



# Personalized Weekly Learner Digest

Tailored summary of recent activity **and** upcoming actions that need attention from learners.

**From:** hello@honehq.com

**Subject Line:** Your Hone Tasks This Week

**Date Sent:** Weekly on Mondays



## Hone Weekly Digest

We found some items that need your attention this week.

### Acme Inc programs

Make sure to prioritize programs assigned to you by your organization.

**DEIB Core** 1 task

Complete program by January 31, 2024

[Enroll >>](#)

**Manager Core 101** 2 tasks

#### Build High Trust Relationships ✓

Attended on Wednesday, January 15

Here's your commitment from class:

Audit my relationship with my manager and make a deposit.

#### Lead Highly Effective 1:1s ○

Missed on Wednesday, January 22

[Reschedule class >>](#)

#### The Coach Approach ○

Attended on Monday, January 20

[Make commitment >>](#)

#### Give Feedback That Lands ○

Scheduled for Thursday, January 23

#### Impact Survey ○

Closes on Monday, March 1

### Your classes

Drive your own professional growth by continuing to complete Membership classes.

#### Prepare for Your Performance Review ✓

Attended on Monday, January 22

Here's your commitment from class:

Review my achievements, strengths, and values that I bring to my job/team/company. Expand on areas that I think I might need to improve on.