

Ceptara Organizer for Outlook

www.ceptara.com

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Focus on your life, not your Inbox

The Organizer 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.

Key Features

Spend less time reading e-mail

- Quickly process your e-mail using the 5D strategy – Do, Defer, Delegate, Delete & put in the Drawer.
- Defer action by creating tasks and appointments directly from your inbox.
- Never forget to follow up, tasks are automatically created to remind you about sent messages.
- Delegate to someone using e-mail, then track an automatically created task assigned to the recipient.

Organize information to align with your goals

- Create Projects that align with your goals, then assign any Outlook object to the Project.
- Create Focuses for special lists, such as phone calls or in-process, past due, or waiting tasks, and many more.

Better manage projects and tasks

- Create tasks and sub-tasks for a project.
- Use mind mapping to graphically view the scope and status of a project.
- Create reusable task templates to make it easy to create new standard projects.

Plan – Focus – Execute

- Use the added Organizer task pane to create a task focused dashboard. Plan the work, block the time, and view your progress.

Track Time

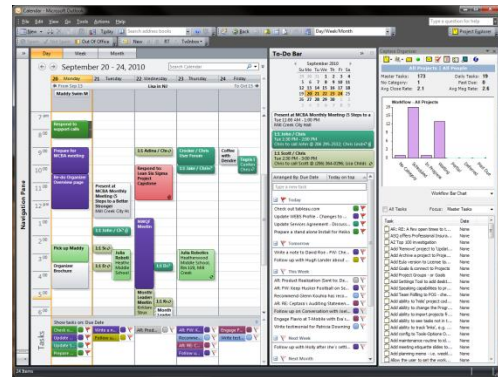
- Use the calendar to track and report your time by Project and by Date.

Go Mobile

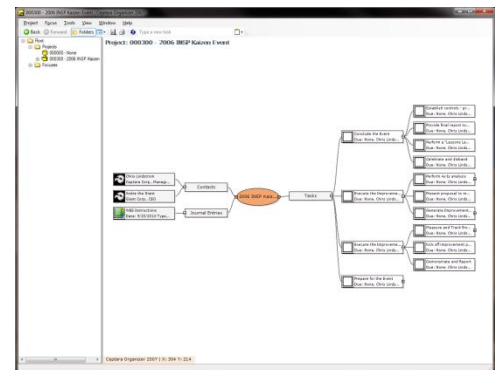
- Supports multiple computers & Outlook profiles
- Supports task sync with your mobile phone via ActiveSync or ToodleDo.

Benefits

- 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.



Calendar Plus Task Pane



Project Mind Map

FREE 45 Day Trial
Try it out, see if it's right for you!

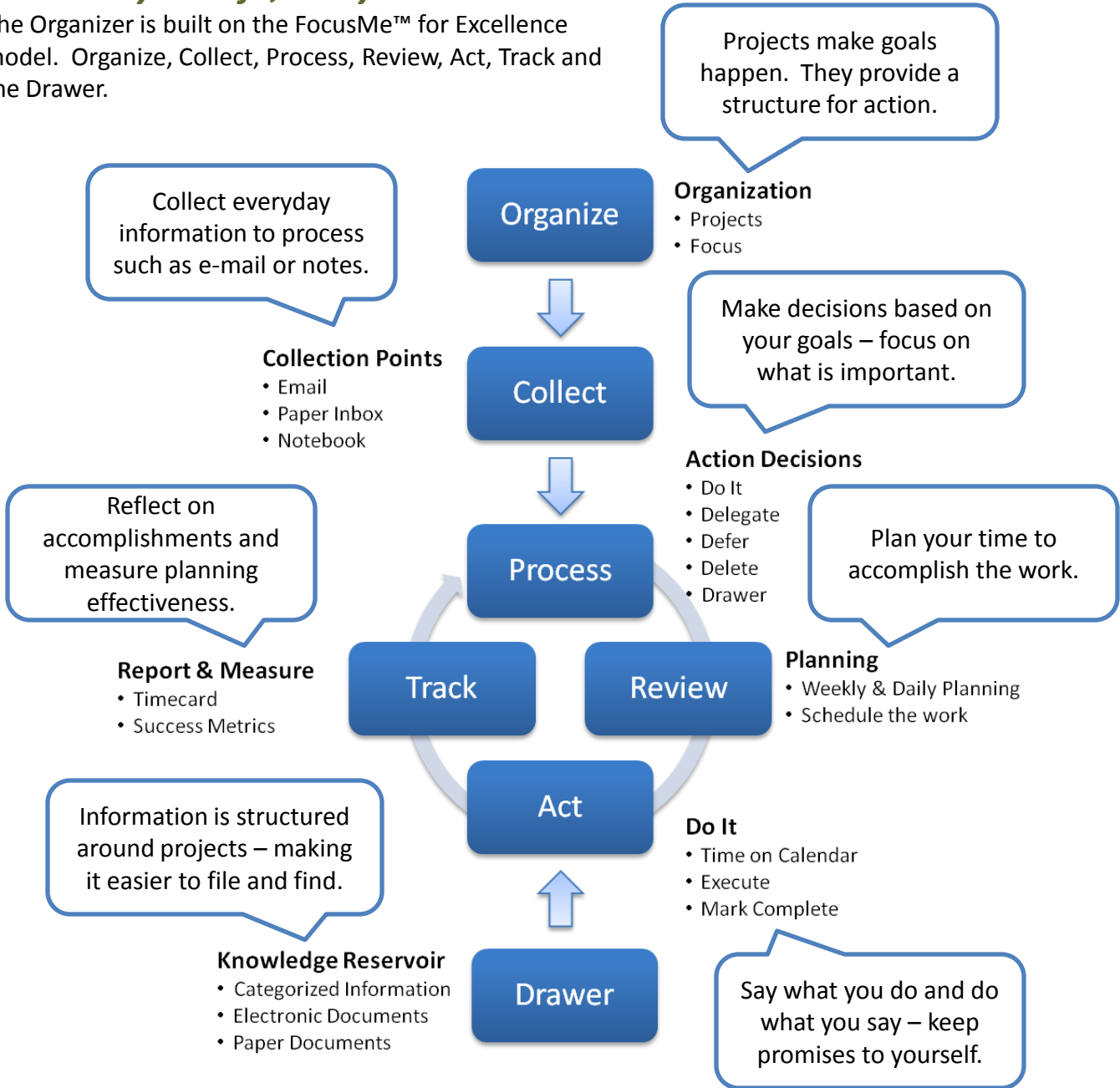
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The Organizer is built on the FocusMe™ for Excellence model. Organize, Collect, Process, Review, Act, Track and the Drawer.



Download the Organizer Today.

<http://www.ceptara.com/products>

Training Available.

Contact us about our Personal Excellence workshops.