

Tom,

I hope this note finds you well.

I'm sending you a copy of *The 12 Week Year*. Even if you're not much of a reader you will want to at least read the first 64 pages in this amazing book. The concepts in this book have been used by individuals and organizations in virtually every industry. The benefits include greater urgency, better focus, and increased accountability & productivity.

Let me know your thoughts after you read it.

Best Regards,
Susan

YOUR NAME

