iPhone: Your Pocket Buddy for Handling Daily Routine!

August 7, 2025

Helen Rains

Handout: lhaug.org > Documents

Using iPhone 16 Pro with iOS 18

The iPhone's built-in apps can function like a personal assistant.

Apps and features to plan, remind, and manage tasks.

Presentation Highlights

Featuring . . .

- Standby Mode : Start your day with info you need

- Today View: Day-at-a glance

- Reminders: When and where you need them

- Alarms and Timers: Stay on track with routine
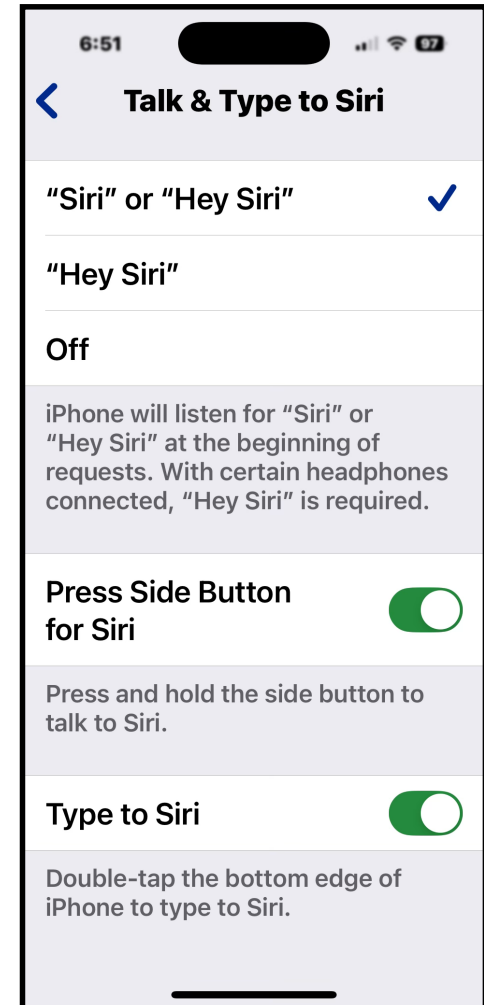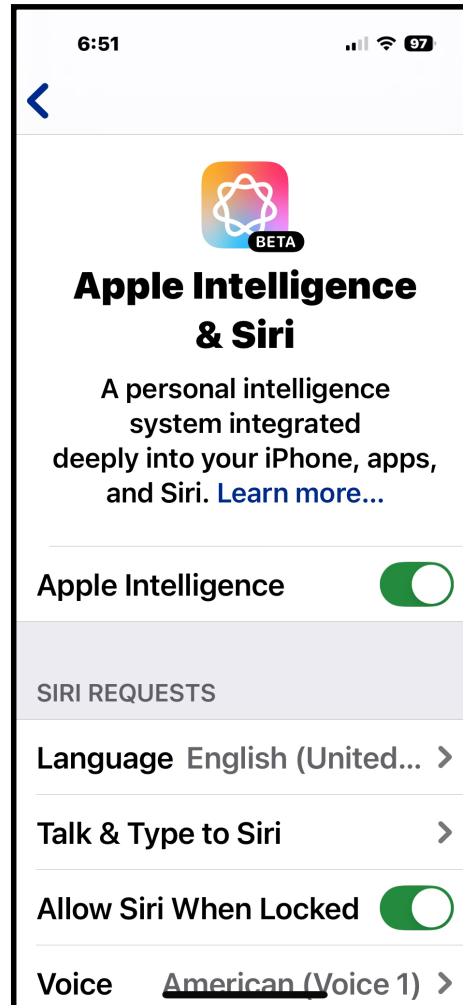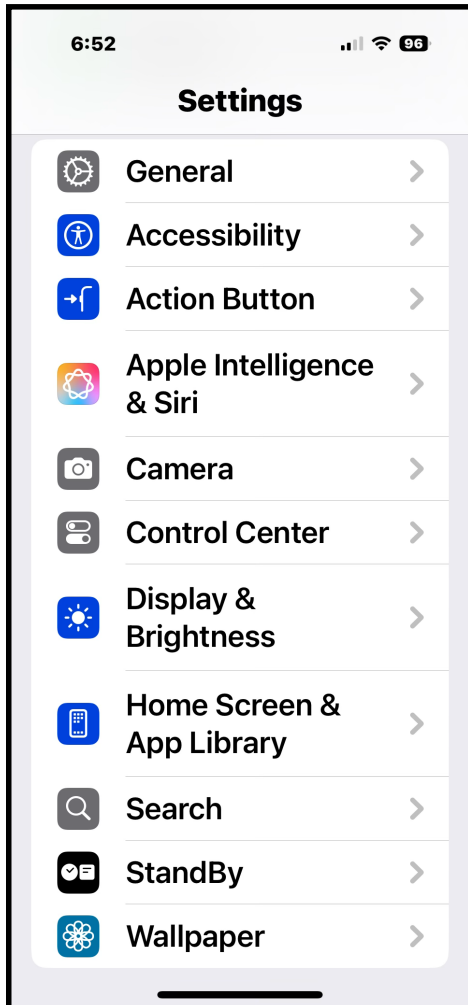
- "Hey Siri" at your service

Get everyday tasks done using only your voice.
Just say "Siri" or "Hey Siri" or press on the sleep wake button
to start your request.
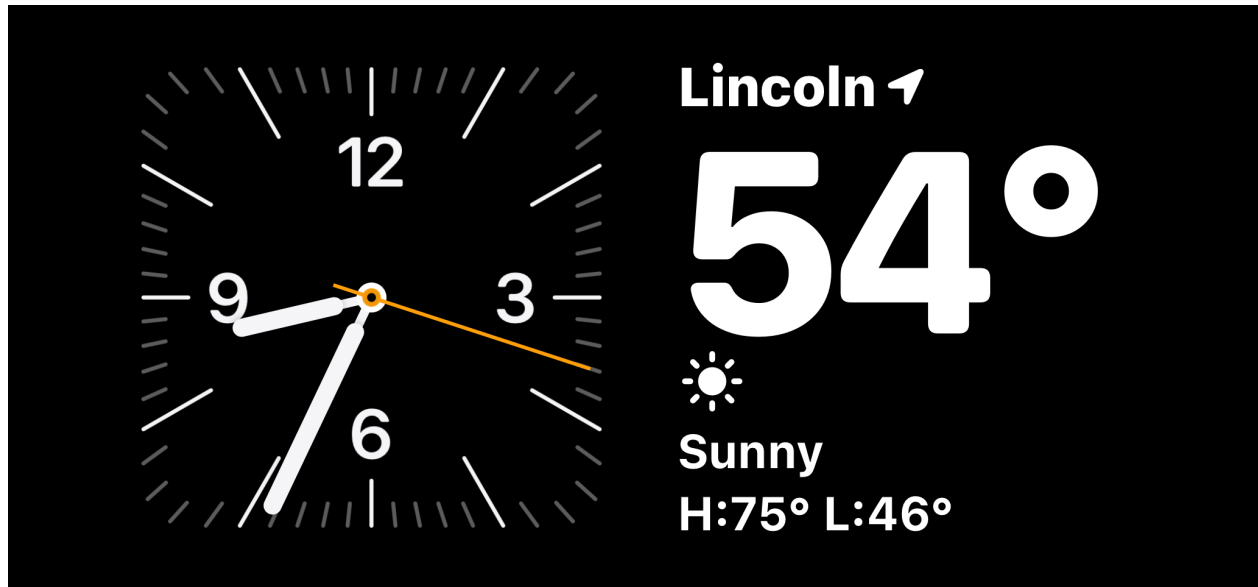
When you know your phone is in the same room: Ask

"Hey Siri"
"Where's my iPhone?"

