Hone

1:1 Coaching Program

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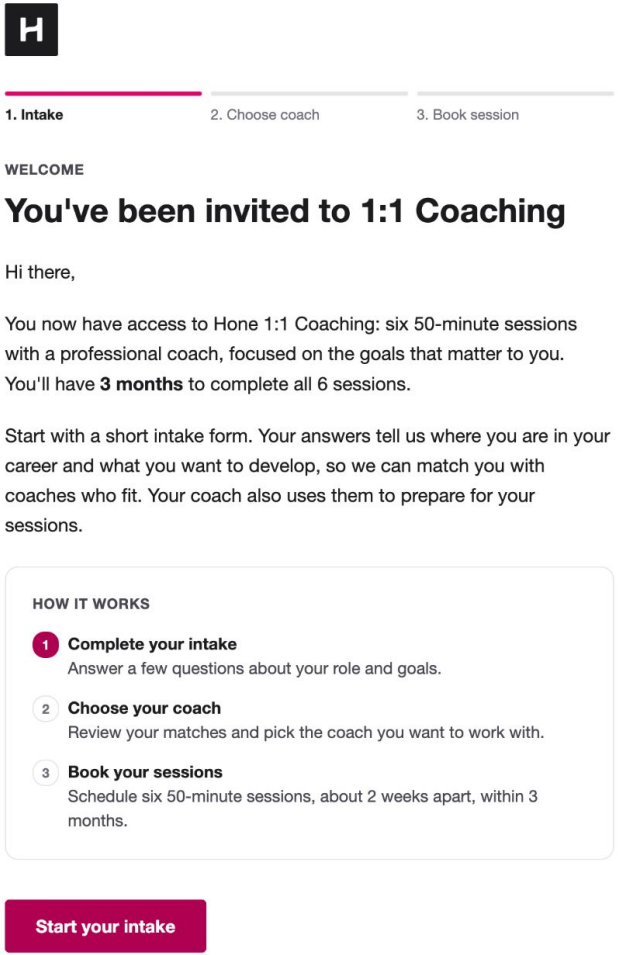
Welcome Email

An email that is automatically triggered up being invited to the 1:1 Coaching Program.

From: hello@honehq.com

Subject Line: Welcome to Your 1:1 Coaching Program!

Date Sent: *Upon being invited to 1:1 Coaching



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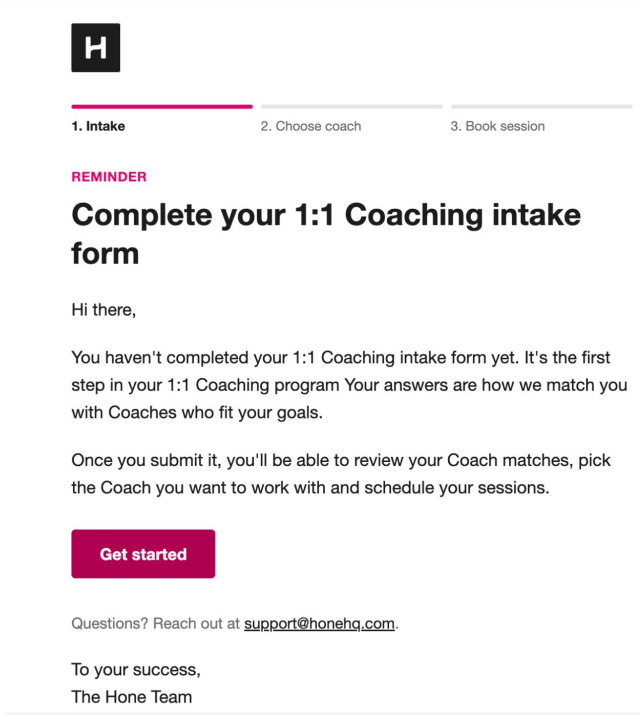
Reminder to Complete Intake Form

Participants will receive a reminder to complete their Intake Form 2 days after being invited to the program if they have not completed it.

