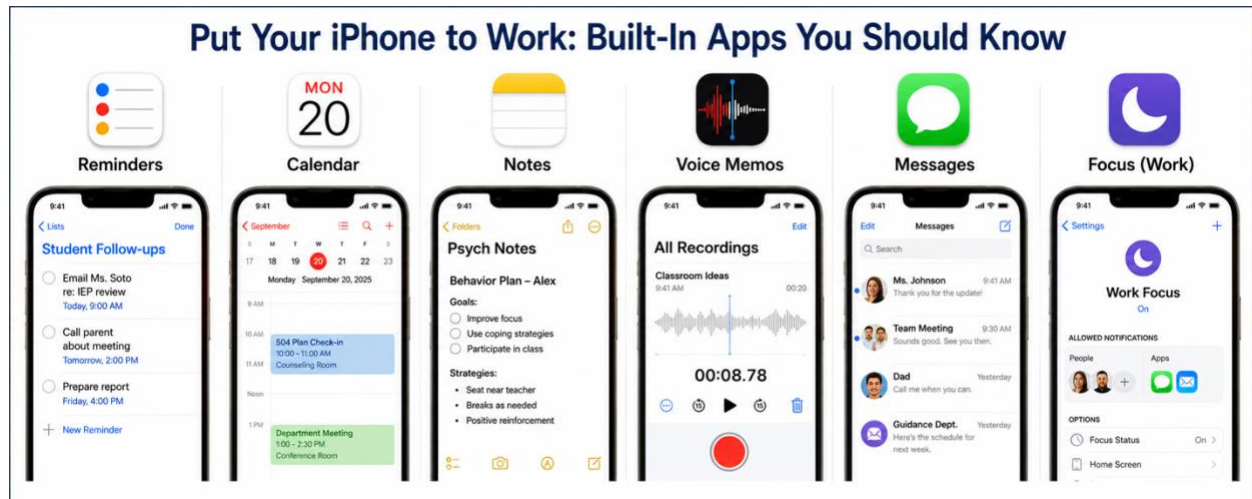


Put Your iPhone to Work: Five Built-In Apps You Should Know



The iPhone is, of course, a telephone, camera, text-messaging device, and doorway to the Internet. But many users overlook some of the most useful tools Apple includes with every iPhone. You don't have to buy or download additional apps to create appointments, maintain to-do lists, take organized notes, record your thoughts, and control when you want—or don't want—to be interrupted.

Here are several built-in iPhone apps worth getting to know.

Reminders: Your Electronic To-Do List

The **Reminders** app is much more than a simple list of things you don't want to forget. You can create separate lists for work, home, shopping, travel, or any other purpose.

Open Reminders and tap **Add List** to create a new category. Within that list, tap **New Reminder** and enter the task. You can specify a date and time and add additional notes or other details.

Reminders can even be associated with locations. Instead of telling your iPhone to remind you at 3:00 p.m., for example, you can create a reminder that appears when you arrive at or leave a particular location. That's handy for something you need to remember when you get to work, the grocery store, or home.

Calendar: Keep Your Appointments Organized

Apple's **Calendar** app provides a central place for appointments, meetings, birthdays, and other scheduled activities. Tap the + button to create an event, give it a title, and specify its starting and ending times.

You can add a location, notes, and an alert to remind you before the event begins. Calendar can also handle repeating events, making it useful for activities that occur every week, month, or year.

For meetings involving other people, you may also be able to add invitees and send invitations directly from the event. Whether you're managing a busy professional schedule or simply trying to remember your next dental appointment, Calendar can become one of your most frequently used iPhone tools.

Notes: Much More Than a Digital Notepad

The **Notes** app has evolved into a surprisingly powerful organizational tool. You can create folders for different subjects and keep related information together rather than scattering scraps of paper around the house or office.

A note can contain ordinary text, headings, bullet points, numbered lists, checklists, photographs, scanned documents, and other information. You can also search your notes, making information much easier to retrieve later.

For information you don't want casually viewed by someone using your phone, individual notes can be locked and protected with your iPhone passcode or Face ID.

One important caution: If you're using Notes professionally, particularly for confidential student, patient, client, personnel, or business information, follow your employer's privacy and recordkeeping policies. A locked note provides useful protection, but that doesn't necessarily make the Notes app an approved repository for confidential records.

Voice Memos: Capture an Idea Before You Forget It

Sometimes it's easier to say something than type it. **Voice Memos** turns your iPhone into a handy digital recorder.

Open Voice Memos and tap the **Record** button. When you're finished, stop the recording and give it a descriptive name. Recordings can be organized into folders and shared through Mail, Messages, and other available apps.

Voice Memos is particularly useful for capturing an idea while it's fresh in your mind. Instead of trying to remember that brilliant thought until you get home, record a 20-second memo and deal with it later.

Be mindful, however, when recording other people. Workplace policies and laws concerning consent to recording vary.

Messages: Keep Important Conversations Handy

Most iPhone owners already use **Messages**, but they may not take advantage of its organizational features. Frequently used conversations can be **pinned** near the top of the Messages screen, making important contacts easier to find without scrolling through a long collection of conversations.

Messages also works closely with many other iPhone features, allowing you to share photographs, documents, locations, links, and other information.

Focus: Decide When You Want to Be Interrupted

The iPhone is useful partly because people can reach us almost anywhere. Unfortunately, people can reach us almost anywhere!

That's where **Focus** comes in. Open **Settings > Focus**, and you can create a Focus for work, personal time, sleep, driving, or another activity. You decide which people and apps are allowed to send notifications while that Focus is active.

A Work Focus, for example, might allow calls and messages from family members and coworkers while silencing social-media notifications. You can also schedule a Focus to activate automatically at particular times or locations.

Start with the Apps You Already Have

The App Store contains millions of apps, and some of them are excellent. But before looking for another productivity program, explore the tools already installed on your iPhone.

Start small. Create a reminder, put an appointment on your calendar, make an organized note, and record a Voice Memo. Then experiment with Focus to reduce unwanted interruptions.

Once you become comfortable with these basic apps, you'll discover that your iPhone isn't merely something you carry around to make calls, check email, and take pictures. **It's a remarkably capable pocket-sized organizer—and you already own the software.**