It will work even if it's in silent mode.

Enable "Listen for 'Hey Siri'":

Settings (6:52)
- General
- Accessibility
- Action Button
- Apple Intelligence & Siri
- Camera
- Control Center
- Display & Brightness
- Home Screen & App Library
- Search
- StandBy
- Wallpaper

Apple Intelligence & Siri (6:51)

A personal intelligence system integrated deeply into your iPhone, apps, and Siri. Learn more...

- Apple Intelligence [on]

SIRI REQUESTS
- Language English (United...
- Talk & Type to Siri
- Allow Siri When Locked [on]
- Voice American (Voice 1)

Talk & Type to Siri (6:51)

- "Siri" or "Hey Siri" ✔
- "Hey Siri"
- Off

iPhone will listen for "Siri" or "Hey Siri" at the beginning of requests. With certain headphones connected, "Hey Siri" is required.

- Press Side Button for Siri [on]

Press and hold the side button to talk to Siri.

- Type to Siri [on]

Double-tap the bottom edge of iPhone to type to Siri.

Standby mode

Lets your iPhone function as a nightstand clock at night and information board by day while it's charging and lying horizontally.
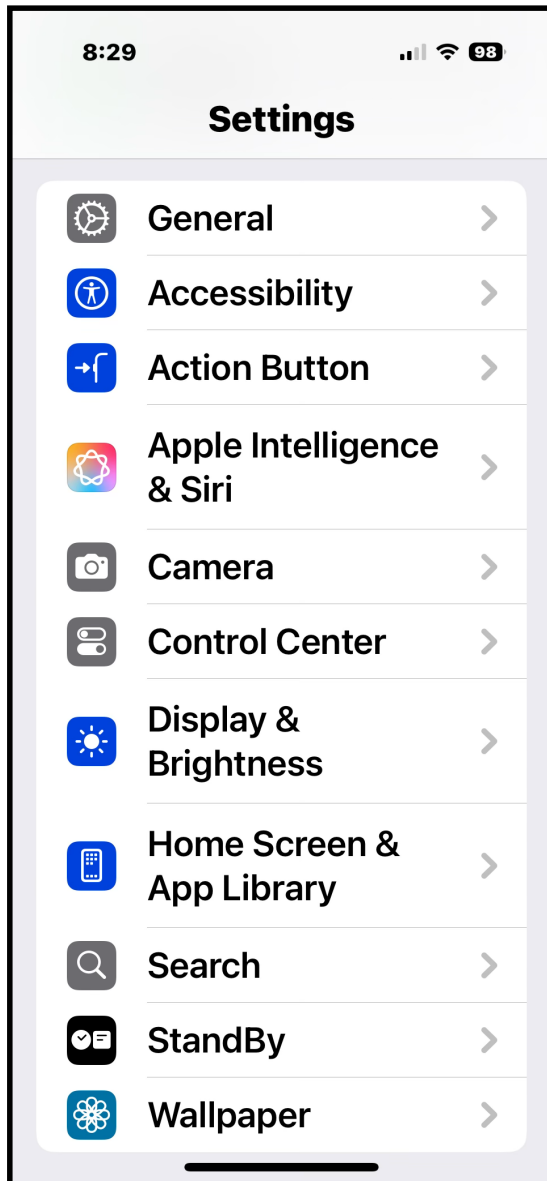
StandBy Mode

Practical features

- Date and Time Display

- Weather Updates

- See calendar and other information
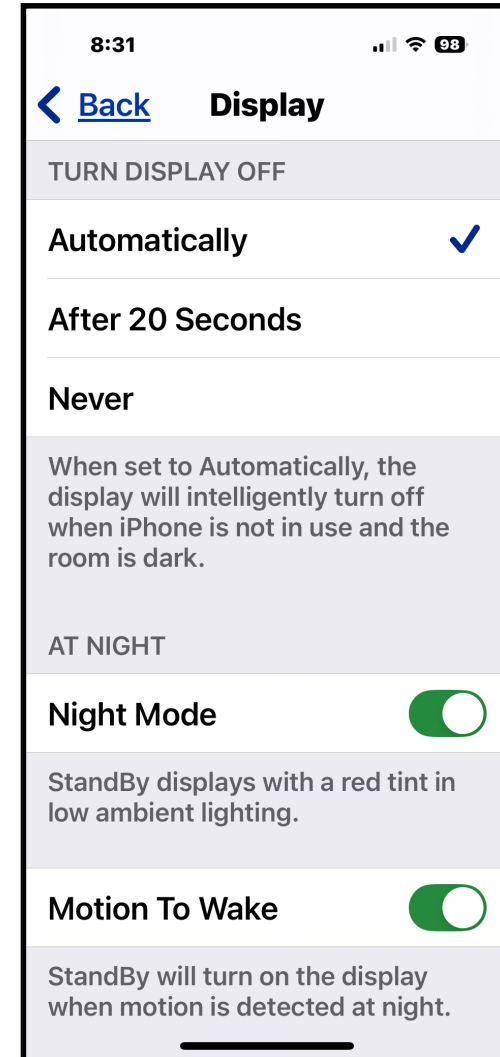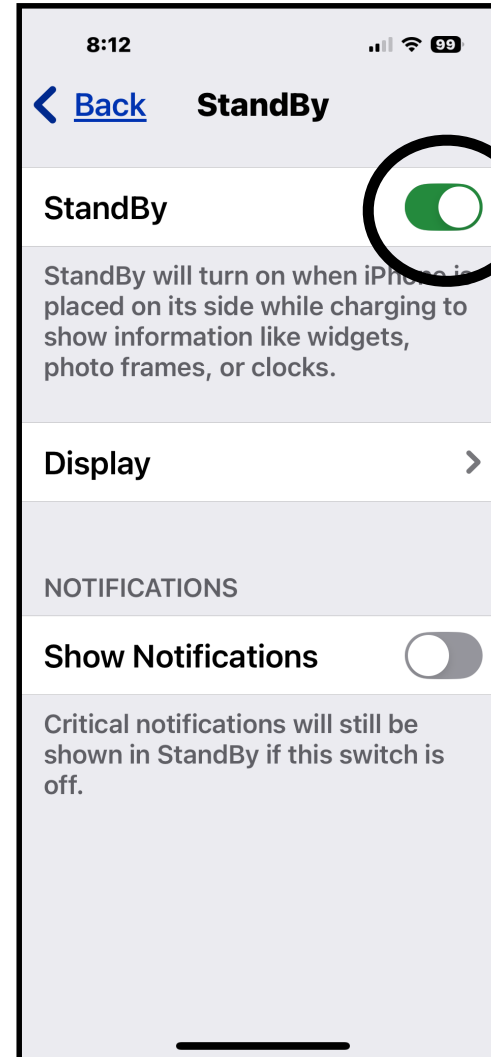
- Night Mode shifts to a red tint in a dark room

To
Enable
StandBy
Mode

Tap
Settings
app

Tap on

8:29

Settings

⚙️	General	>
♿	Accessibility	>
→⌐	Action Button	>
🌀	Apple Intelligence & Siri	>
📷	Camera	>
🎛️	Control Center	>
☀️	Display & Brightness	>
📱	Home Screen & App Library	>
🔍	Search	>
🗒️	StandBy	>
✳️	Wallpaper	>

Turn ON StandBy switch

8:12

< **Back**   **StandBy**

StandBy ⬤———

StandBy will turn on when iPhone is placed on its side while charging to show information like widgets, photo frames, or clocks.