From: hello@honehq.com

Subject Line: Complete your 1:1 Coaching intake form

Date Sent: *2 days after being invited to 1:1 Coaching if Intake Form has not been completed



1. Intake | 2. Choose coach | 3. Book session

REMINDER

Complete your 1:1 Coaching intake form

Hi there,

You haven't completed your 1:1 Coaching intake form yet. It's the first step in your 1:1 Coaching program Your answers are how we match you with Coaches who fit your goals.

Once you submit it, you'll be able to review your Coach matches, pick the Coach you want to work with and schedule your sessions.

Get started

Questions? Reach out at support@honehq.com.

To your success,
The Hone Team

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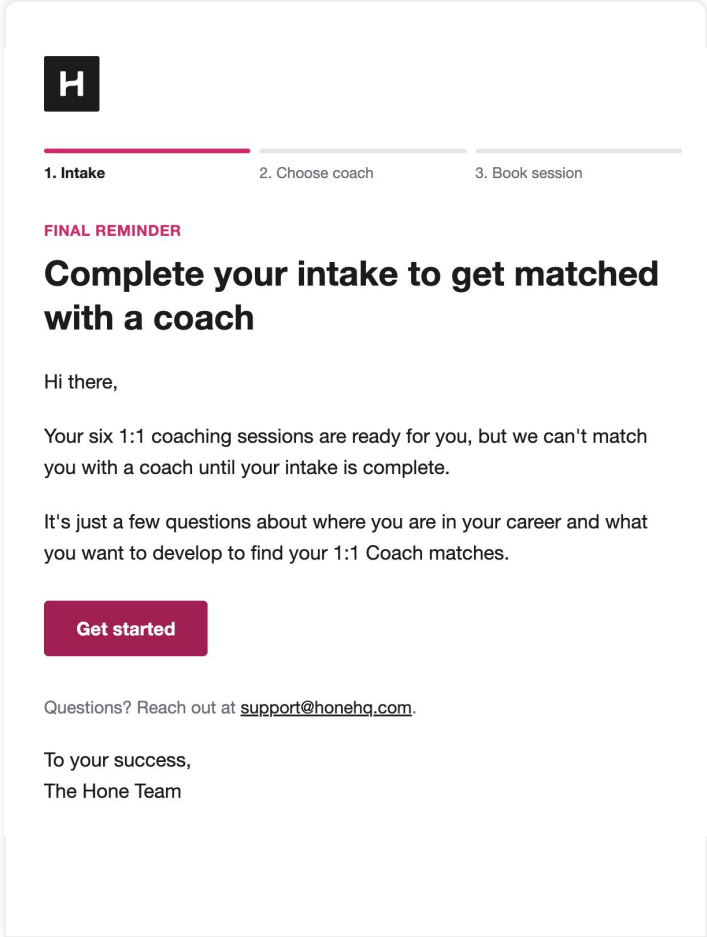
Final Reminder to Complete Your Intake Survey

Participants will receive a reminder to complete their Intake Form 3 days after the previous reminder email.

