Organizer for Outlook Getting Started Guide

Fri, 06/26/2009 - 16:46 — Chris

The Getting Started Guide for Ceptara's [Organizer] [1] Outlook Add-in discusses new organizational habits implemented in the tool. It supports the Seven Habits of Highly Effective People helping people scope projects to describe the "End in Mind" and focus on "First Things First". It also embraces David Allen's Getting Things Done (GTD) methods supporting processing your collection points using the 5Ds and creating Focuses (contexts) for tasks.

The Organizer helps you get organized by defining Projects and Focuses and saving them into the Categories field. To help you better process your collection points (e.g. email folders) we added new ribbon buttons that embrace the 5Ds processing method (Do, Defer, Delegate, Delete, put in a Drawer). We added a new folder view (My Organizer) and Organizer Task Pane to simplify weekly and daily planning. And to help you learn from past execution and plan more effectively, we added the ability to categorize appointments to projects and provided for timecard reporting.

2012-06-25 | Updated to reflect v3.6 capabilities
2011-02-13 | Updated to reflect v3.5 capabilities
2010-05-08 | Updated to reflect v3.1 capabilities

Note: As of v3.5.1003, the Guide is available in the add-in via Project Explorer's Help menu.
Please login or sign up to download this and other great resources.
[Login] **[2]** | [New User] **[2]**

- IT Management [3]

Source URL: http://ceptara.com/products/organizer/documentation/getting-started-guide

Links:
[1] http://ceptara.com/products/organizer
[2] http://ceptara.com/?
[3] http://ceptara.com/taxonomy/term/6

Copyright © Ceptara Corp.