Display   >

NOTIFICATIONS

Show Notifications ———⬤

Critical notifications will still be shown in StandBy if this switch is off.

8:31

< **Back**   **Display**

TURN DISPLAY OFF

Automatically ✓

After 20 Seconds

Never

When set to Automatically, the display will intelligently turn off when iPhone is not in use and the room is dark.

AT NIGHT

Night Mode ⬤———

StandBy displays with a red tint in low ambient lighting.

Motion To Wake ⬤———

StandBy will turn on the display when motion is detected at night.

Using StandBy Mode
Set up iPhone

- Needs to be charging

- Horizontal placement

- Swipe left/ right to display Widgets / Photos / Clocks

- Customize it

- Make the room dark enough to display to a red tint.

Today View

At-a-glance access to information

- Today View and App Library are anchor screens.

- This is a great place for widgets you want to see at a glance.
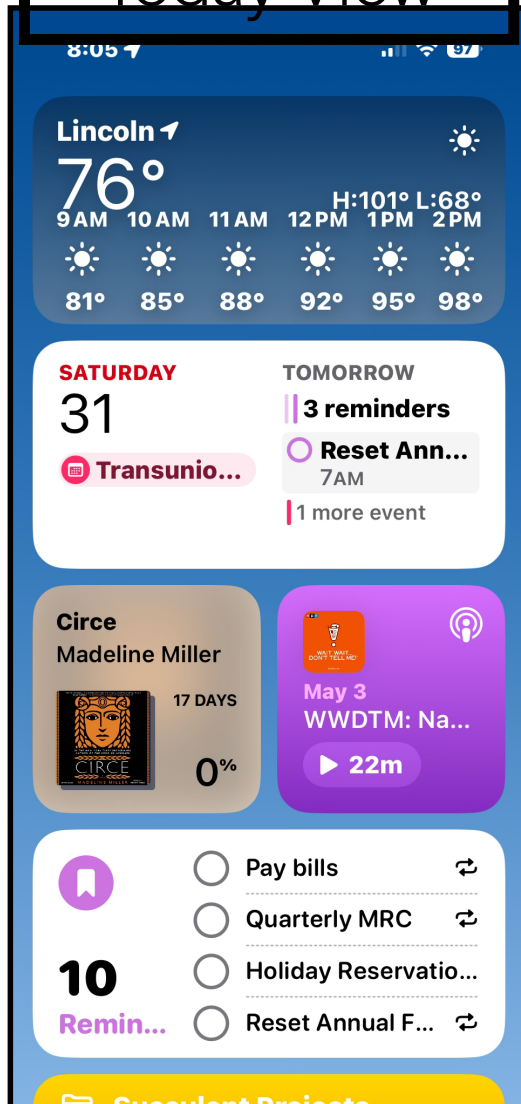
- Even when iPhone is locked.
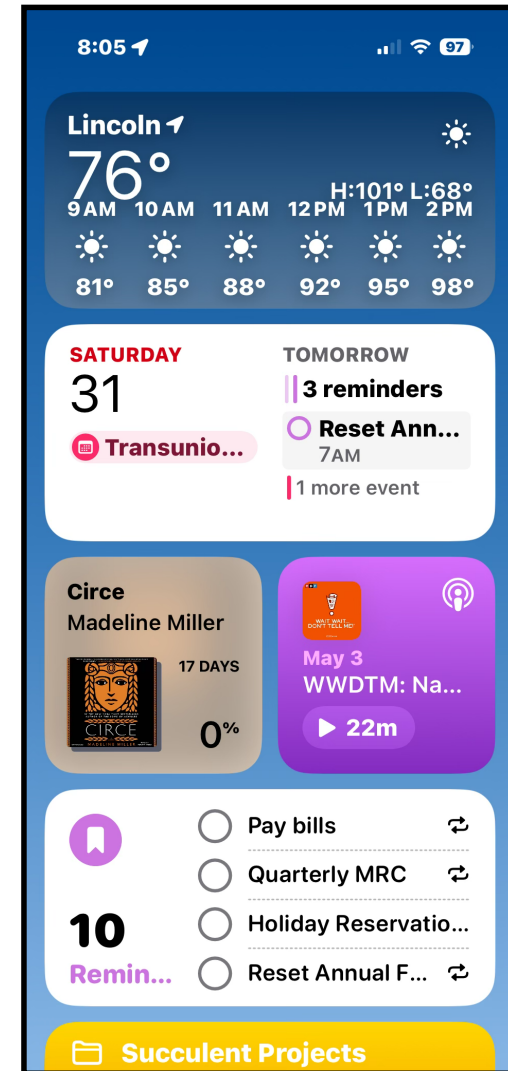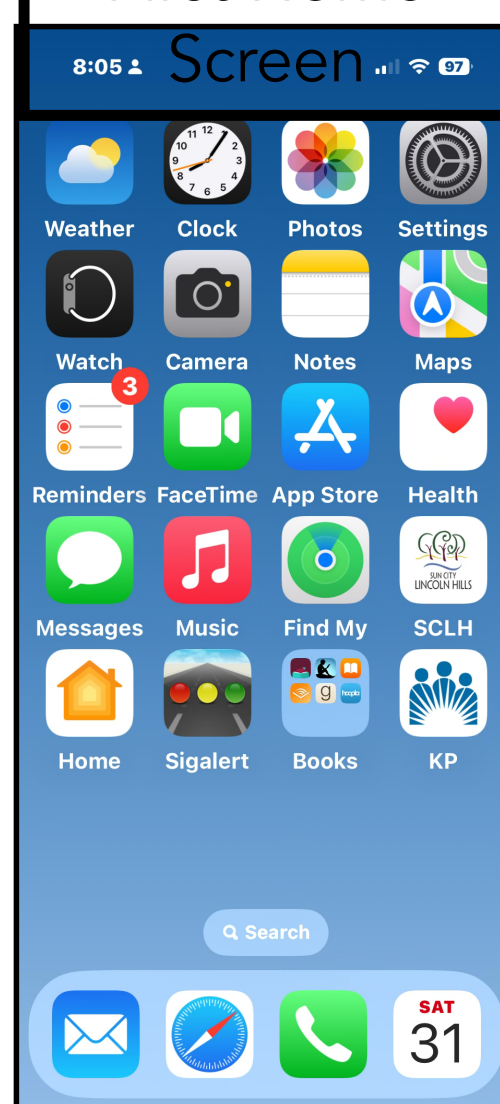
What are widgets?

At-a-glance access to information

- An extension of an app icon

- Shows information from the app

- Like checking the weather app or my reminders app for today's reminders.

