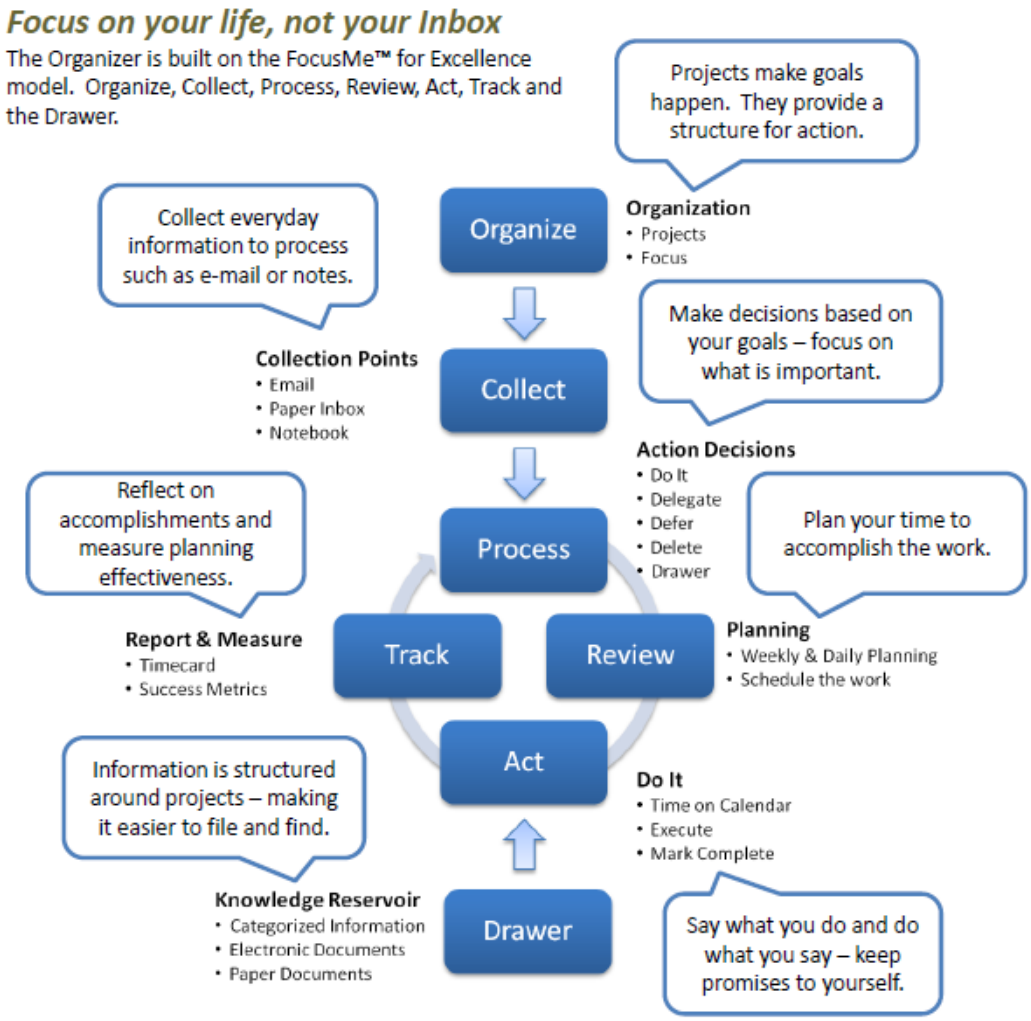
Organizer for Outlook Brochure

Tue, 09/21/2010 - 10:11 — Chris

The [Organizer] [1] tool is a Microsoft Outlook add-in designed to help you achieve greater focus. It shifts your attention from a message centric paradigm to one focused on achievement. The add-in helps you get organized through the use of Projects and Focuses, aligning every Outlook object to your organizational strategy.



[2]

How does it help?

- Spend less time in e-mail and more time delivering.
- Organizes information to align with your goals.
- Helps manage projects and tasks better.
- Facilitates Plan - Focus - Execute utlizing Ceptara's FocusMe(tm) for Excellence model.
- Supports multiple computers and mobile access so you can work where you need to.

How does it benefit me?

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- Build credibility by consistently meeting your commitments.
- Reclaim time wasted on distracting activities.
- Reduce time spent on time management and get busy accomplishing goals.
- Find project information more quickly using a filing strategy.
- Feel more confident and accomplished.

[Brochure] [3]
Please login or sign up to download this and other great resources.
[Login] **[4]** | [New User] **[4]**

- IT Management [5]
- Quality Excellence [6]

Source URL: http://www.ceptara.com/paper/organizer_brochure

Links:
[1] http://www.ceptara.com/products/organizer
[2] http://www.ceptara.com/sites/default/files/images/FocusMe%20for%20Excellence.PNG
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