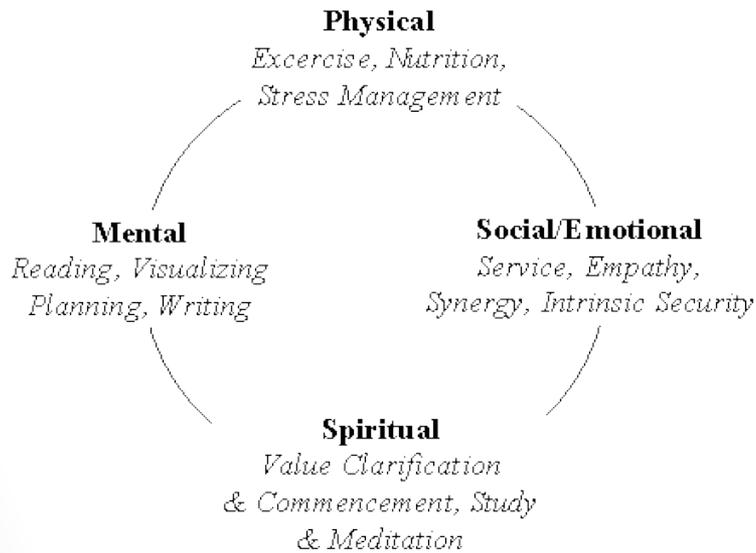


P/PC Revisited

- Production is what you can produce.
- Production Capacity is your ability to produce more.
- Letting this fall out of balance will wreck your ability to succeed in life.
- Each habit deals with this to some degree.
 - This habit deals with Production Capacity almost exclusively.



The Four Dimensions



- There are four ways we can renew ourselves.
 - Physical
 - Spiritual
 - Mental
 - Social/Emotional
- You need to consantly renew all of them.

The Physical

- Physical exercise and proper nutrition are the keys to a long, healthy life.
- The more resilient our bodies, the less circumstances can detract us.
- Merely having a good physique can lead to vast improvements in confidence and attitude thanks to high self-esteem.



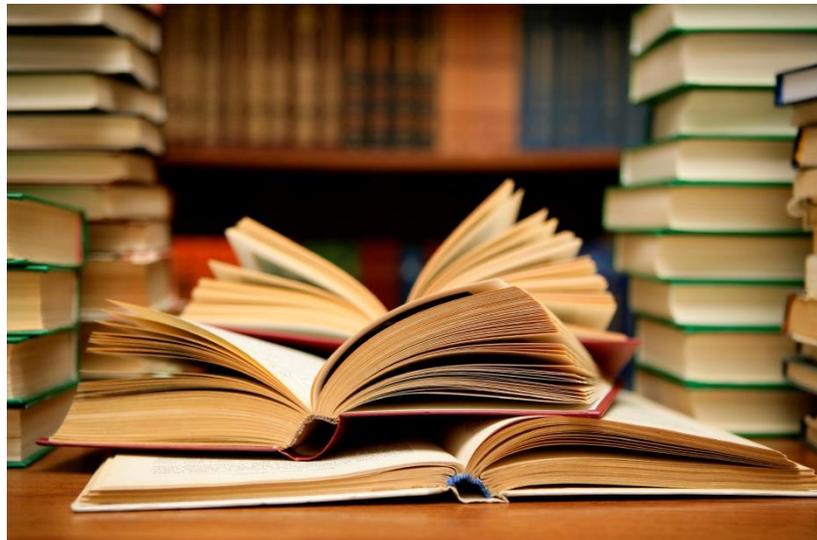
The Spiritual

- Spiritual renewal is maintaining inner peace. This comes through sense of purpose and self-worth.
- Understanding and affirming the guiding principles one has in life helps keep one's path straight and allows for easy recovery.
- Any exercise in self-awareness can be a part of this, such as meditation, prayer, or merely contemplation.



The Mental

- Expansion of intellect and creativity is also key to life success.
- Find subjects you are interested in and delve deep. Beyond the knowledge this provides, just the use of mental faculties helps expand our thinking capabilities.
- Don't fill up your time with brainless stimulants. If you can't learn or think about what's in front of you then you are wasting your time.



The Social/Emotional



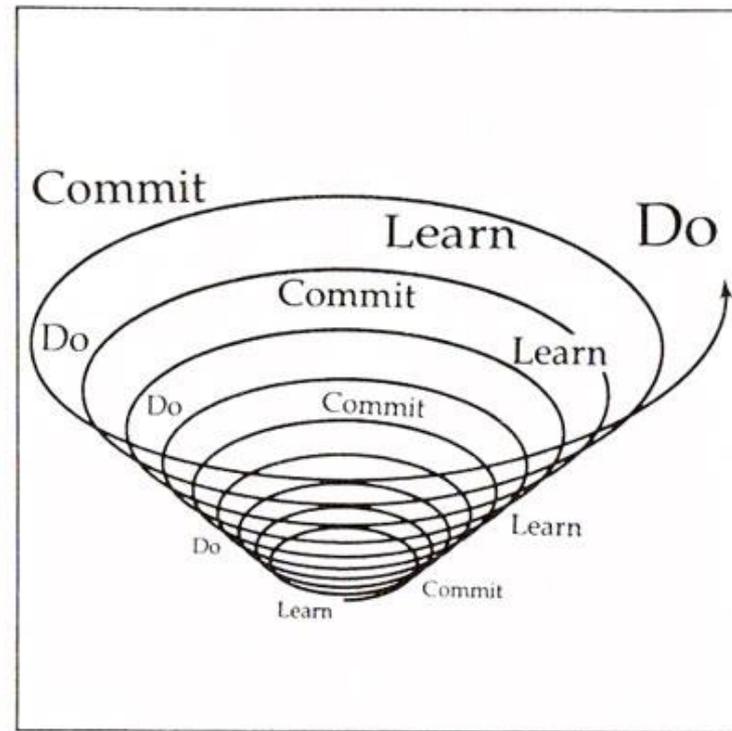
- Our emotional state and the state of our relationships are intrinsically tied. We can't have one without the other.
- Exploring and refining our social ties comes with the bonus of improving our personal understanding.
- Having good relationships gives us good ground from which to draw emotional strength.

Balance in Renewal

- All four aspects must be worked on in tandem.
- This applies to organizations, teams, and individuals.
- Having only one leads to a sense of incompleteness and obvious weakness which the world can and will find.
- Even missing just one will cause numerous problems when that one becomes a key element in a certain endeavor.
- Self-fulfilling prophecies are among the most powerful tools available to us.
- Treat both yourself and others as you ought to be, and the weaknesses will make themselves apparent. Then, they can be fixed.

The Upward Spiral

- Constantly improving our ability to create and produce is key to life's success.
- Especially in today's world, where growth, not constancy, is the main expectation.
- First learn, then commit, then do.
- Never be satisfied with building the same thing twice. Always look to making it better next time.



THE UPWARD SPIRAL