Today View

Lincoln ↗
76°
9 AM 10 AM 11 AM 12 PM 1 PM 2 PM
H:101° L:68°
☀ ☀ ☀ ☀ ☀ ☀
81° 85° 88° 92° 95° 98°

SATURDAY
31
🟪 **Transunio...**

TOMORROW
‖ **3 reminders**
○ **Reset Ann...**
7AM
❘ 1 more event

Circe
Madeline Miller
17 DAYS
0%

May 3
WWDTM: Na...
▶ 22m

○ **Pay bills** ⇄
○ **Quarterly MRC** ⇄
10 ○ **Holiday Reservatio...**
Remin... ○ **Reset Annual F...** ⇄

📁 **Succulent Projects**

First Home Screen

8:05 👤 ▂▃ 🛜 97

Weather	Clock	Photos	Settings
Watch	Camera	Notes	Maps
Reminders	FaceTime	App Store	Health
Messages	Music	Find My	SCLH
Home	Sigalert	Books	KP

🔍 Search

Swipe right from your first home screen

To add widgets touch and hold a widget or empty area until the apps jiggle.
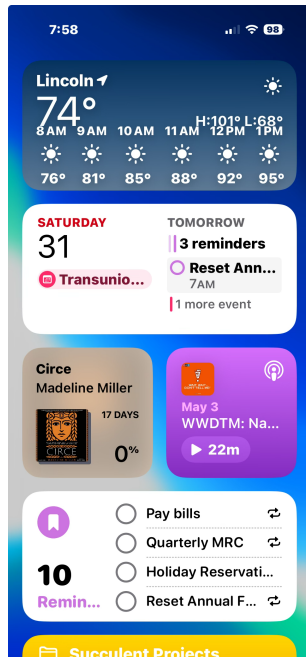
Tap Edit in the upper-left corner, tap Add Widget, select a widget, and tap Done.
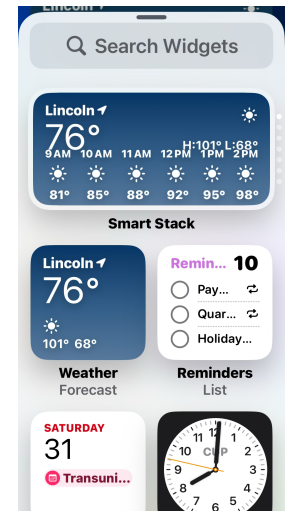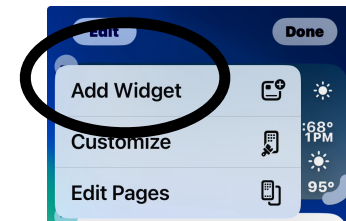
Access Today View from Lock Screen

- Go to Settings > Face ID & Passcode (or Touch ID & Passcode)

- "Allow Access When Locked" section

- "Today View and Search".

- Allows you to swipe right from the left edge of the lock screen.
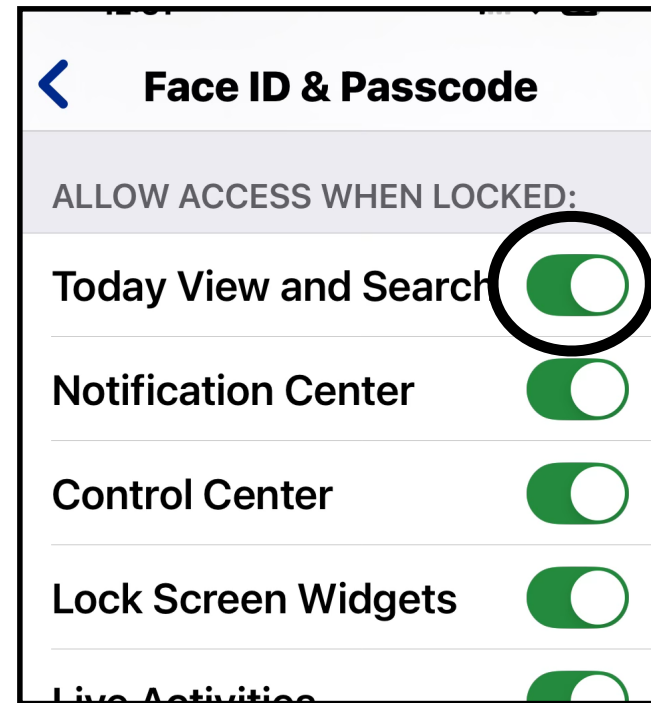
Reminders App

- Helps manage errands, make grocery lists, and remember important dates.

- Not only can you cross things off, but it can even alert you at a day, time, or location.

- Work so well with Siri.

Reminders App Layout

When you open the app you'll see an organized layout with different sections.

And by default one list called Reminders.
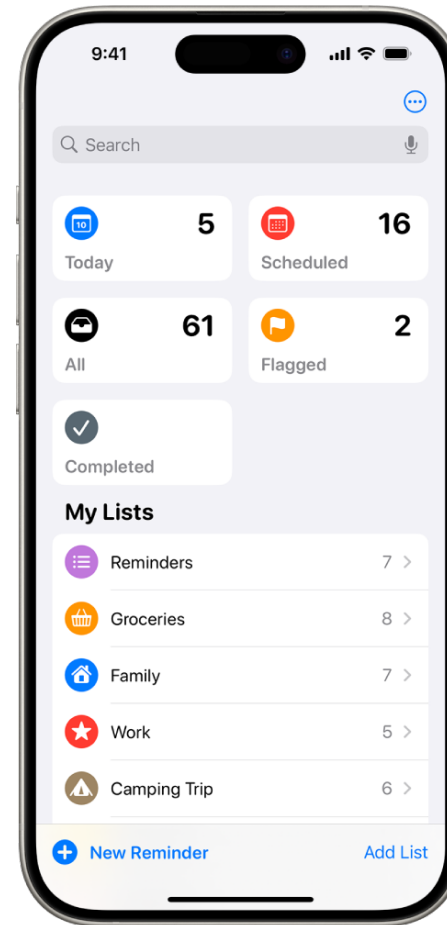
At the top lists automatically organize your tasks based on timing

Below those, you'll find your personal lists

Creating a New Reminder

Go to the Reminders app on your iPhone.

