

## Personal Excellence Introduction Presentation Sept 16, 2011

Sun, 09/18/2011 - 14:49 — Chris

The PowerPoint presentation used at the [ThinkBiz 2011] [1] conference in Bellingham, WA is attached below.

An introductory session for the Personal Excellence [Workshop] [2] was presented.

We talked about how to focus and achieve your dreams by challenging yourself with three questions:

- 1. What is important to me?
- 2. What should I focus on?
- 3. What do I need to do next?

Some key takeaways from the talk included:

- Your journey starts with you.
- Write down your values and use roles to make them real.
- Use communities, roles and MARST to frame your objectives.
- Process your e-mail using the 5Ds
- It's your system make it work for you!

To learn more about Personal Excellence try attending one of our [Workshops] [2], downloading our Microsoft Outlook [add-in] [3], and/or reading the [Getting Started Guide] [4]. Please login or sign up to download this and other great resources. [Login] [5] | [New User] [5]

Quality Excellence [6]

## Source URL: <u>http://ceptara.com/node/564</u>

## Links:

- [1] http://www.thinkbiznw.com/
- [2] http://ceptara.com/training/catalog/pew
- [3] http://ceptara.com/products/organizer
- [4] http://ceptara.com/products/organizer/documentation/getting-started-guide
- [5] http://ceptara.com/?
- [6] http://ceptara.com/taxonomy/term/3