



Voice Planner Command Examples

Expanded trigger pack for reading, creating, completing, and deleting Notion tasks by voice.

UPDATED: More Trigger Examples

Alexa + Notion task management by voice

Voice Planner Command Examples

Updated command pack: What questions now use Monday examples. Creation, completion, and deletion sections include more alternative trigger words.

How to start

Start every session by opening the skill first.

Alexa, open Voice Planner

Reading and querying open tasks

Use these commands when you want Alexa to read what is already open in your connected Notion task database. These examples use today, tomorrow, and Monday. They intentionally avoid weekly wording in What questions.

What do I need to do today?

What are my open tasks?

What do I have tomorrow?

What do I have on Monday?

What tasks are due Monday?

What tasks do I have Monday?

What work tasks do I have Monday?

What home tasks do I have Monday?

What finance tasks do I have Monday?

What personal tasks do I have Monday?

What high priority tasks do I have Monday?

What low priority tasks do I have Monday?

What urgent tasks do I have Monday?

What important tasks do I have Monday?

What work tasks are open?

What high priority tasks are open?

What low priority tasks are open?

What home tasks do I have tomorrow?

What personal tasks do I have today?

Creating one new task by voice

A creation command creates one new task at a time. Keep the task name clear and add date, time, category, or priority only when needed. The examples below include Add, Remind me, Write, Schedule, and Create trigger options.

ADD trigger examples

Add call the dentist tomorrow at 4 PM.

Add send the proposal tomorrow at 10 AM in work category.

Add pay electricity bill Friday in finance category with high priority.

Add buy groceries tomorrow in home category.

Add clean the desk Monday with low priority.

Add renew car insurance Friday with high priority.

REMIND ME trigger examples

Remind me to call the dentist tomorrow at 4 PM.

Remind me to send the proposal tomorrow at 10 AM in work category.

Remind me to pay electricity bill Friday in finance category with high priority.

Remind me to buy groceries tomorrow in home category.

Remind me to review the client report Monday at 9 AM.

Remind me to book the home inspection Monday at 2 PM.

WRITE trigger examples

Write send the client report tomorrow at 10 AM in work category.

Write renew car insurance Friday with high priority.

Write clean the desk with low priority.

Write pay rent Monday in finance category.

Write call Marco Monday at 3 PM in work category.

Write change the air filter Monday in home category.

SCHEDULE trigger examples

Schedule review the client report Monday at 9 AM in work category.

Schedule pay rent Monday in finance category with high priority.

Schedule home inspection Monday at 2 PM in home category.

Schedule call the dentist tomorrow at 4 PM.

Schedule prepare the weekly report Monday at 10 AM in work category.

Schedule pay the insurance bill Friday in finance category.

CREATE trigger examples

Create a task to renew car insurance Friday with high priority.

Create a work task to send the proposal tomorrow at 10 AM.

Create a home task to change the air filter Monday.

Create a finance task to pay the insurance bill Friday.

Create a personal task to call the dentist tomorrow at 4 PM.

Create a low priority task to organize the desk Monday.

Completing tasks

When a task is completed, Voice Planner sets its status to DONE. Completed tasks no longer appear when Alexa reads open tasks. These examples include done, closed, and finished alternatives.

COMPLETE / DONE examples

Complete call the dentist.

Complete send the proposal.

Complete pay electricity bill.

Mark pay electricity bill as done.

Mark call the dentist as done.

Mark the client report as done.

CLOSED examples

Mark call the dentist as closed.

Mark send the proposal as closed.

Mark renew car insurance as closed.

Close the task call the dentist.

Close the task pay electricity bill.

Close home inspection.

FINISHED examples

Mark send the proposal as finished.

Mark renew car insurance as finished.

Mark home inspection as finished.

Finish the task clean the desk.

Finish call Marco.

Finish the insurance bill task.

Deleting tasks

Use delete, clear, remove, or cancel only for tasks you no longer need.

DELETE examples

Delete buy groceries.

Delete clean the desk.

Delete call the dentist.

Delete renew car insurance.

CLEAR examples

Clear buy groceries.

Clear clean the desk.

Clear the task renew car insurance.

Clear the task home inspection.

REMOVE examples

Remove clean the desk.

Remove pay electricity bill.

Remove call Marco.

Remove the task send the proposal.

CANCEL examples

Cancel call the dentist.

Cancel the task send the proposal.

Cancel home inspection.

Cancel pay rent.

Categories and priorities

Type	Supported values	Default
Categories	Personal, Work, Home, Finance	Personal
Priorities	Normal, High, Low	Normal

Best command habits

- Use one task per creation command.
- Say the category only when it matters: work, home, finance, or personal.
- Say high priority only for tasks that truly need attention.
- Use short task names that will be easy to recognize later.
- Use simple date words such as today, tomorrow, Monday, Friday, or a specific date.
- Start with reading commands first. Reading is the daily value. Creation is the wow moment.

Important: this free kit does not activate Voice Planner. To use the Alexa Skill with Notion, complete the official guided setup and activate a valid Voice Planner license inside the Voice Planner dashboard.