

# SAFE & SMART AI

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### Everyday Reminders & Calendar Help with AI

AI can act like a personal assistant, helping you stay on top of daily tasks, appointments, and important reminders. For caregivers, this means less stress and fewer missed details. This one-page handout highlights simple ways AI can keep you organized.

#### 17 **Setting Up Reminders**

- ☐ Use AI to create reminders for medications, meals, and appointments.
- ☐ Set recurring reminders (daily, weekly) so you don't need to re-enter tasks.
- ☐ Choose voice or text reminders depending on your preference.

#### **Smarter Scheduling**

- ☐ Ask AI to add appointments directly to your calendar.
- ☐ Let AI suggest best times by analyzing your schedule.
- ☐ Get daily or weekly summaries so you see the big picture at a glance.

#### **Multi-Device Sync**

- ☐ Sync reminders across phone, tablet, and computer for consistency.
- ☐ Use smart speakers (Alexa, Google Home) to hear reminders out loud.
- ☐ Share calendars with family so everyone is on the same page.

#### **Staying in Control**

- ☐ Double-check that reminders are set correctly to avoid confusion.
- ☐ Don't rely only on AI for critical medical instructions — verify with providers.
- ☐ Keep personal details (like Social Security or insurance info) out of AI tools.

AI can remember the details so you don't have to. Use it to free up mental space, reduce stress, and focus on what matters most — caring for yourself and your loved ones.

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