

Mac Reminders Doesn't Have Quick Entry: Here's the Workaround!

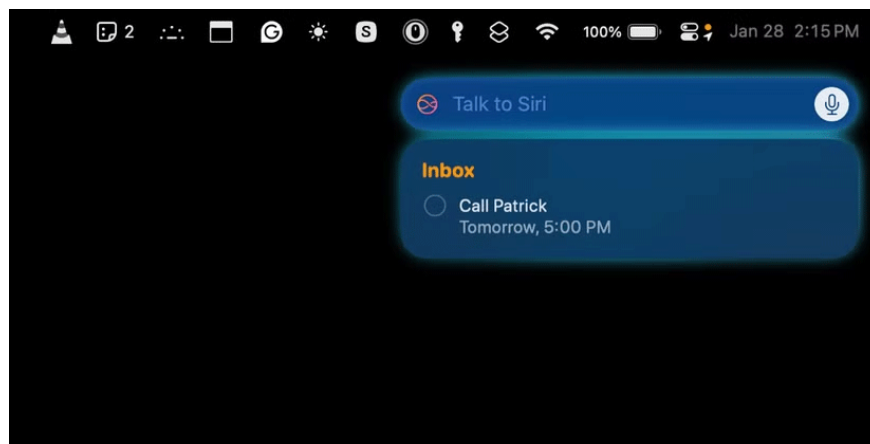
Apple's Reminders app is a reliable tool for staying organized, but adding tasks feels slower than it should.

Apple's Reminders app is a reliable tool for staying organized, but adding tasks feels slower than it should. Without a quick-entry shortcut, jotting down ideas on the fly can be frustrating—especially when they might disappear before you can type them. Some clever solutions can fix this.

1. Use Siri to record hands-free tasks

When it comes to speed, what's faster than a shortcut? Using your voice. Siri is an often overlooked tool for quickly adding tasks or ideas to the Reminders app. If you're not using Siri with Reminders, you're missing out on one of the fastest ways to jot down fleeting thoughts or ideas as they pop into your head—no typing required.

With the introduction of Apple Intelligence, Siri has become even more powerful, offering improved language understanding and contextual awareness. This means Siri can now better interpret your requests.

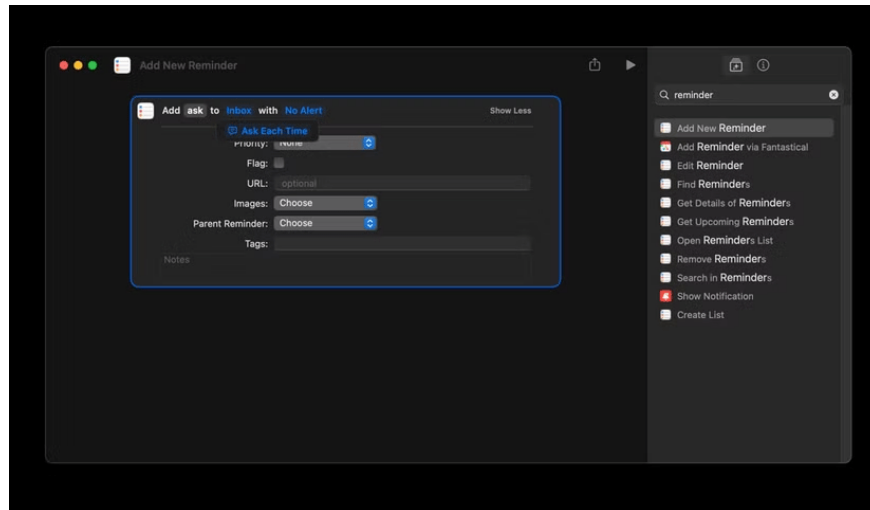


2. Set up quick entry shortcuts for Reminders

If you prefer typing instead of voice commands to quickly jot down tasks, you can use the Shortcuts app for macOS to set up custom quick-entry shortcuts that let you open Reminders and add tasks with fewer clicks.