From: hello@honehq.com

Subject Line: Last reminder: complete your coaching intake

Date Sent: *3 days after first reminder is sent



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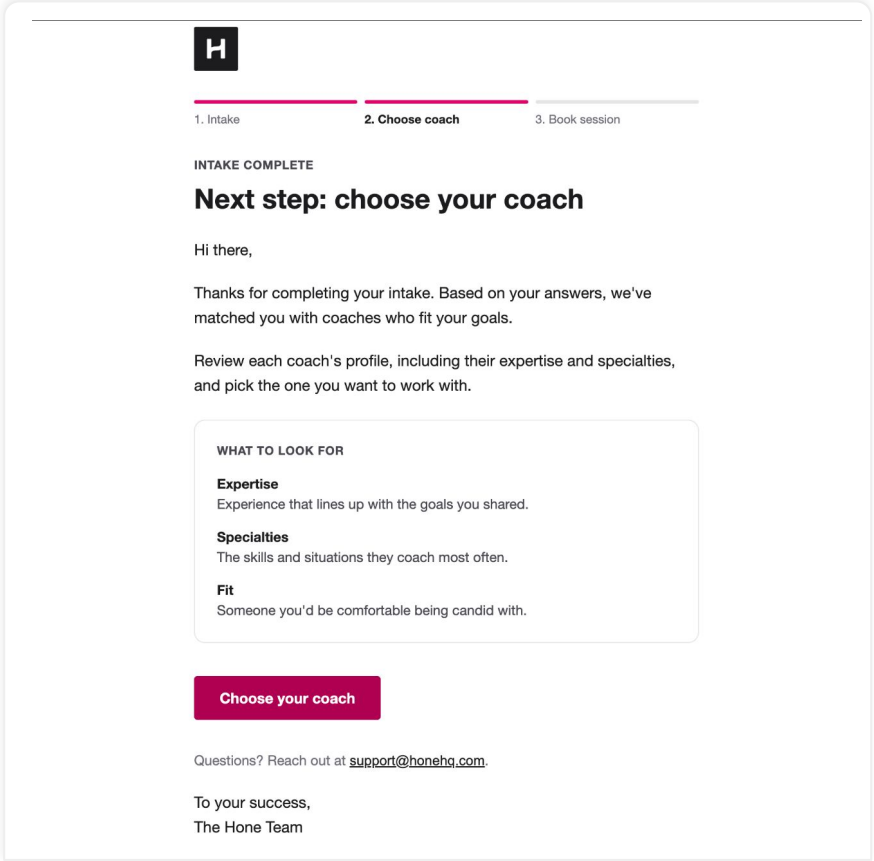
Email to Select Coach

Participants will receive an email flagging that they need to select a coach upon completing their Intake Form.

From: hello@honehq.com

Subject Line: Next step: choose your coach

Date Sent: 1 day after the completion of their Intake Form



1. Intake | **2. Choose coach** | 3. Book session

INTAKE COMPLETE

Next step: choose your coach

Hi there,

Thanks for completing your intake. Based on your answers, we've matched you with coaches who fit your goals.

Review each coach's profile, including their expertise and specialties, and pick the one you want to work with.

WHAT TO LOOK FOR

Expertise
Experience that lines up with the goals you shared.

Specialties
The skills and situations they coach most often.

Fit
Someone you'd be comfortable being candid with.

Choose your coach

Questions? Reach out at support@honehq.com.

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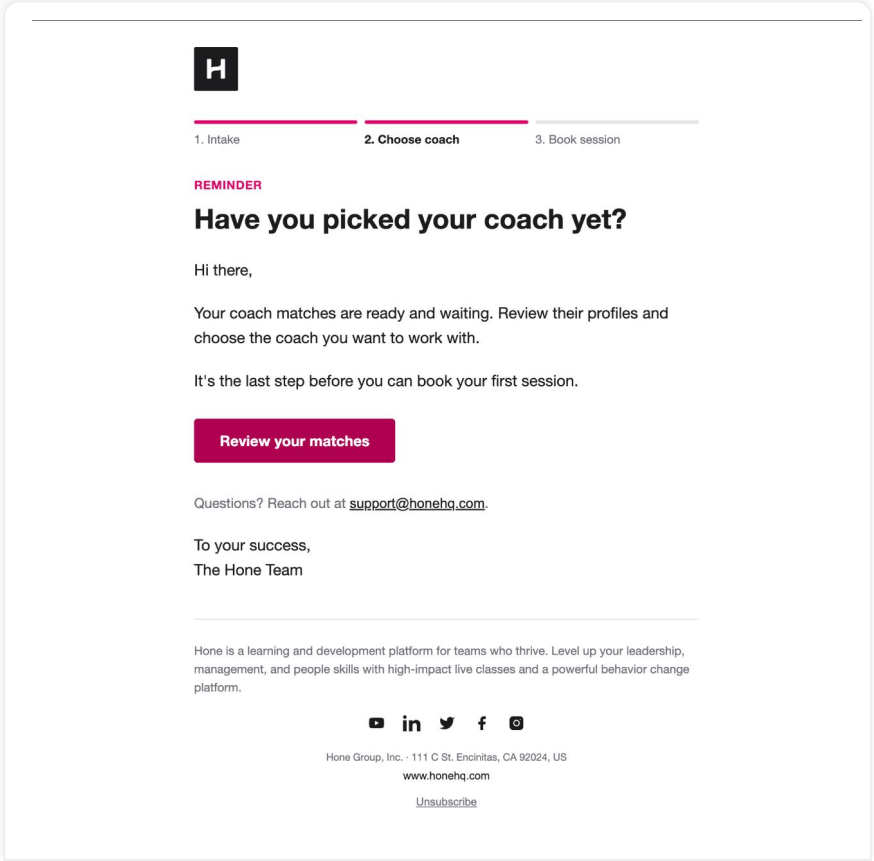
Reminder to Select Coach

