

Subject: Professional Development Opportunity – Ultimate Productivity Programme

Hi [NAME],

I hope you're doing well.

As you know, I'm always looking for ways to sharpen my skills and support the team in working smarter—not just harder. It's been a big couple of years, and with the pace of change showing no signs of slowing down, I want to make sure I'm equipped to lead with clarity, focus, and impact.

I've been exploring professional development options that go beyond surface-level tips and really dig into what drives high performance. A lot of what's out there is either too generic, too expensive, or too time-intensive for the kind of deep, practical learning I'm after.

That's why I'm excited about a new programme I've come across: **Ultimate Productivity: The Science of High Performance** delivered by Cillín Hearn, Leadership & Performance Coach. It's designed to help professionals like me master the neuroscience of focus, time management, and energy management—without burning out.

The curriculum is grounded in evidence-based strategies and covers exactly what I need in relation to managing a high workload and still meeting delivery expectations.

Here are a few areas I'm especially keen to explore:

- Practical tools for getting more done in my day
- The habits that will allow me to consistently perform at a higher level
- A repeatable system for sustainable productivity

The format is flexible—just 3 - 5 hours a week over 6 weeks, with a mix of live online sessions and self-paced learning. I'd split the time between work hours and personal development. The cost is \$895 (ex GST) per person, which I think is excellent value given the depth and relevance of the content.

I genuinely believe this would be a strong investment for [ORGANISATION]. With the right tools and mindset, I know I can amplify my impact and help the team navigate what's ahead with more confidence and clarity.

You can check out the programme here:

<https://resultscoaching.co.nz/ultimate-productivity-programme/>

I'd love to chat about it further when you have a moment.

Kind regards,
[YOUR NAME]