

# Personal Excellence Workshop Brochure

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**High Performing Teams require High Performing People... Build stronger, more effective people! Here's How...**

Ceptara's Personal Excellence Workshop ignites people's personal passion and provides a framework and method for them to achieve what matters most.

The workshop focuses on a three step process:

1. **Changing My Perspective** - understanding what motivates me and taking charge of my actions and my time.
2. **Articulating My Goals** - identify what I'm trying to achieve and the work necessary to attain my end game.
3. **Managing the Everyday Chaos** - embrace the FocusMe for Excellence™ [\[model\]](#) [1] to manage to zero inbox and create action focused on achieving my project's deliverables - which leads to achieving my goals.

Want to know more?

Download the [\[brochure\]](#) [2] and give us a call.

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## Links:

[1] <http://ceptara.com/node/411>

[2] <http://ceptara.com/sites/default/files/20110610%20Personal%20Excellence%20Workshop%20Brochure.pdf>

[3] <http://ceptara.com/>

[4] <http://ceptara.com/taxonomy/term/6>

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