Participants will receive a reminder to select their coach if they have not done so 2 days after the previous reminder.

From: hello@honehq.com

Subject Line: Have you picked your coach yet?

Date Sent: *2 days after the first reminder of email to select a coach



1. Intake **2. Choose coach** 3. Book session

REMINDER

Have you picked your coach yet?

Hi there,

Your coach matches are ready and waiting. Review their profiles and choose the coach you want to work with.

It's the last step before you can book your first session.

Review your matches

Questions? Reach out at support@honehq.com.

To your success,
The Hone Team

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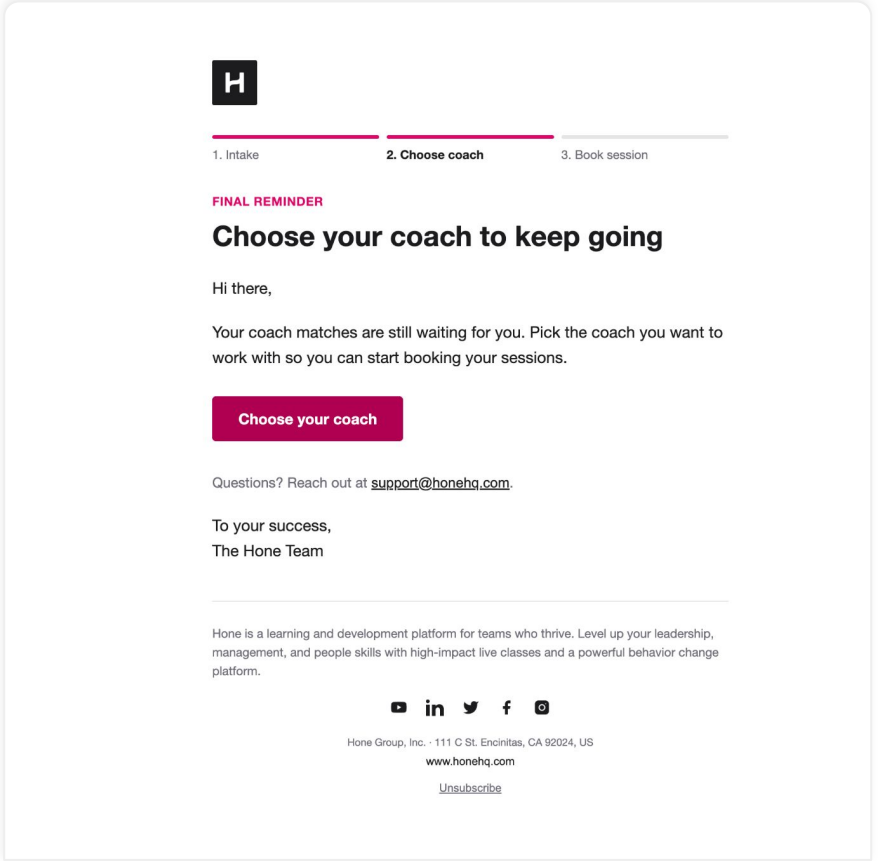
Final Reminder to Select Coach

Participants will receive a reminder to select their coach if they have not done so 3 days after the previous reminder.

