



Voice Planner Setup Readiness Checklist

Check the simple requirements before starting the official Voice Planner setup.

[Simple Setup Checklist](#)

Alexa + Notion task management by voice

Voice Planner Setup Readiness Checklist

You do not need to manually build the Voice Planner task system. Before setup, you only need a Notion account, something to connect in Notion, Alexa access, and the ability to complete the guided setup.

Simple requirements

You do not need to manually build a complex Notion task system before using Voice Planner. The guided setup helps install or configure the planner structure needed for supported task fields.

- A Notion account.
- Access to a Notion workspace or database you can connect.
- Access to Alexa through an Echo device or the Alexa app.
- A smartphone for the final Alexa linking step if required.
- A payment method ready for the Voice Planner license during setup.

What you do NOT need to prepare manually

- You do not need to manually create all Voice Planner task fields before setup.
- You do not need to set up Zapier chains.
- You do not need to build a custom automation workflow.
- You do not need a separate productivity dashboard.
- You do not need to create multiple task templates before starting.

What the guided setup handles

During guided setup, Voice Planner helps connect Notion and prepare the planner structure needed for the supported task workflow.

Supported task data	What it is used for
Task name	The main activity to remember or complete.
Date	Today, tomorrow, this week, or a specific date.
Time	A specific time when provided by the user.
Category	Personal, Work, Home, or Finance.
Priority	Normal, High, or Low.
Status	Completed tasks are set to DONE and no longer read as open.

Before you activate

- Decide which Notion account or workspace you want to connect.
- Make sure you can access the Alexa app if the setup asks for smartphone linking.

- Understand that the Gumroad Starter Kit is free and does not activate the license.
- Purchase the Voice Planner license only inside the official Voice Planner dashboard during setup.

Quick readiness check

Check	Ready?
I have a Notion account.	Yes / No
I have access to Alexa through an Echo device or Alexa app.	Yes / No
I can access the smartphone used for Alexa linking.	Yes / No
I understand that the license is purchased during official setup.	Yes / No
I know the first command is: Alexa, open Voice Planner.	Yes / No

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.