Tap New Reminder
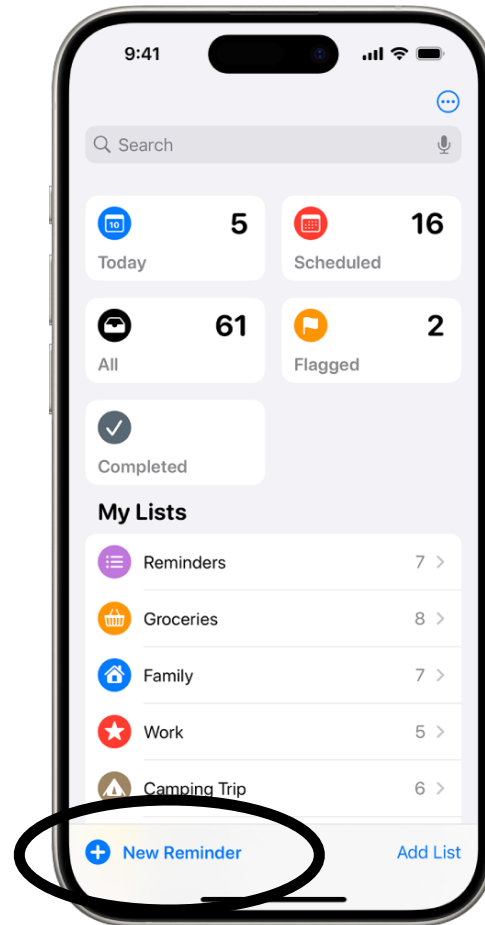
Then enter a description
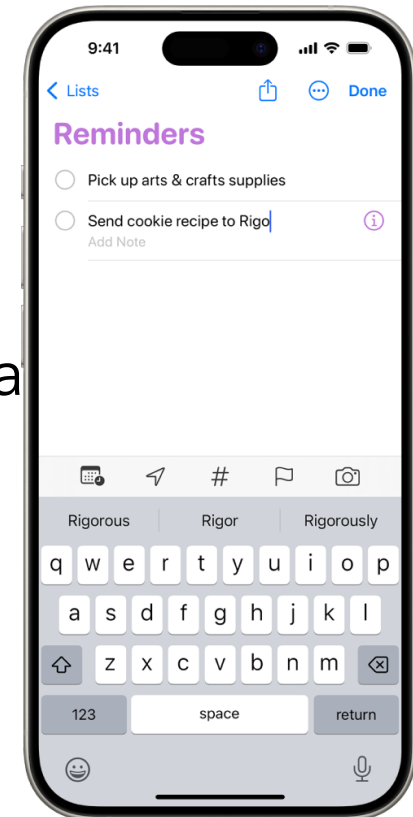
Just tap the circle next to a task to mark it complete.
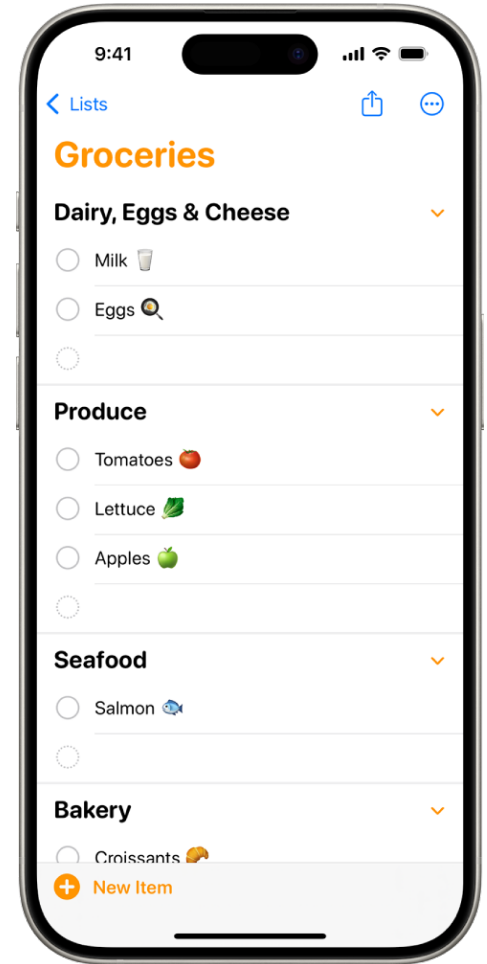
Creating a New List
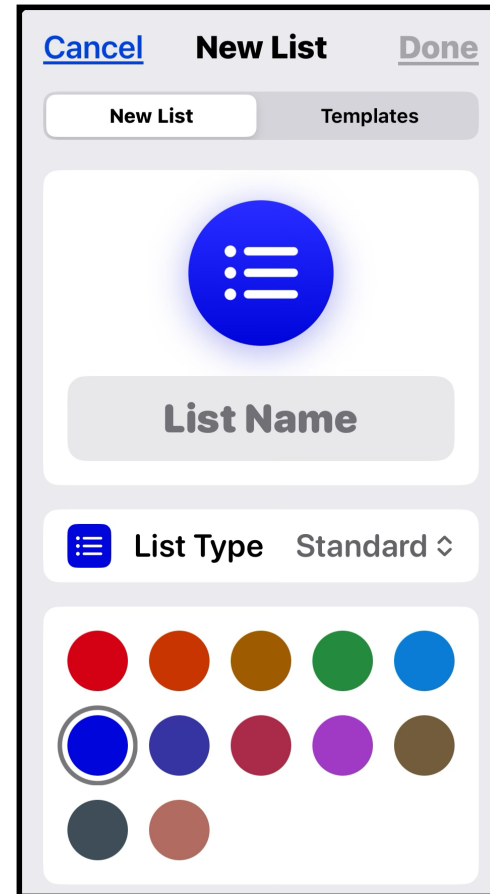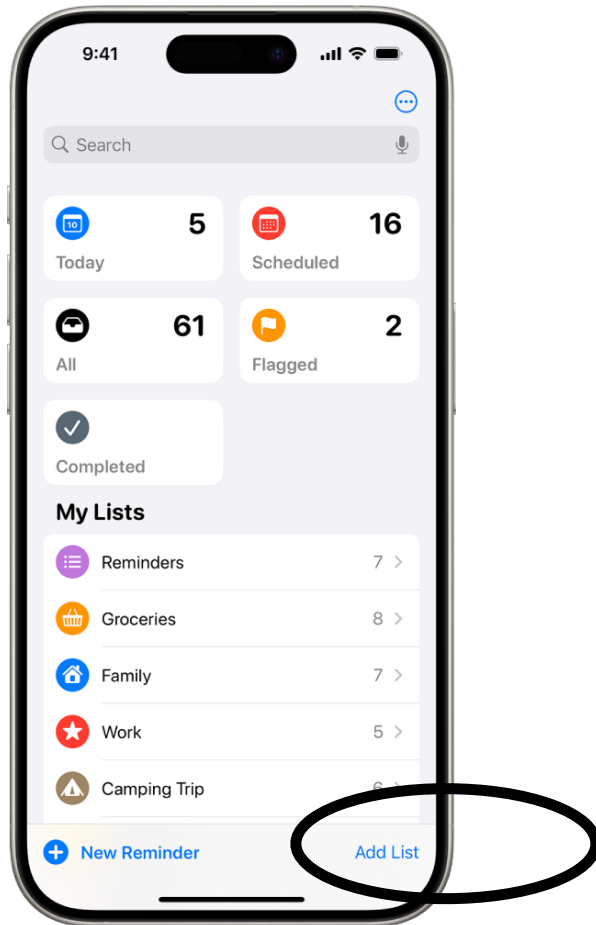
Creating a Grocery List
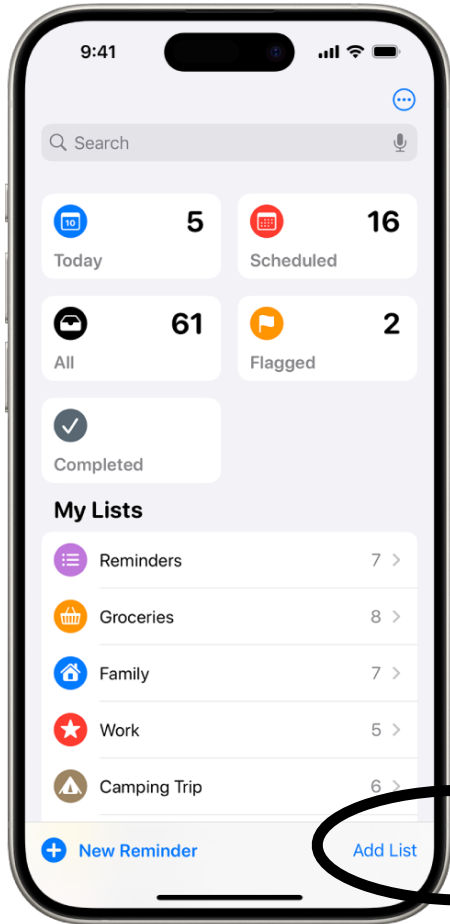
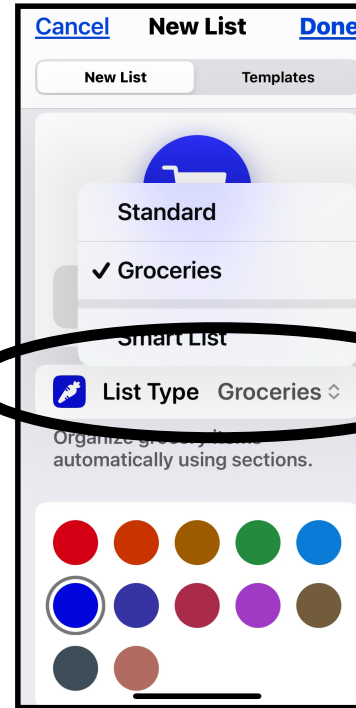

