

Good morning, Alex.

Here's what needs your attention today.

Fictional example from Henno AI. All names, emails, meetings, and details below are invented to illustrate the format.

From your inbox · 2 follow-ups

- ☐ **Confirm the revised proposal**
Jordan sent a revised proposal on Friday and is waiting for your feedback. Review the scope and reply with any changes.
- ☐ **Send the figures to Sam**
Sam needs the latest figures for tomorrow's 09:00 review. Check the report and send the updated version today.

In your calendar today

Time	Meeting	Preparation
09:30	Weekly planning	Review this week's priorities.
14:00	Client catch-up	Read your notes from the last call.

Looking ahead to tomorrow

09:00 — Review meeting with Sam. Your afternoon is clear.

An evening reminder could deliver this preview through WhatsApp.

Your notes