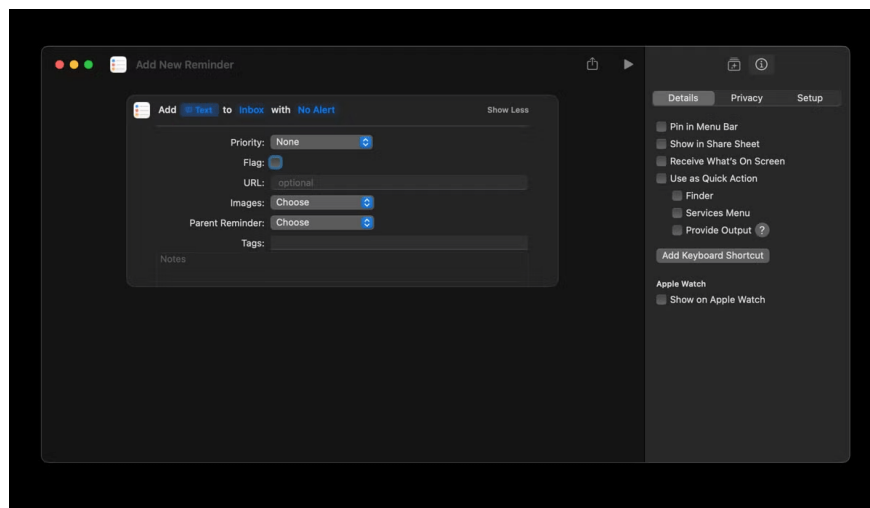
To set up a keyboard shortcut to quickly enter Reminders using the Shortcuts app on macOS, start by launching the Shortcuts app. The easiest way to do this is to press **Command (?) + Space** to open Spotlight Search, type

Shortcuts , and press **Return** .



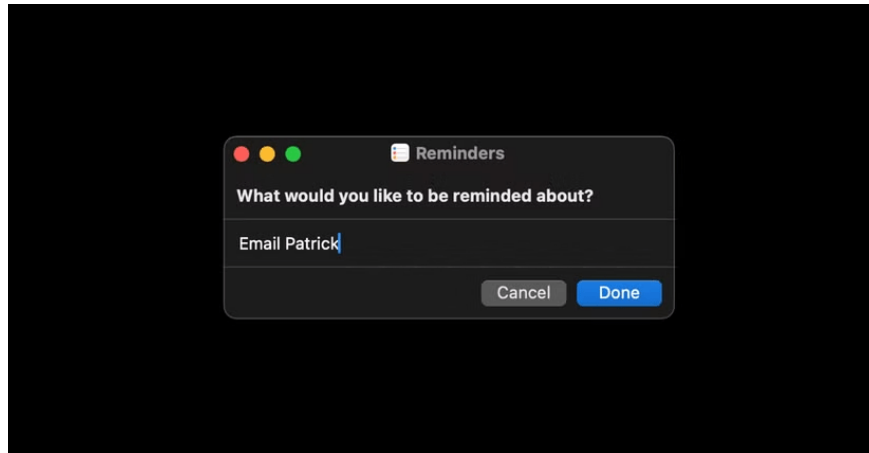
Click the + button in the top bar to create a new shortcut. Search for Reminders using the search bar in the top right corner of the screen, then double-click the **Add New Reminder** action .

Now, let's customize the reminder action. Click the **Show More** button next to the action to reveal more options. Then, click in the input field next to **Add** , start typing **ask** , and select the **Ask Each Time** option . If you just want to quickly record tasks to schedule later, you can leave the other fields blank.



Finally, set a keyboard shortcut. Click the **i (information)** icon in the upper right corner of the Shortcut window, select **Add Keyboard Shortcut** , and enter the key combination you like, for example: **??R** .

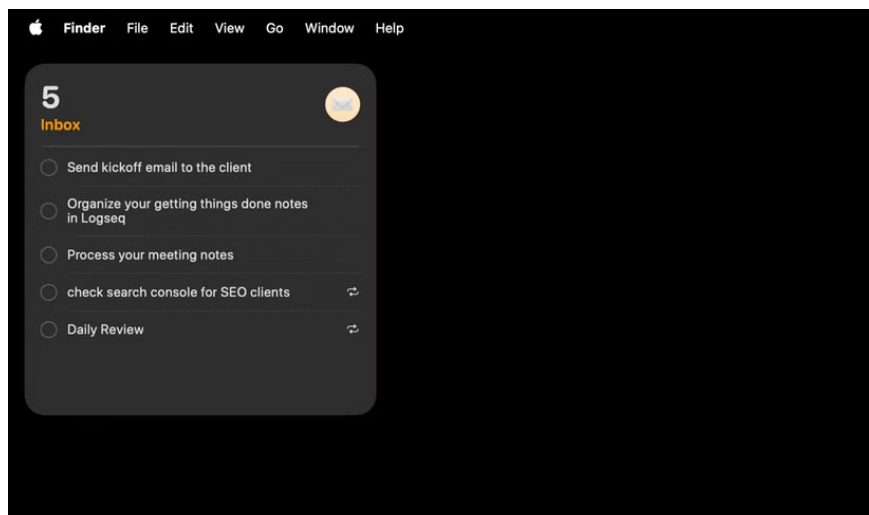
Turn on the Pin to Menu Bar option in the same settings menu. This will put the shortcut in your Mac's menu bar, giving you one-click access even if you don't remember the shortcut.



