Organizer for Outlook Brochure
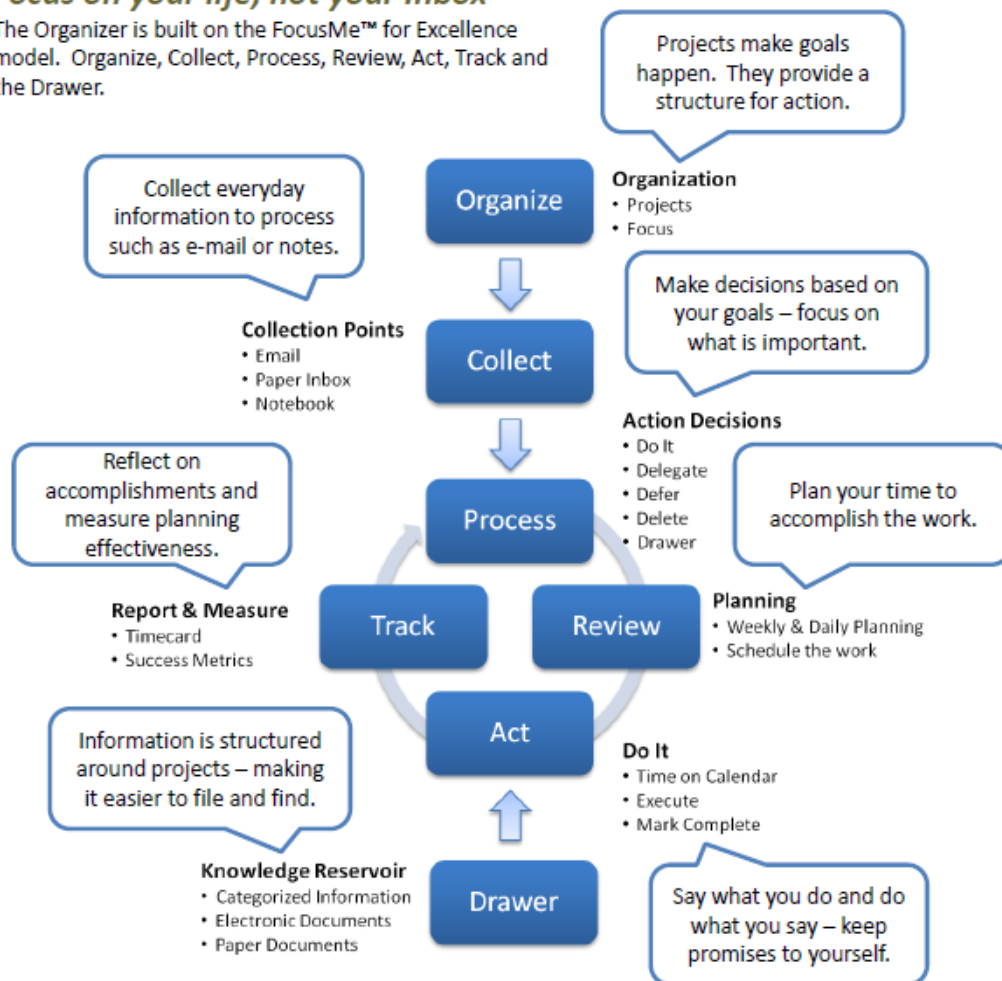
Tue, 09/21/2010 - 11:11 — Chris

The [Organizer] [1] tool is a Microsoft Outlook add-in designed to help you achieve greater focus. It shifts your attention from a message centric paradigm to one focused on achievement. The add-in helps you get organized through the use of Projects and Focuses, aligning every Outlook object to your organizational strategy.

Focus on your life, not your Inbox

The Organizer is built on the FocusMe™ for Excellence model. Organize, Collect, Process, Review, Act, Track and the Drawer.

Projects make goals happen. They provide a structure for action.

Collect everyday information to process such as e-mail or notes.

Organization
- Projects
- Focus

Make decisions based on your goals – focus on what is important.

Collection Points
- Email
- Paper Inbox
- Notebook

Action Decisions
- Do It
- Delegate
- Defer
- Delete
- Drawer

Plan your time to accomplish the work.

Reflect on accomplishments and measure planning effectiveness.

Planning
- Weekly & Daily Planning
- Schedule the work

Report & Measure
- Timecard
- Success Metrics

Do It
- Time on Calendar
- Execute
- Mark Complete

Information is structured around projects – making it easier to file and find.

Knowledge Reservoir
- Categorized Information
- Electronic Documents
- Paper Documents

Say what you do and do what you say – keep promises to yourself.

[2]

How does it help?

- Spend less time in e-mail and more time delivering.
- Organizes information to align with your goals.
- Helps manage projects and tasks better.
- Facilitates Plan - Focus - Execute utlizing Ceptara's FocusMe(tm) for Excellence model.
- Supports multiple computers and mobile access so you can work where you need to.

How does it benefit me?

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- Build credibility by consistently meeting your commitments.
- Reclaim time wasted on distracting activities.
- Reduce time spent on time management and get busy accomplishing goals.
- Find project information more quickly using a filing strategy.
- Feel more confident and accomplished.

[Brochure] [3]
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Source URL: http://ceptara.com/paper/organizer_brochure

Links:
[1] http://ceptara.com/products/organizer
[2] http://ceptara.com/sites/default/files/images/FocusMe%20for%20Excellence.PNG
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