Personal Excellence Workshop & Organizer for Outlook Add-in Session

Wed, 09/28/2011 - 15:36 — l-childs



Often in our lives there are moments (inflection points), e.g. a new job, becoming a couple, your first child, starting a business, changing lifestyle, etc. Our success in navigating those inflection points is largely based on who we are, what we want, and how we go about achieving it.

Design your future and you'll achieve it!

Join us November 3rd for our Personal Excellence Workshop to be held in Mercer Island WA. 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 personal excellence.

When: November 3rd, 2011
Where: Mercer Island, WA
Price: $299 (Sign up before October 20th and get the early bird rate: $199)
Length: 6 hours of focused personal instruction

Includes: Organizer for Outlook Add-in, Workshop Booklet + 2 books by Stephen Covey, David Allen

[Register] **[1]** | [Review the Brochure] **[2]**

The workshop will:

- Help you identify your life's goals and the barriers to achieving them.
- Provide daily organizational techniques to help you focus on what matters most to you.
- Show you how to manage the firestorm of activities and daily expectations using **Microsoft Outlook**.
- Motivate, inspire and energize you in your journey to achieving your dreams.

The class presents in two parts, a) learn the basics of personal excellence and b) how to leverage Microsoft Outlook using Ceptara's Organizer [3] for Outlook Add-in to implement your new personal excellence system.

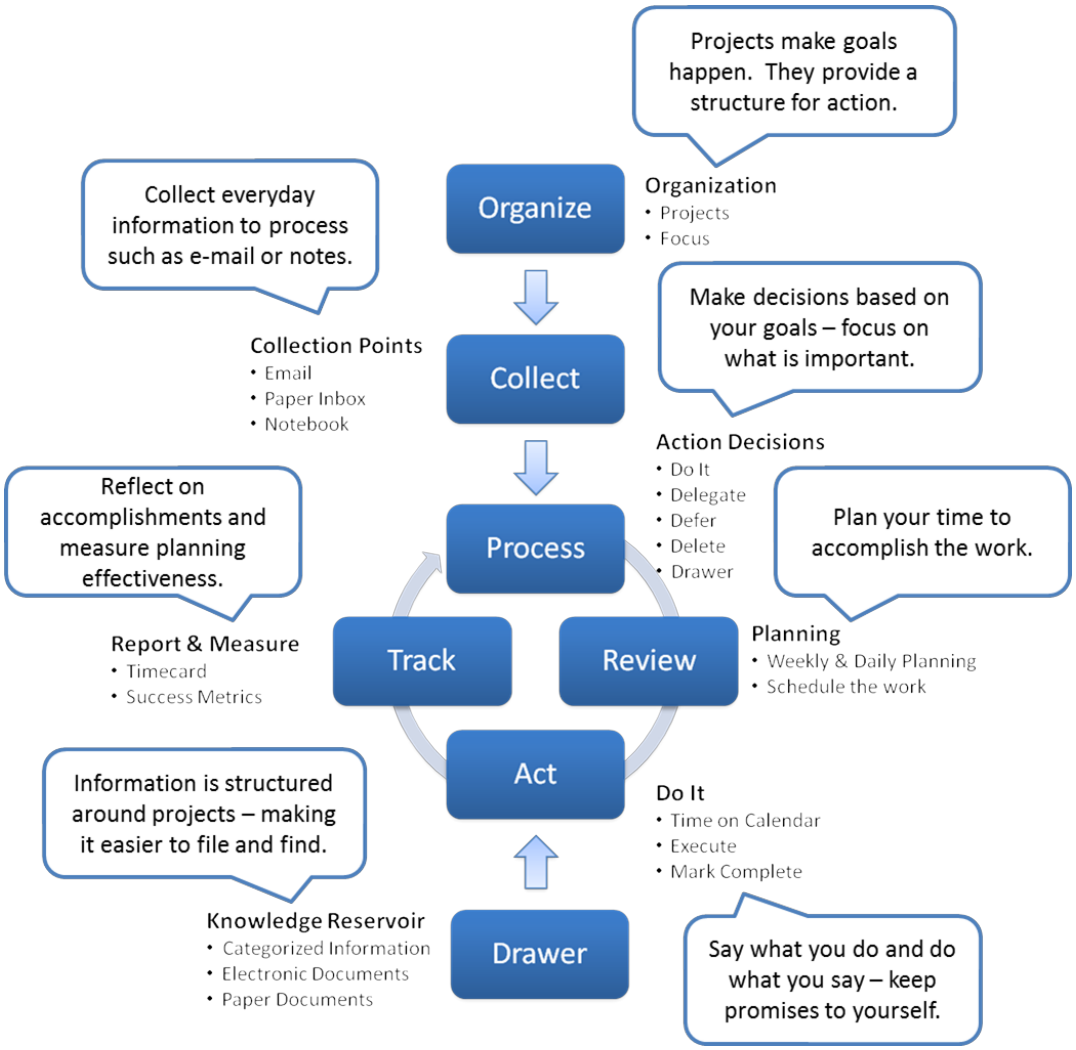
We cover the basics of driving personal excellence:

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

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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™ Model:



Find more information on the Personal Excellence Workshop here [4].

Register [1] for the event by October 20th to take advantage of our early bird pricing, only $199 for 6 hours of focused instruction on what matters most to you.

Location: Mercer Island Community & Event Center - 8236 SE 24th St, Mercer Island WA 98040 Map [5]

- Ceptara News [6]

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Links:
[1] http://ceptara.com/forms/PersonExcellenceWorkshopSignUp
[2] http://ceptara.com/sites/default/files/20110610%20Personal%20Excellence%20Workshop%20Brochure.pdf
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