

CREATE A  
PERSONAL  
RENEWAL PLAN  
TO SHARPEN THE  
SAW



In the book, *The 7 Habits of Highly Effective People*, Stephen Covey stresses the importance of developing a personal renewal plan to ensure that you are and stay efficient so that you can continue to reach your goals in the short and long term. There is no single personal renewal plan that will work for all. You need to develop a plan that will work for you.

Commit to spending an hour a day on this program. Schedule this time in your daily planner and don't let anything stop you from spending this time on yourself. Think of it as a gift to yourself. Remember, you are your most important asset so prioritize this time to sharpen your saw.

What bothers you most in your life?

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What would you like to improve in your life?

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Your personal renewal plan should include renewal in all four basic dimensions of life - physical, spiritual, mental, and social/emotional. You can find ways to combine activities from one or two dimensions. For example, you can go for a walk (physical) with a friend or partner (social/emotional) to exercise and to spend quality time together.

Start with one area first. Set your goals and make them part of your daily routine. Only once the habit is developed and regular move on to the next area.

It is important that this plan helps you decrease stress and make you feel more renewed and balance. It should not be a source of stress. If it is, then start with smaller goals.

Each time you make changes in your daily life, plan, execute and evaluate each change to ensure that it helps you and it is the best use of your time.

## PHYSICAL DIMENSION

There are different ways to renew your physical dimension. These could include:

- Eating the right kinds of foods
- Eat junk food less than twice a week
- Getting sufficient rest and relaxation
- Exercising on a regular basis for at least 20-30 minutes at least 3 times a week
- Including cardiovascular, flexibility and strength activities in your exercises
- Being aware of your need to vitamins and minerals
- Find an effective positive way of dealing with stress

Do you see areas where you are already doing well?

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What can you do to feel more rejuvenated in this dimension?

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Make a list of activities that would help you keep in good physical shape, that would fit your life-style and that you could enjoy over time.

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Set a goal to do something that will renew your physical dimension. What will you do, when will you do it, and for how long? Write a detailed plan.

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Write an affirmation:

For example, "I will exercise three times a week for 20 minutes each day for the next two weeks".

I will

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Add the plan to your daily or weekly planner.

At the end of each day mark your goals if you reached them.

If you didn't reach your goals, what can you do to make them happen?

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At the end of your first month, plan an evaluation session. During this session, see how often you reached your goals, do any changes need to be made, should you replace the activity with another? Record your successes as well as the things you need to change.

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## SPIRITUAL DIMENSION

There are different ways to renew your spiritual dimension. These could include:

- Daily prayerful meditation on the scriptures
- Immersion in great literature or great music
- Communication with nature.
- Meditation or yoga
- Spending time in the place where you were happiest as a child.
- Define what your values are and plan and live your life accordingly
- Create your personal mission statement. Rely on it to give you vision to find your purpose in life
- Find daily renewal through meditation, prayer, study or reflection
- Spend time in a place where you find spiritual renewal
- Live your life with integrity and honor
- Keep your heart open to the truth
- Take a stand or tell the truth, even when opposed by others
- Serve others with no expectations of any type of returned favor
- Identify the things in life you can change and the things you cannot change. Let go of the things you cannot change.

Do you see areas where you are already doing well?

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What can you do to feel more rejuvenated in this dimension?

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Set a goal to do something that will renew your spiritual dimension. What will you do, when will you do it, and for how long? Write a detailed plan.

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Write an affirmation:

For example, "I will go to the beach every Saturday morning".

I will

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Add the plan to your daily or weekly planner.  
At the end of each day mark your goals if you reached them.

If you didn't reach your goals, what can you do to make them happen?

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At the end of your first month, plan an evaluation session. During this session, see how often you reached your goals, do any changes need to be made, should you replace the activity with another? Record your successes as well as the things you need to change.

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## MENTAL DIMENSION

There are different ways to renew your mental dimension. These could include:

- Selecting educational TV programs that best serve and express your purpose and values
- Formal or informal education
- Reading good literature to expose yourself to great minds
- Writing our thoughts, experiences, insights, and learnings in a journal
- Writing good letters that communicate on the deeper level of thoughts, feelings, and ideas
- Organizing and planning
- Puzzles, problem solving or games
- Engage in meaningful dialogue at least once a week
- Allow music or any relaxation exercise to clear your mind every day
- Spend time on a hobby
- Visualize projects and plans that that you have the end result in mind to guide the process.
- Use a system to plan and organize your time and efforts

Do you see areas where you are already doing well?

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What can you do to feel more rejuvenated in this dimension?

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Set a goal to do something that will renew your mental dimension. What will you do, when will you do it, and for how long? Write a detailed plan.

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Write an affirmation:

For example, "I will read one new book each month".

I will

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Add the plan to your daily or weekly planner.  
At the end of each day mark your goals if you reached them.

If you didn't reach your goals, what can you do to make them happen?

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At the end of your first month, plan an evaluation session. During this session, see how often you reached your goals, do any changes need to be made, should you replace the activity with another? Record your successes as well as the things you need to change.

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## SOCIAL/EMOTIONAL DIMENSION

In this dimension you need to invest both in yourself and in others. You cannot give to others until your needs are met. Therefore, the first step in social/emotional renewal is a step to care for yourself. Show yourself respect, care and love.

There are different ways to renew your social/emotional dimension. These could include:

- Seeking to deeply understand other people
- Making contributions to meaningful projects that improve the lives of others
- Maintaining an Abundance Mentality and helping others find success.
- Try to be a reliable and dependable person
- Develop a hopeful outlook on life
- Trust and support the people in your Circle of Influence
- Listen to others and hear what they have to say instead of thinking what you want to say
- Reach out to others and be empathic
- Maintain and work on your most important relationships and check your Emotional Bank Account
- Apologize when you need to and make sure that it is sincere
- Control your impulses – cool down and act rather than react to people and situations
- Serve others with no expectations of any type of returned favor
- Identify the things in life you can change and the things you cannot change. Let go of the things you cannot change.

Do you see areas where you are already doing well?

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What can you do to feel more rejuvenated in this dimension?

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Set a goal to do something that will renew your social/emotional dimension. What will you do, when will you do it, and for how long? Write a detailed plan.

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Write an affirmation:

For example, "I will spend 10 minutes of quality time with each child everyday".

I will

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Add the plan to your daily or weekly planner.

At the end of each day mark your goals if you reached them.

If you didn't reach your goals, what can you do to make them happen?

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At the end of your first month, plan an evaluation session. During this session, see how often you reached your goals, do any changes need to be made, should you replace the activity with another? Record your successes as well as the things you need to change.

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