



Voice Planner First Alexa Commands

A simple first-run command guide for testing Voice Planner after setup and license activation.

[First Commands Guide](#)

Alexa + Notion task management by voice

Voice Planner First Alexa Commands

Use this guide after your Voice Planner license is active, Notion is connected, and Alexa is linked.

Before you begin

- Your Voice Planner account is created.
- Notion is connected through the guided setup.
- Your Voice Planner license is active.
- Alexa is linked to Voice Planner.
- You are ready to say: Alexa, open Voice Planner.

Your first 10 commands

Step	Say this	Expected result
1	Alexa, open Voice Planner.	Alexa opens the Voice Planner skill.
2	What are my open tasks?	Alexa reads open tasks from your connected Notion planner.
3	What do I need to do today?	Alexa reads today's open tasks.
4	What do I have tomorrow?	Alexa reads tomorrow's open tasks.
5	What high priority tasks are open?	Alexa filters by priority.
6	What work tasks do I have?	Alexa filters by category.
7	Add call the dentist tomorrow at 4 PM.	Voice Planner saves one new task.
8	What do I have tomorrow?	Alexa can read the new task if it matches the query.
9	Complete call the dentist.	The task is set to DONE.
10	What are my open tasks?	Completed tasks should not appear as open.

Recommended first test sequence

For the cleanest first experience, test reading before creating. This proves that Alexa can access your Notion tasks, then creation proves the magic.

Alexa, open Voice Planner.

What do I need to do today?

Add call the dentist tomorrow at 4 PM.

What do I have tomorrow?

If Alexa does not understand

- Use a shorter task name.

- Say one task at a time.
- Use simple dates like today, tomorrow, Friday, or a specific date.
- Use one category at a time: personal, work, home, or finance.
- Open the skill again by saying: Alexa, open Voice Planner.

Close the session

When you are done, say:

Alexa, stop

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.