



## DAILY FLOW

# Task reminders — the 8am nudge

A commitment with a date on it gets an 8am reminder, so the thing you promised at a show does not quietly pass its day.

*Covers RepBud app > The Trail, plus the notification itself · for rep, dmc*

## The steps

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### 01 Give a task a date

A task with no due date sits on The Trail; a task with one is something RepBud can remind you about.

### 02 The 8am nudge

Dated tasks are gathered into one reminder each morning rather than pinging you through the day.

### 03 Read the bands

Overdue, due today, upcoming and finished — so the morning starts with what actually needs answering.

### 04 Clear it from there

Tap through from the reminder to the task and its contact, and close it off without hunting for it.

**Next: Track your tasks**

## Questions

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### When does the reminder arrive?

At 8am, for tasks that have a due date.

### Do I get one for every task?

No. Only dated tasks are gathered, and they come as one morning reminder rather than a stream through the day.

**What if I do not set a due date?**

The task still sits on The Trail — it simply has no day for RepBud to remind you about.

**Can I turn them off?**

Yes, in your device's notification settings for RepBud.

**Where do the tasks come from?**

From what you log — a commitment picked out of a forwarded email or a field note becomes a task for you to approve, as well as ones you add yourself.