From: hello@honehq.com

Subject Line: Last reminder: choose your coach

Date Sent: *3 days after previous reminder email



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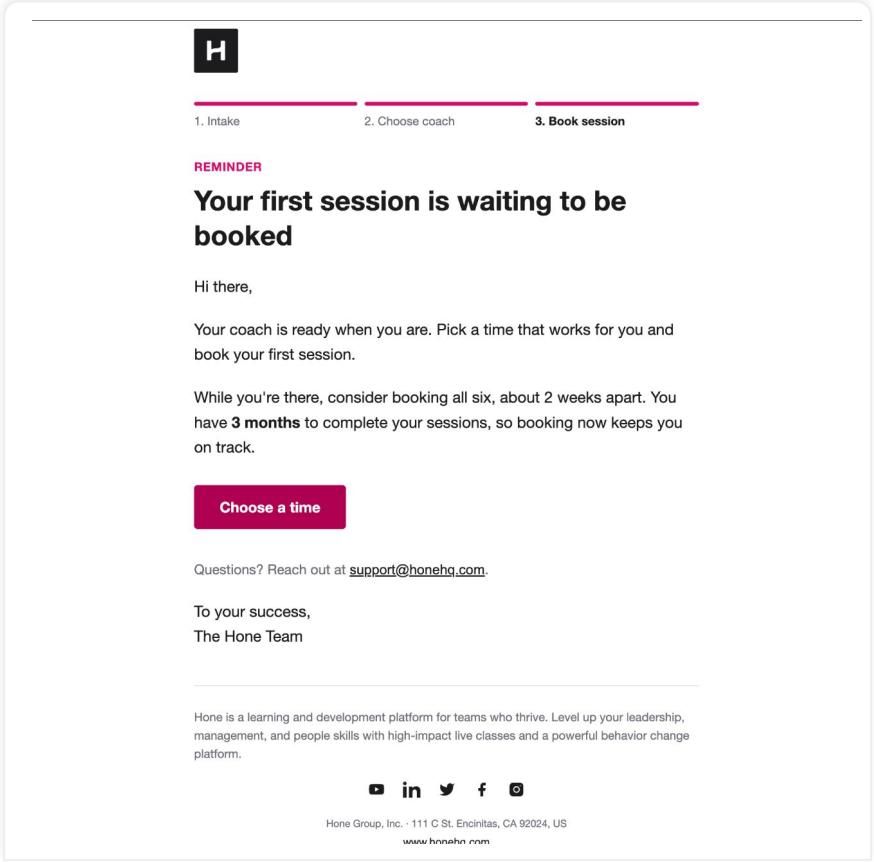
Book Your First Coaching Session

Participants will receive an email prompting them to book their first coaching session after selecting a coach.

From: hello@honehq.com

Subject Line: Your coaching session is waiting to be booked

Date Sent: *1 day after selecting a coach



1. Intake 2. Choose coach **3. Book session**

REMINDER

Your first session is waiting to be booked

Hi there,

Your coach is ready when you are. Pick a time that works for you and book your first session.

While you're there, consider booking all six, about 2 weeks apart. You have **3 months** to complete your sessions, so booking now keeps you on track.

Choose a time

Questions? Reach out at support@honehq.com.

