

# Personal Excellence Introduction Presentation Sept 16, 2011

Sun, 09/18/2011 - 13:49 — 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].

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## 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>

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