Reminders

Objective

To use the built-in Reminders app on my iPhone or Android as a personal assistant for time-sensitive tasks, follow-ups, and day-to-day business activities—ensuring nothing slips through the cracks.

Daily Uses

Add quick reminders for tasks like “Follow up with John – Buyer Lead,” “Send listing feedback to seller,” “Drop off Pop By gift,” or “Post Just Listed to Google Business.” Use reminders for non-real estate tasks too—like personal appointments or picking up supplies—to keep everything in one system.

How to Use (iPhone)

Open the Reminders app > Tap “New Reminder” > Enter the task name > Tap the (i) icon to add date, time, or location alerts. Assign to a list like “Work,” “Marketing,” or “Today.” Use Siri by saying “Hey Siri, remind me to follow up with Sarah at 3 PM.”

How to Use (Android - Google Assistant or Google Tasks)

Use Google Assistant by saying “Hey Google, remind me to call the stager at 10 AM.” Or open the Tasks or Reminders app > Tap “+” to create a task > Add a title, time, and date > Assign to a list or category.

Best Practices

Set reminders the moment a task pops into your mind—capture it before it’s forgotten. Use time-specific reminders for follow-ups and location-based reminders (e.g., “Remind me to drop off feature sheets when I arrive at the office”). Group reminders into lists: Marketing, Follow-Ups, Personal, Admin. Set recurring reminders for tasks like “Review CRM – Every Monday at 9 AM.”

End-of-Day Review

At the end of each day, open your reminders and mark completed tasks. Reschedule or snooze anything you didn’t get to. Review tomorrow’s list to mentally prepare and reduce stress.

Sync Across Devices

Make sure your reminders are synced with your cloud account (iCloud for iPhone, Google for Android) so they show up on your phone, tablet, and computer.

Voice Command Shortcuts

Use Siri or Google Assistant often to add reminders while on the go or driving. It’s one of the fastest, most effective tools to manage real-time priorities.

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Revision #4
Created 23 March 2025 23:23:15 by Eryn Richardson
Updated 3 June 2025 13:09:26 by Eryn Richardson