

Personal Excellence Introduction

Sat, 04/11/2009 - 14:16 — 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

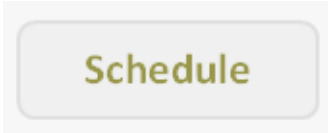
The entire presentation is available by requesting more information!

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

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Schedule

[3]

Source URL: <http://www.ceptara.com/training/catalog/pewintro>

Links:

[1] <http://www.ceptara.com/training/catalog/pew>

[2] <http://www.ceptara.com/products/organizer>

[3] <http://www.ceptara.com/lp/traininglp?channel=web&tcnid=78&fileurl=/sites/default/files/20090415PEIntroAmCon.pdf>