

SHORTCUTS AND AUTOMATIONS GUIDE

IPHONE + ANDROID

This section covers two things. How to set up text replacements so you stop retyping the same messages every day. And how to automate your phone so it becomes a tool that works for you around the clock, including a personal cheerleader that fires off exactly when you need it most.

PART 1: TEXT REPLACEMENTS

Text replacements let you type a short code and have your phone instantly expand it into a full paragraph. A few keystrokes and your entire buyer inquiry response, listing appointment script, or AI prompt appears instantly.

[Your full shortcut library lives here.](#) Open it, copy each phrase, and set it up using the instructions below.

IPHONE

Go to Settings. Tap General. Tap Keyboard. Tap Text Replacement. Tap the plus sign in the top right corner. Type your full message in the Phrase field. Type your shortcut code in the Shortcut field. Tap Save.

Repeat for each shortcut. Your replacements sync automatically to your Mac through iCloud. Once set up on your iPhone they are available on your Mac keyboard instantly.

How to use: Type your shortcut code anywhere you type. A suggestion bubble appears above your keyboard. Tap the space bar or the suggestion to expand it instantly.

ANDROID

Open your Settings app. Tap General Management or System depending on your device. Tap Language and Input. Tap On-Screen Keyboard. Tap Gboard. Tap Dictionary. Tap Personal Dictionary. Tap your language. Tap the plus sign in the top right corner. Type your full message in the top field. Type your shortcut code in the bottom field. Tap Save.

How to use: Type your shortcut code anywhere you type. Your full phrase appears as a suggestion above your keyboard. Tap it to expand.

If your phone uses Samsung Keyboard: Open Settings. Tap General Management. Tap Samsung Keyboard Settings. Tap Text Shortcuts. Tap Add. Enter your shortcut and full phrase. Tap Add to save.

MAC

Your iPhone shortcuts sync to your Mac automatically through iCloud. To confirm: Open System Settings. Click Keyboard. Click Text Replacements. Your iPhone shortcuts will already be there.

To add directly on Mac: Click the plus sign at the bottom left. Type your shortcut in the Replace column. Type your full phrase in the With column. Press Enter.

WINDOWS

Windows does not have a native text replacement system. Use Text Blaze. Text Blaze is a free Chrome extension that works exactly like phone text replacements on any Windows computer. Create your shortcuts once and they work everywhere you type in Chrome including Gmail, your CRM, Facebook, and any web based tool.

Download here: blaze.today

Once installed, create a free account. Add your shortcuts using the same codes from your phone. Type the code anywhere in Chrome and it expands instantly.

DICTIONATION

Dictation lets you speak and your computer types for you. Faster than typing for long messages. Works anywhere you write.

ON MAC: Press Fn twice to activate. A microphone icon appears. Speak clearly. Press Fn again to stop. To turn on: System Settings, Keyboard, toggle Dictation on.

ON WINDOWS: Press the Windows key plus H. A toolbar appears at the top of your screen. Speak and your words appear where your cursor is. Press Windows key plus H again to stop.

COPY AND PASTE

On iPhone: Tap and hold the text. Tap Select All. Tap Copy. Go where you want to paste. Tap and hold. Tap Paste.

On Android: Tap and hold the text. Drag handles to select. Tap Copy. Go where you want to paste. Tap and hold. Tap Paste.

On Mac: Command C to copy. Command V to paste.

On Windows: Control C to copy. Control V to paste.

PART 2: PHONE AUTOMATIONS

Your phone knows where you are, what time it is, and what you are doing at every moment. Most agents never use that. These four automations turn your phone into a system that coaches you, connects you to your family, and reminds you who you are exactly when you need it.

These are built using the Shortcuts app on iPhone and the Automate app on Android.

AUTOMATION 1: THE CHEERLEADER

What it does: When you plug your phone in to charge, your phone speaks an affirmation out loud to you.

Here is how I use it. Every time I plug my phone in to charge, my phone says:

Amy, you are amazing and I am proud of you. Keep doing your best.

Write your own version. Make it specific to you. Say your own name. Say what you need to hear.

It never hurts to have somebody remind you who you are.