Finally, click the **Shortcut** icon in the upper left corner to choose an icon and color for this action. Close the Shortcuts window to try out your new shortcut. This will immediately open a new Reminders window where you can quickly enter and save your tasks.

3. Use the Reminders widget for quick task access

While custom keyboard shortcuts are a great way to quickly jot down tasks, sometimes visual shortcuts can be useful too. Adding widgets to your Mac is a great way to do this. The Reminders widget lets you quickly see upcoming tasks and add new ones with just a few clicks. It's also useful if you want to keep your to-do list visible while you're using your Mac.



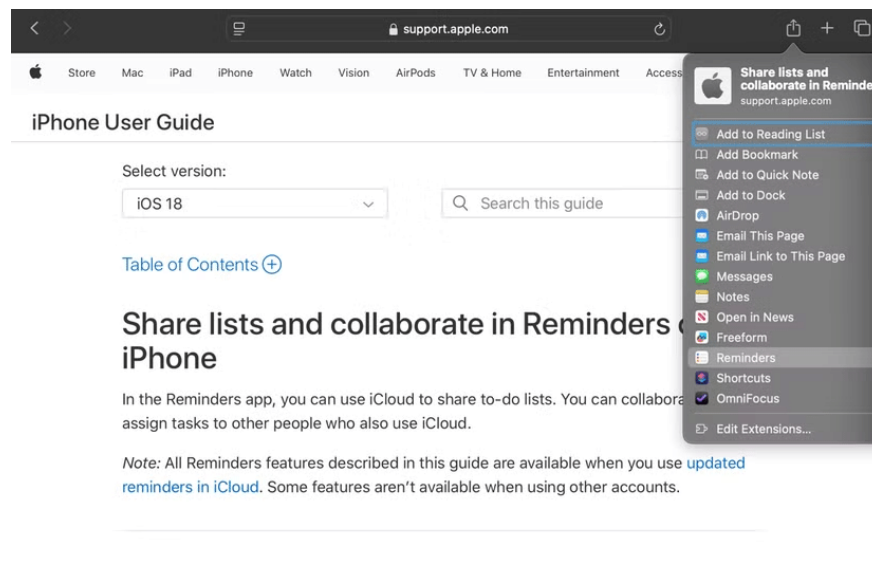
Here's how to add the Reminders widget to your Mac desktop:

1. Hold down **Control** and click (or right-click) anywhere on the desktop and select **Edit Widgets**.
2. This will open the Widget Gallery, which shows all available widgets for your app. Use the search bar at the top of the Widget Gallery and type **Reminders** to find the widget.
3. You'll see different widget options for Reminders, each displaying tasks in different sizes and layouts. Choose the size that best fits your workflow.
4. Drag the widget to position it where you want it to appear on your desktop.

You can use the Reminders widget to view and mark tasks. You can also add new items by clicking the widget to open Reminders.

4. Share items to Reminders from supported apps

One of the reasons people use Reminders as their to-do list app is because it integrates seamlessly with other apps on your Mac. Whether you're browsing a website in Safari, reading an email in the Mail app, or reviewing your favorite quotes in the Notes app, you can quickly create a reminder for that item without having to switch to the Reminders app.



Here's how to quickly add reminders directly from supported apps:

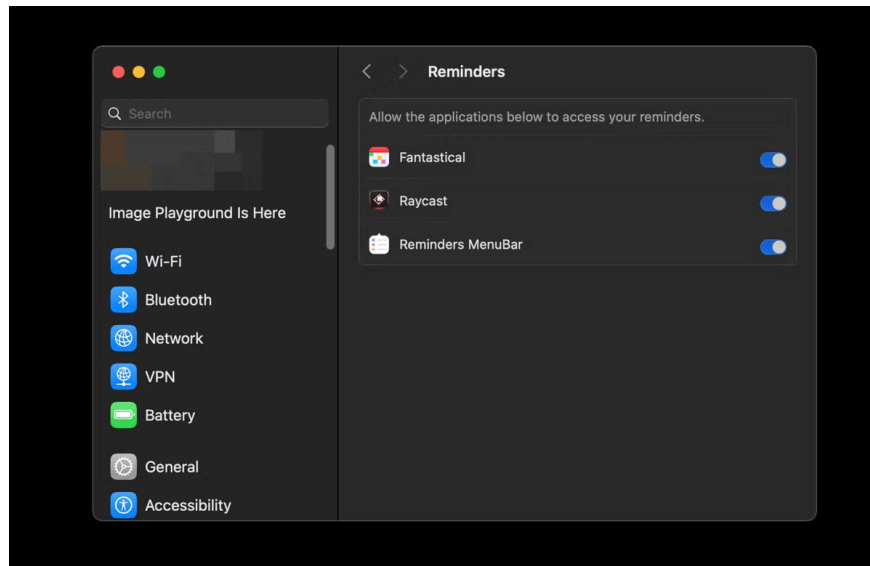
1. Select the item you want to remember while using a supported app. For example, a web page in Safari, a specific note in the Notes app, or an email in the Mail app.
2. Click the **Share** button on the app toolbar and select **Reminders** from the menu.
3. A pop-up window will appear. Customize it to your liking and click **Add** to save the reminder.

