

• DAILY PLANNING · DAILY PLAN

Your day, *by voice.*

Tasks, priorities, appointments and reminders — the whole day, just by talking.

A voice command guide from VoiceFirstPlanner

FREE

Tap the mic and say it the way you'd say it to a person. Here are the ways to plan your day out loud — copy a line, swap in your own words, and say it.

1 · Add a task

Start with “Add”. Whatever you say becomes a task on today’s list.

 “Add review the team proposal”

 “Add call the plumber”

 “Add water the plants”

What happens: It lands on today. Anything you don’t tick rolls forward to tomorrow on its own.

2 · Set the priority (A, B, C)

Say the letter before the word “priority”. A is must-do, C is nice-to-do.

 “Add file the tax return as an A priority”

 “Add reply to the client email as a B priority”

 “Add clear out the inbox as a C priority”

What happens: The task is filed under that band. Say no letter and it defaults to C.

3 · Give it a day

Add a date and the task lands on that day instead of today.


 “Add book the dentist tomorrow”

 “Add call the plumber as a B priority on Friday”

 “Add renew the car registration in three days”

 “Add send the invoice next week”

 “Add pay the insurance on June 30”

 “Add submit the form on the 15th”

What happens: It reads natural dates: tomorrow, next week, in three days, in two weeks, on Friday, next Friday, on the 15th, June 30, or the 11th of June.

4 · Book an appointment

Say a clock time plus who or what it's with, and it becomes a scheduled appointment.

 "Meeting with Sarah tomorrow at 10am"

 "Lunch with Mark on Thursday at 12:30pm"

 "Coffee with Priya on Friday at 9am"

 "Dentist on June 11 at 2pm"

What happens: It drops onto your daily schedule at that time, one hour long by default.

5 · Set how long it runs

Add a length or an end time and the appointment sizes itself.

 "Team review at 3pm for 30 minutes"


 "Doctor at 11am for an hour and a half"

 "Project call from 2 to 3:30pm"

What happens: It understands "for 30 minutes", "for an hour", "for an hour and a half", and "from X to Y".

6 · Make it repeat

Add a repeat phrase and a digit time and it books the whole series.

 "Pilates every Thursday at 6:30pm"

 "Take vitamins every day at 8am"


 "Team stand-up every weekday at 9am"

What happens: It creates the next 12 occurrences. Needs a clock time plus "every day", "every weekday", "every Thursday" or "weekly".


7 · Set a reminder


Reminders are separate from tasks — they nudge you at a set moment.

 “Remind me to call Mum at 5pm”

 “Remind me to take the bins out at 7am tomorrow”

 “Remind me in 20 minutes to check the oven”


 “Remind me in half an hour to call back”

 “Remind me to pay the invoice on Friday”


What happens: It sets a reminder for that moment. Understands clock times, “in 20 minutes”, “in two hours”, tomorrow, a weekday, or a date.

8 · Set your focus for the day

One line to name what today is really about.

 “Set my focus to finishing the report”

 “My focus is deep work this morning”

 “Focus on the launch”

What happens: It pins your focus to the top of the day.

GOOD TO KNOW

- If you say a recurring line, keep workout words like “gym” or “run” out of it — said on their own they tick a habit instead of booking the appointment.
- Sometimes speech-to-text hears “Add” as “And” — the app quietly fixes that, so your task still lands.
- Unticked tasks never vanish. They roll to today every day until you tick them done. That’s on purpose.

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