Tap Add List
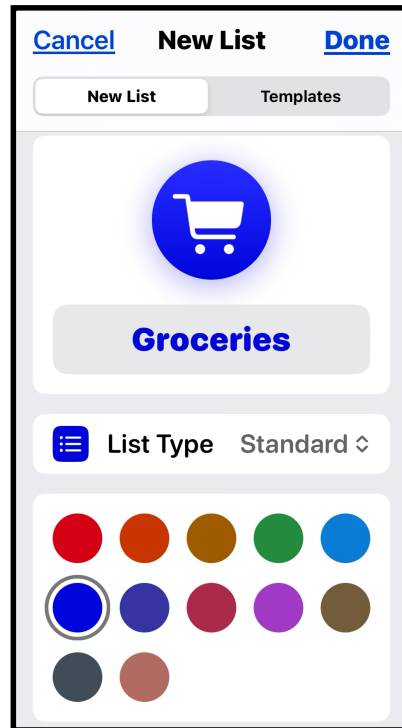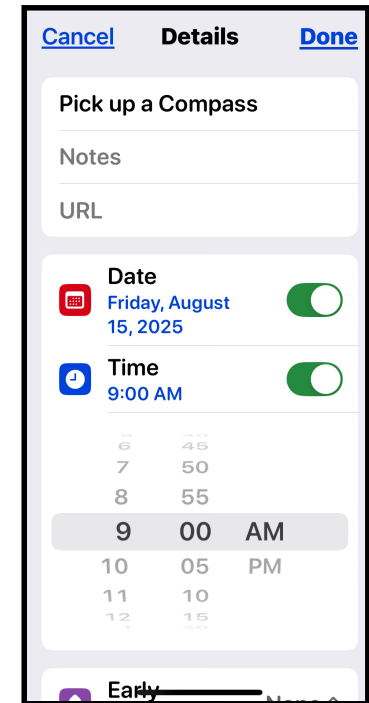
List Name Groceries
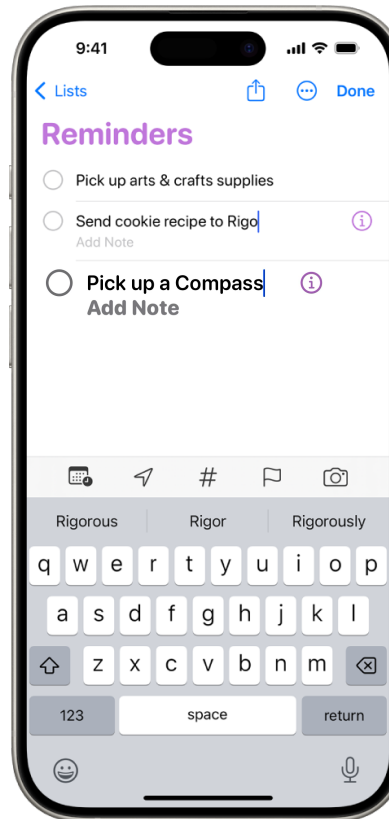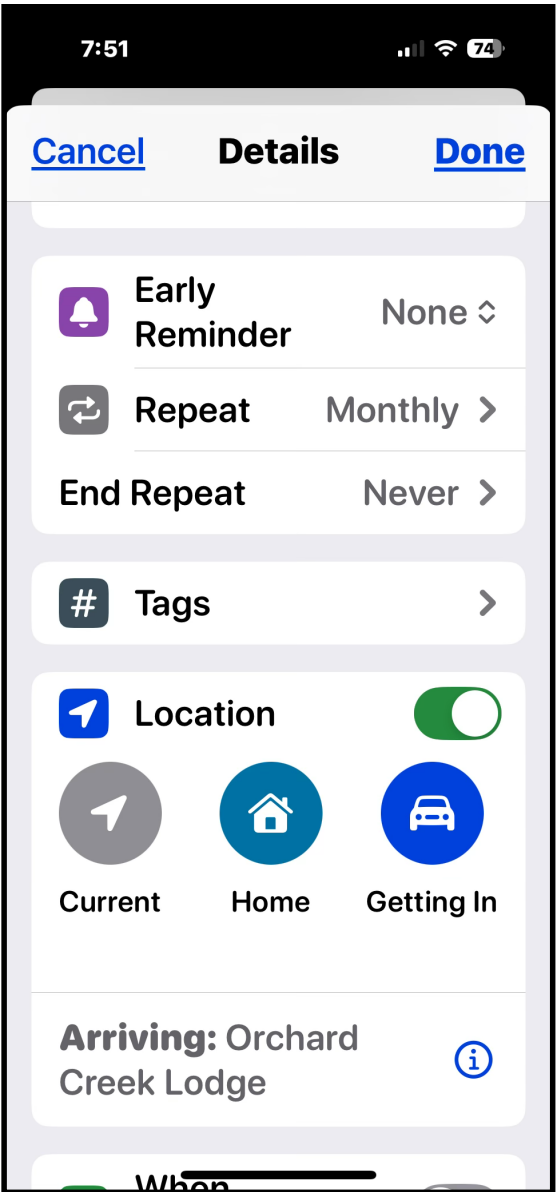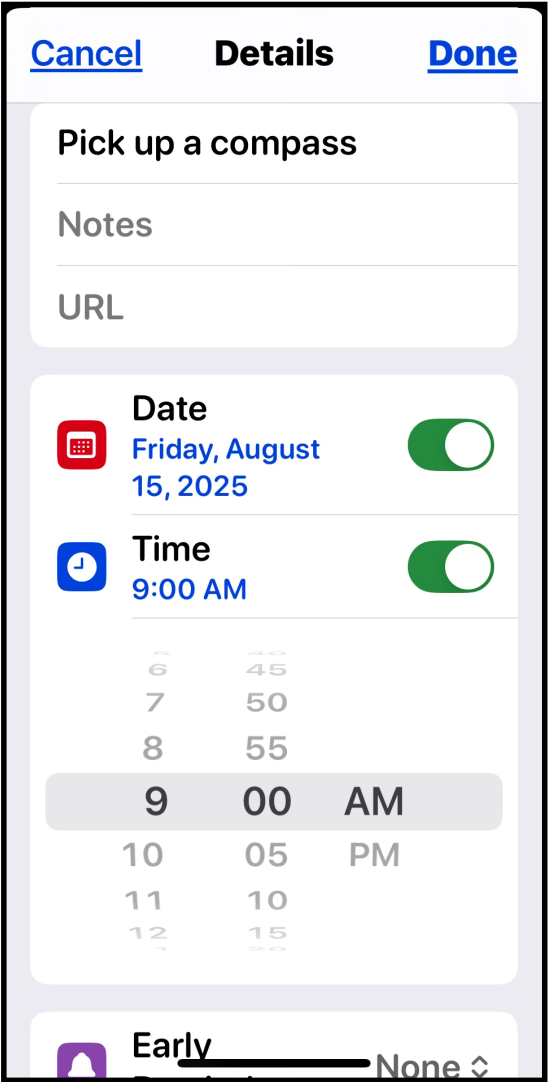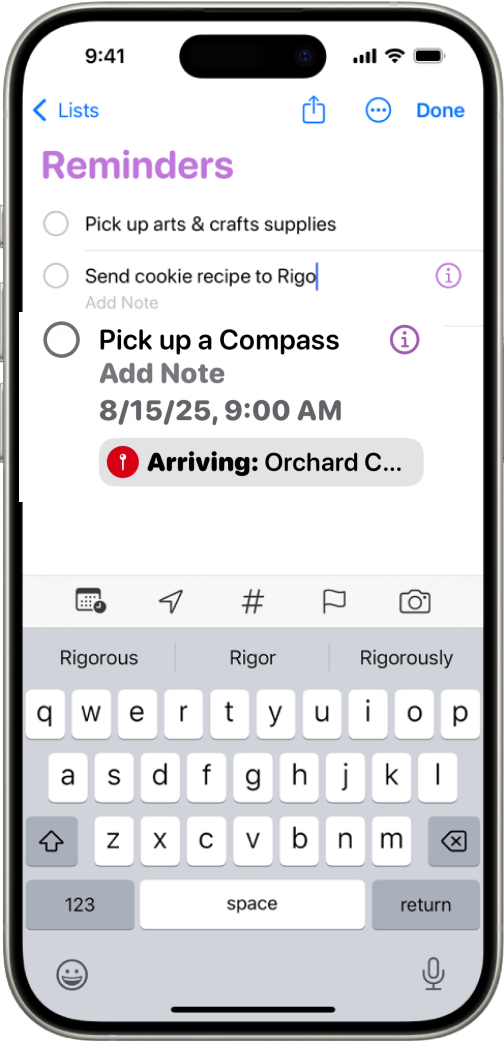
Tap List Type Groceries