Tip : In Reminders, find the item in the list and click the app icon or double-click (**Control** -click) the link to open it in the native app.

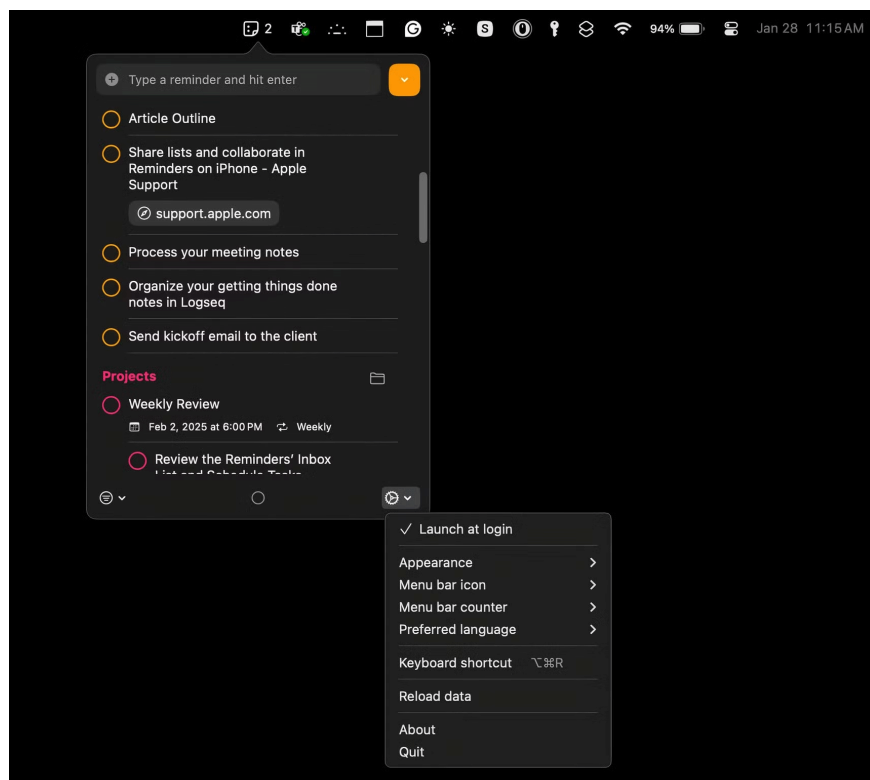
5. Install Reminders MenuBar app for instant access

If you want a quicker way to interact with Reminders, the Reminders MenuBar app is a great addition to your workflow. This third-party tool adds a Reminders icon to your Mac's menu bar, giving you instant access to tasks and lists without opening the Reminders app.

Even better, the app lets you create system-wide shortcuts for quick task entry, making it easier than ever to stay organized. Here's how to set up and use the Reminders MenuBar app:



Head over to the Reminders MenuBar GitHub page to download it. Extract the zip file, then drag **Reminders MenuBar** into **Applications** for easy access. Launch the app, grant Reminders access via **Open System Settings** , and toggle the Reminders MenuBar switch to enable it.



You'll see the Reminders icon in your Mac's menu bar. Click the icon to display your tasks and lists. Click the **Settings** gear icon in the drop-down menu to customize the app. Turn on **Launch at Login** to make sure the app starts automatically every time you turn on your Mac.

Tip : You can also set up system-wide keyboard shortcuts in the **Settings** menu to quickly enter tasks. For example, you can use **Option + Command + R** to instantly record a new task.

Don't let a great idea or another important task slip through the cracks. Use these tips and tools to turn Reminders into a seamless and efficient note-taking system on your Mac.

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