March 2011 - News from Ceptara

Fri, 03/18/2011 - 16:37 — l-childs
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Join us April 29nd for our Personal Excellence Workshop to be held in San Diego, CA. Come prepared to look at what is important in your life and learn how you can organize personal and business tasks to help you achieve excellence.

The workshop with help you to:

- Identify your life's goals in context of your pressure points.
- Understand why your goals are important to you.
- Identify daily organizational techniques to help you focus on your goals and manage the firestorm of activities and daily expectations.

The class presents in two parts, a) learn the basics of personal excellence and b) how to leverage Microsoft Outlook using Ceptara's Organizer [2] for Outlook Add-in to implement your new personal excellence system.

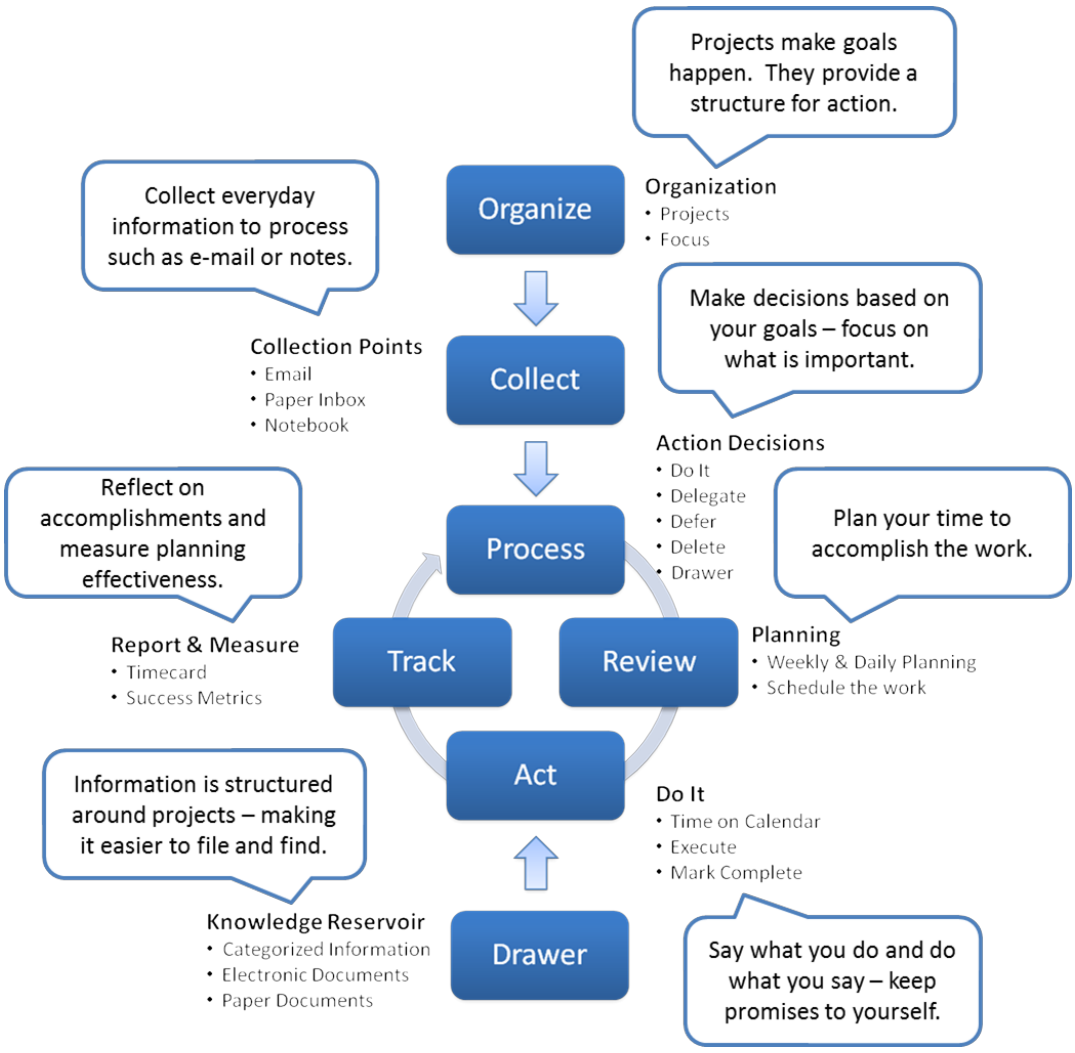
We cover the basics of driving personal excellence:

- What is important to me?
- What should I focus on?
- What do I need to do in the next 5 minutes?

And then we demonstrate and work with you on your personal excellence model using Microsoft Outlook and Ceptara's Organizer for Outlook.

FocusMe for Excellence(tm) Model:

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Find more information on the Personal Excellence Workshop here [3].

Register [4] for the event by April 15th to take advantage of our early bird pricing, only $200 for 6 hours of focused instruction on what matters most to you.

Location: San Diego, California

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FocusOrg™ Game

Have you ever asked yourself or your colleagues the following questions-

What is Organizational Excellence?; What are the tools for continuous Improvement?; How can I get my organization to achieve performance excellence?

If yes, we have the answer in our FocusOrg Game. This hands-on seminar demonstrates the solution to these questions. We will explore Ceptara's 5 Steps to Organizational Excellence [5] and show you how it can work for you, your business and your life.

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Sign-up here **[6].**

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