Categorizes

Setting Due Dates

Tap the ⓘ next to a task to set a due date and time.

- For time-sensitive items like paying bills, taking medication, or making a phone call.

- You'll get a notification when the time comes.

Add a location

Pick up a compass

Notes

URL

Date
Friday, August 15, 2025

Time
9:00 AM

6	45	
7	50	
8	55	
9	**00**	**AM**
10	05	PM
11	10	
12	15	

Early

None

7:51

Cancel   Details   Done

Early Reminder   None

Repeat   Monthly >

End Repeat   Never >

Tags >

Location

Current   Home   Getting In

**Arriving:** Orchard Creek Lodge

When

23

Reminders Location Settings

- Go to Settings > Privacy & Security > Location Services

- Turn on Location Services, tap Reminders, choose While Using the App, then turn on Precise Location.
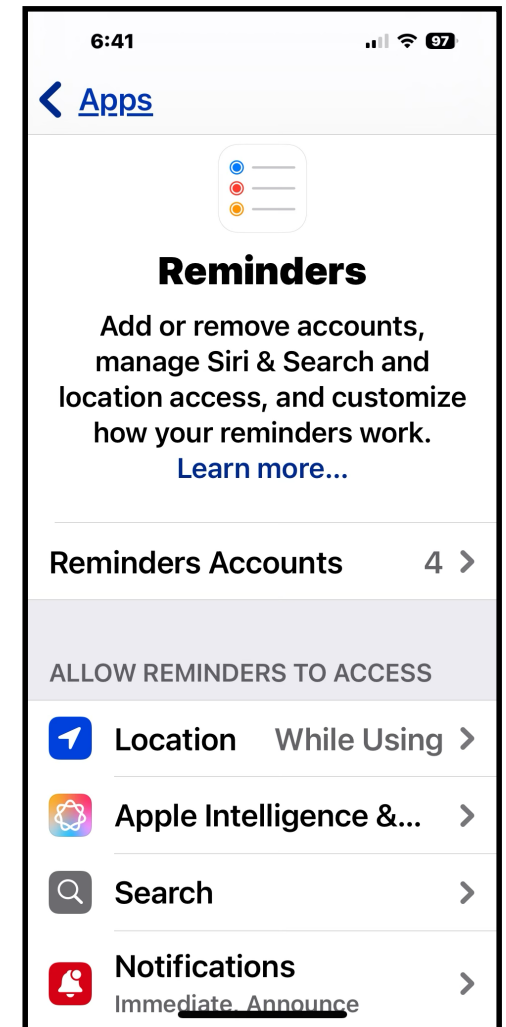
Get a reminder in Messages

- Tap , ⓘ turn on When Messaging, then choose someone from your contacts list.

- The reminder appears the next time you chat with that person in Messages.

25
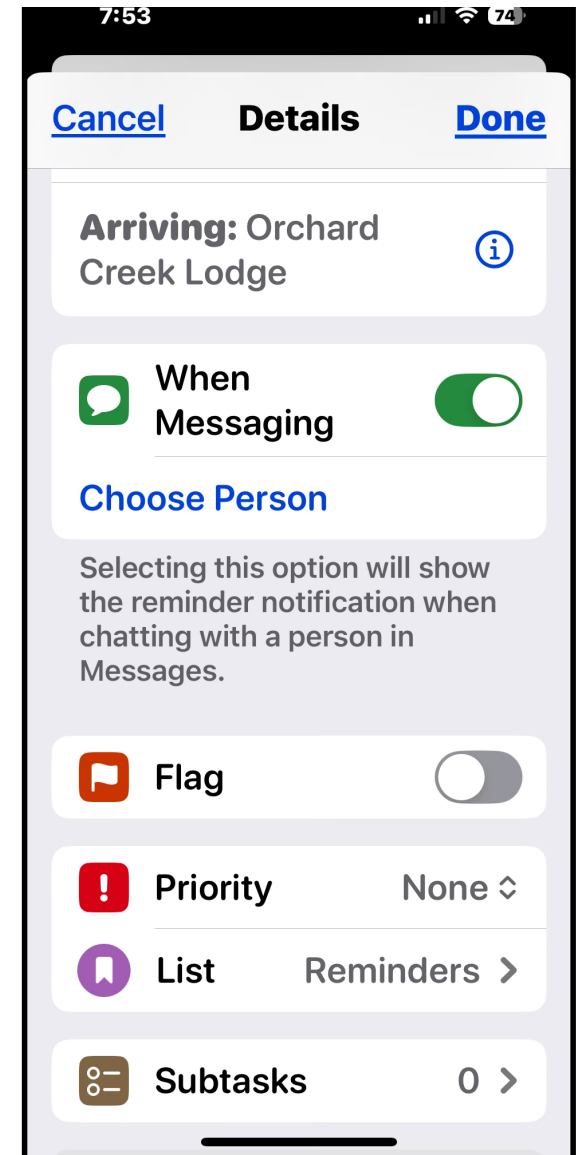
Ask Siri to set a reminder

- Clearly state

- Specific list

- Receive notification

Say something like:

"Hey Siri" or "Siri"

- "Add blueberries to my groceries list."

- "Remind me to call Peter on Thursday at 7 AM."

- "Remind me to buy potting soil when I'm at Home Depot"

- "Remind me to return my library books by August 15"

- "Remind me to buy a gift card when I leave home"

- Remind to cancel my trial subscription in 30 days."

