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The Voice-to-Tasks Kit

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The prompt, the question rule, and the end-of-day routine.

The idea

Your best thinking happens while you're driving, not typing. Talk for two minutes, let AI turn it into tasks — and keep anything uncertain as a question.

The routine (same time every day)

1. Record a voice note — just talk through what's on your mind
2. Transcribe it (most phones and AI apps can)
3. Remove anything sensitive: buyer names, phone numbers, account details
4. Run the prompt
5. Paste the result into wherever your tasks live

The prompt

```
Here is a transcript of my voice note: [text].
Turn it into a task list.
Each task: what, who, when — only if I said it.
If I said "maybe" or sounded unsure, list it under QUESTIONS
instead of TASKS.
Don't add tasks I didn't mention.
```

Output format

```
TASKS
☐ [what] — [who] — [when]

QUESTIONS
? [what I need to decide or check]
```

The trap

AI turns "maybe" into a task. You thought out loud; it heard a decision. The QUESTIONS rule and "don't add tasks" keep it honest.