Personal Excellence Introduction

Sat. 04/11/2009 - 14:16 — Chris

This is an introductory session for the Personal Excellence <u>Workshop</u> [1]. The class has two parts, a) describe the basics of personal excellence and b) demonstrate how to do it using Microsoft Outlook and Ceptara's <u>Organizer Add-in</u>. [2]

The first 30 minutes is focused on covering 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?

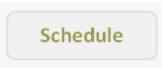
In the remaining time, we demonstrate a personal execution model using Microsoft Outlook and Ceptara's Organizer for Outlook Add-in. Our execution model:

- Collect
- Process 5Ds
- Organize
- Review
- Act
- Track
- Store

The entire presentation is available by requesting more information!

Pillar: Personal Excellence Price: \$0.00 per student* Duration: 1.00 hrs

*-There should be at least 6 or more students for this session to be productive



[3]

Source URL: http://ceptara.com/training/catalog/pewintro

Links:

- [1] http://ceptara.com/training/catalog/pew
- [2] http://ceptara.com/products/organizer
- [3] http://ceptara.com/lp/traininglp?channel=web&tcnid=78&fileurl=/sites/default/files/20090 415PEIntroAmCon.pdf