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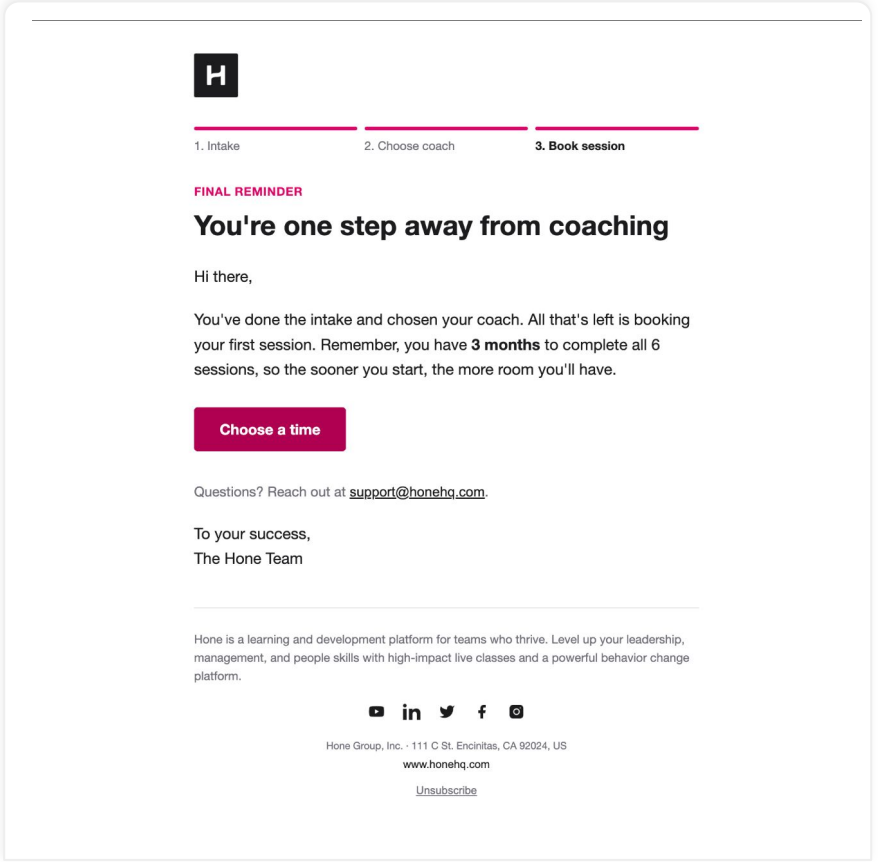
Final reminder: book your first session

Participants will receive an email reminding them to book their first coaching session.

From: hello@honehq.com

Subject Line: Last reminder: book your coaching session

Date Sent: *4 days after previous reminder email



1. Intake 2. Choose coach **3. Book session**

FINAL REMINDER

You're one step away from coaching

Hi there,

You've done the intake and chosen your coach. All that's left is booking your first session. Remember, you have **3 months** to complete all 6 sessions, so the sooner you start, the more room you'll have.

Choose a time

Questions? Reach out at support@honehq.com.

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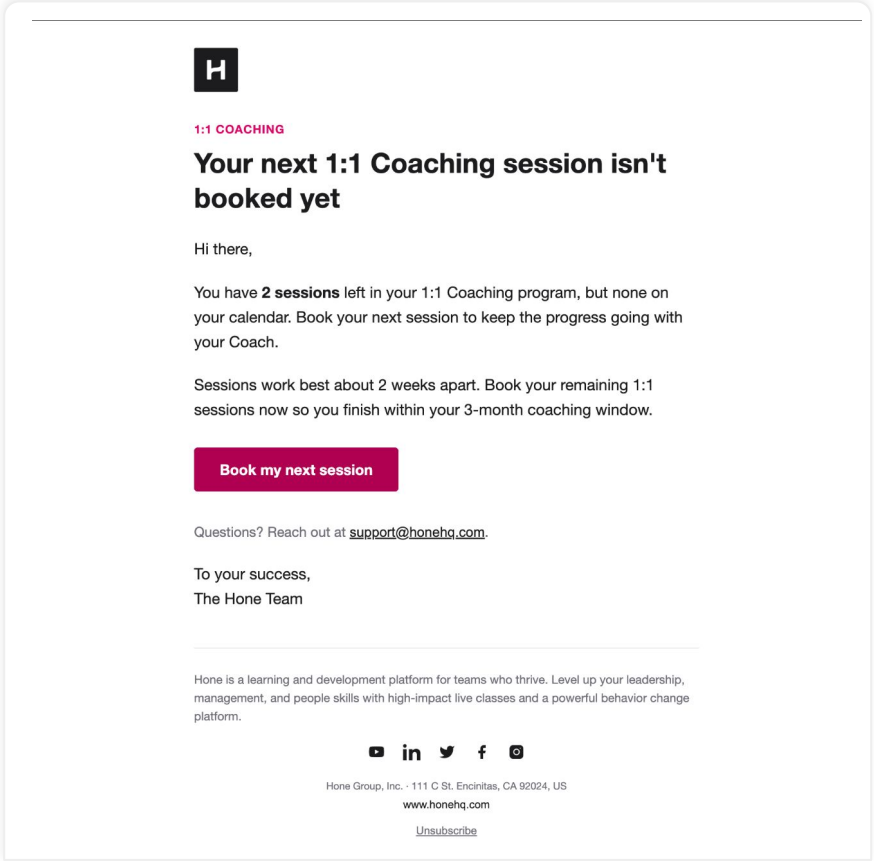
Book Your Next Coaching Session

A reminder email after a session ends or is cancelled, when the learner has more sessions available to schedule and has no future sessions scheduled.