ON IPHONE

Open the Shortcuts app. Tap the Automation tab at the bottom. Tap the plus sign. Tap Create Personal Automation. Scroll down and tap Charger. Select Is Connected. Tap Next. Tap Add Action. Search for Speak Text. Tap Speak Text. Tap the text field and type your affirmation exactly as you want it spoken. Tap Next. Turn off Ask Before Running. Tap Done.

Your phone will now speak your affirmation out loud every time you plug it in to charge.

ON ANDROID

Download the Automate app from the Google Play Store. Open Automate. Tap New Flow. Tap the plus sign to add a block. Search for Power Connected. Add it as your trigger. Add a new block. Search for Text to Speech. Type your affirmation in the text field. Connect the Power Connected block to the Text to Speech block. Tap Save. Tap the play button to activate.

AUTOMATION 2: ARRIVE AT OFFICE

What it does: When you pull into your office location, your phone speaks a leadership reminder out loud.

Here is how I use it. Every time I pull into the office my phone says:

Be the leader you would follow. The coach your team needs. Go spread kindness and solve problems.

Write your own version. What do you need to hear before you walk through that door?

ON IPHONE

Open the Shortcuts app. Tap Automation. Tap the plus sign. Tap Create Personal Automation. Tap Arrive. Tap Choose under Location. Search for your office address and select it. Set the radius to around 300 feet. Tap Next. Tap Add Action. Search for Speak Text. Tap Speak Text. Type your message in the text field. Tap Next. Turn off Ask Before Running. Tap Done.

ON ANDROID

Open the Automate app. Tap New Flow. Add a block and search for Location Arrived. Enter your office address and set a trigger radius. Add a Text to Speech block. Type your message. Connect the blocks. Save and activate.

AUTOMATION 3: ARRIVE AT HOME

What it does: When you pull into your driveway, your phone speaks a reminder to shift from work mode to the people who matter most.

Here is how I use it. Every time I pull into my driveway my phone says:

You did a great job today. I am proud of you. Now go be the wife and mom your family deserves. You are so blessed.

Write your own version. Who is waiting for you when you get home? What do you need to hear to show up for them?

ON IPHONE

Follow the same steps as the office automation above. This time select your home address as the location. Type your home arrival message in the Speak Text field. Turn off Ask Before Running. Tap Done.

ON ANDROID

Follow the same steps as the office automation above using your home address as the trigger location.

AUTOMATION 4: AUTOMATED I LOVE YOU

What it does: Every time a specific contact texts you the words "I love you" your phone automatically replies with "I love you" back. The response fires instantly without you touching your phone.

You set it up once. It runs forever.

Here is how I use it. I set it up so that every time my husband texts me I love you my phone automatically sends it right back to him. He never goes without hearing it back. Even on my hardest days. Even when I am slammed. The system has me covered.

You pick the contact. A spouse. A kid. A parent. Anyone whose I love you deserves one right back every single time.

This is also the automation that got the biggest laugh in the room. Because yes, it sounds a little crazy. And yes, it works. That is between you and your conscience.

ON IPHONE

Open the Shortcuts app. Tap the Automation tab at the bottom. Tap the plus sign. Tap Create Personal Automation. Tap Message. Under the Message Contains field type: I love you. Under Sender tap Choose and select the contact you want this to trigger for. Tap Next. Tap Add Action. Search for Send Message.

Tap Send Message. In the Message field type: I love you. In the Recipients field select the same contact. Tap Next. Turn off Ask Before Running. Tap Done..

Your phone will now automatically reply I love you every time that person sends you those words.

ON ANDROID

Download the Automate app from the Google Play Store. Open Automate. Tap New Flow. Tap the plus sign. Search for SMS Received. Add it as your trigger block. In the settings for that block enter your chosen contact and set the message filter to: I love you. Add a new block. Search for Send SMS. Type your message: I love you. Enter your contact's phone number as the recipient. Connect the SMS Received block to the Send SMS block. Tap Save. Tap the play button to activate.

Set these up once. Let them run. Your phone becomes a system that takes care of you the same way you take care of everyone else.

[Phone Shortcuts/Text Replacements](#)