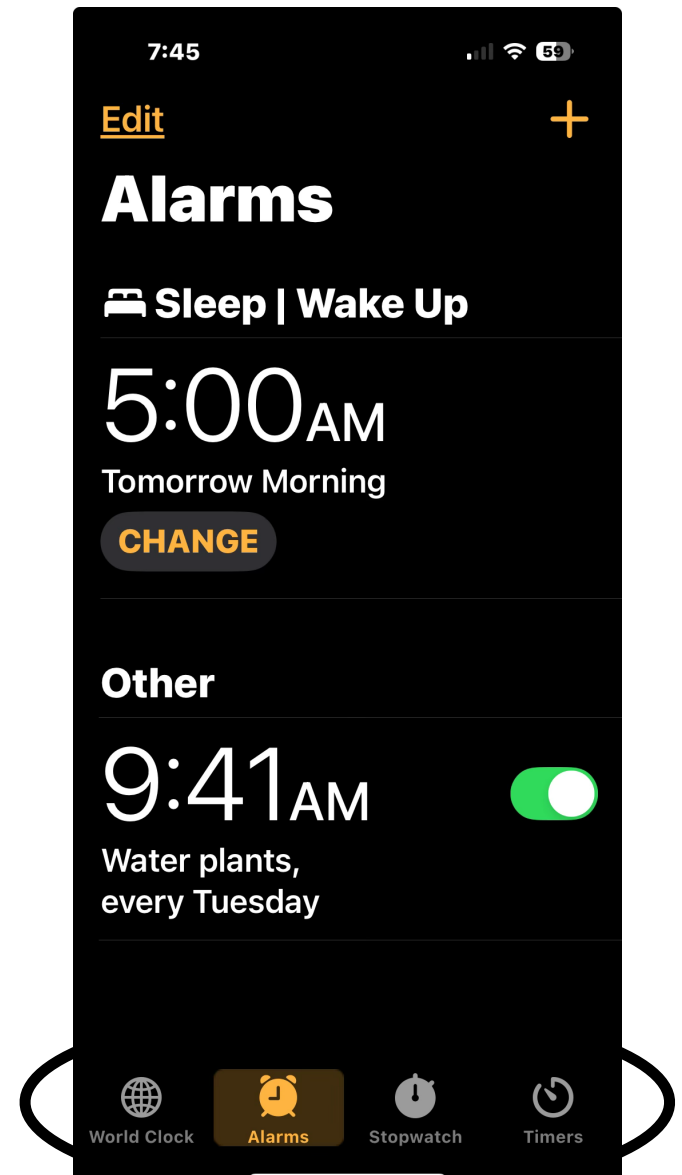- Remind me to bring my umbrella when I leave."

Clock app

• Wakes you up

• Daily alarms

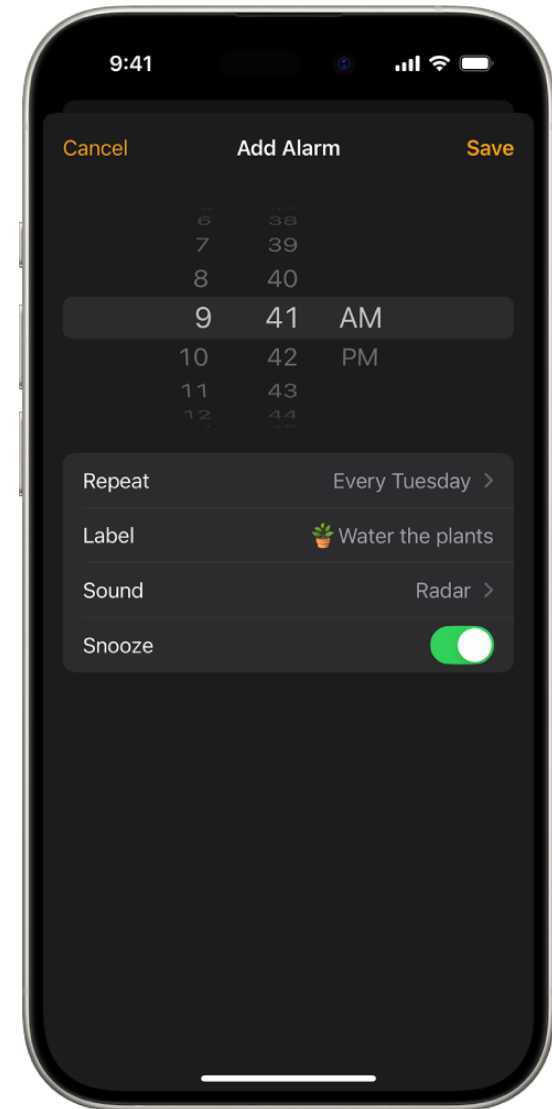• Counting down tasks

• Timing events

Go to the Clock app on your iPhone.

At the bottom of the screen, you'll see a tab bar with several functions: Alarm, Timer, Stopwatch, and World Clock.

Using Alarms for Daily Schedules

- Set alarms for any time of day and have them repeat on one or more days of the week.

- You can also ask Siri to set an alarm for you.

Set Timers for Specific Tasks

- Tap Timers, then set a duration of time.

- Give the timer a name, like "Laundry."

- Choose a sound to play when the timer ends.

- Tap Start.

- Note: The timer continues even if you open another app or if iPhone goes to sleep.
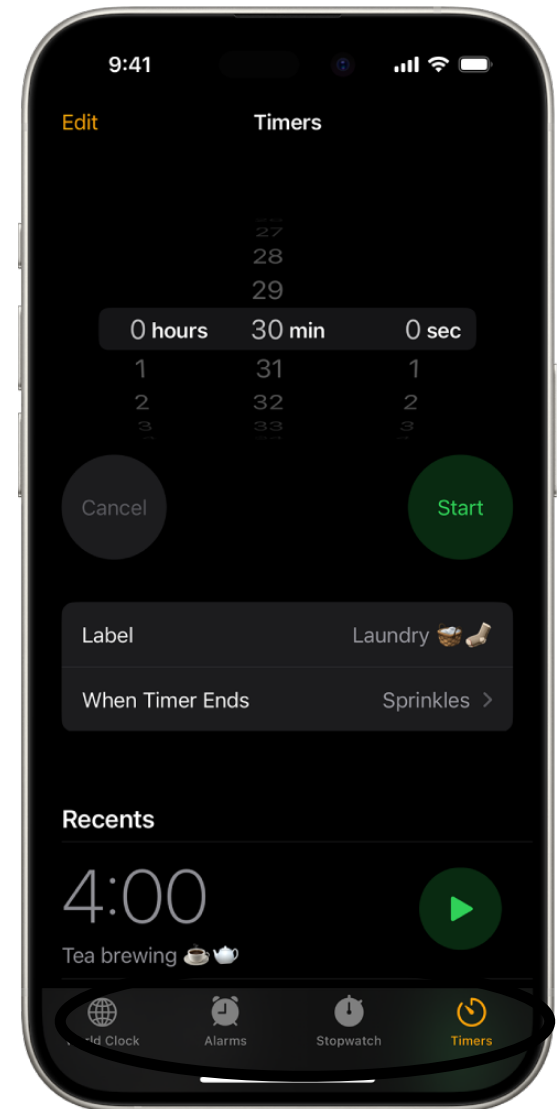
Ask Siri to set an alarm or timer

- "Hey Siri" or "Siri" Set an alarm for 7 a.m."

- "Set the water soaker timer for 30 minutes" or "Stop the timer."

Presentation Wrap up

- Standby Mode : Start your day with info you need

- Today View: Day-at-a glance

- Reminders: When and where you need them

- Alarms and Timers: Stay on track with routine

- "Hey Siri" at your service

Hope this was useful.

Enjoy your day!