From: hello@honehq.com

Subject Line: Schedule your next 1:1 Coaching session

Date Sent: *1 day after a scheduled session ends, when the user has more sessions available to schedule and has no sessions scheduled.



1:1 COACHING

Your next 1:1 Coaching session isn't booked yet

Hi there,

You have **2 sessions** left in your 1:1 Coaching program, but none on your calendar. Book your next session to keep the progress going with your Coach.

Sessions work best about 2 weeks apart. Book your remaining 1:1 sessions now so you finish within your 3-month coaching window.

Book my next session

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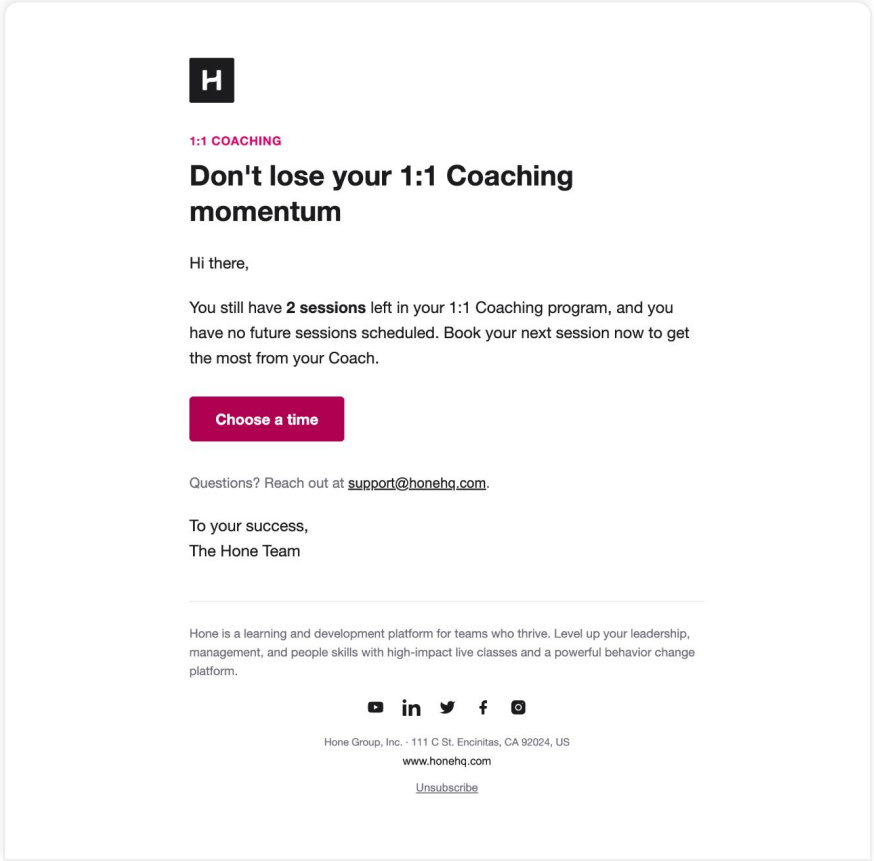
Reminder: Book your next session

A reminder email sent to learners one week after the previous reminder is sent.

From: hello@honehq.com

Subject Line: Don't lose your 1:1 coaching momentum

Date Sent: *7 days after the above email is sent, if the user still has not scheduled a 1:1 Coaching session



1:1 COACHING

Don't lose your 1:1 Coaching momentum

Hi there,

You still have **2 sessions** left in your 1:1 Coaching program, and you have no future sessions scheduled. Book your next session now to get the most from your Coach.

Choose a time

Questions? Reach out at support@honehq.com.

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