# Personal Excellence Introduction

Sat, 04/11/2009 - 13:16 — Chris
This is an introductory session for the Personal Excellence Workshop [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 Organizer Add-in. [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

Schedule [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/20090415PEIntroAmCon.pdf

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