

Gemini task mode: 20 tasks to hand Gemini + a safety checklist

Ready-to-paste tasks for a small business, sorted by job, plus the 10 checks to run before you let Gemini work while you're away.

WHAT THIS ADDS

Most coverage treats task mode as a model upgrade footnote. For an owner it is the first time Gemini behaves like an assistant you hand a chore to, not a chat you have to sit in. The smart way to start is with read-and-report jobs on a schedule (summarise the inbox, list who needs a reply, watch a price) before you let it near anything that sends, pays or signs in. Google built it to stop and ask before those steps, so you keep the final click.

20 tasks to hand Gemini

Open Gemini, tap **Task** above the text box, paste one of these, fill in the [brackets] and tap Submit. They all read and report first. Nothing here asks Gemini to send, pay or post on its own.

Customers and inbox

1. Every weekday at 8am, check my inbox and list the customers who are waiting on a reply, oldest first.
2. Every evening at 6pm, list emails from today that mention a price, a quote or an invoice.
3. Every Monday at 9am, list new enquiries from last week that I never answered.
4. When an email arrives from a customer marked urgent, summarise it in two lines for me.
5. Every Friday at 4pm, list the quotes I sent this week that have no reply yet.

Money and suppliers

1. Tell me when the price of [item] at [supplier website] drops below [price].
2. Every Monday, check [supplier website] and tell me if [product] is back in stock.
3. On the 1st of every month, list subscriptions and renewal emails from last month in my inbox.

4. Every Thursday, compare the price of [item] on [site A] and [site B] and tell me which is cheaper.
5. Every week, list invoices in my inbox that are due in the next 7 days.

Marketing and reviews

1. Every Monday, summarise new Google reviews for [business name] and draft a short reply to each. Do not post them.
2. Every Wednesday, find 3 local events in [city] this month that my customers might care about.
3. Every Friday, suggest 3 social post ideas for next week based on [my topic] and the season.
4. Once a week, check what [competitor website] lists as prices for [service] and tell me what changed.
5. Every month, list 5 questions people search about [my service] and draft a short answer to each.

Planning and admin

1. Every Sunday at 7pm, summarise my calendar for next week and list what I need to prepare.
2. Every morning, give me a 5-line brief: today's meetings, overdue replies, and one thing to finish.
3. Watch flight prices from [city] to [city] for [dates] and tell me when they drop.
4. Every Friday, list the jobs I finished this week from my calendar so I can invoice them.
5. On the last day of each month, draft a short recap of the month from my calendar and sent emails.

Safety checklist before you hand off a task

1. Start with tasks that only read and report. Add tasks that act later.
2. Say exactly what to do **and what not to do** ("draft, do not send").
3. Give a time or a trigger, so it runs on a schedule you chose.
4. Check the first two or three results yourself before you trust it.
5. Gemini stops before it signs in, pays, sends a message or submits a form. Read what it is about to do before you confirm.
6. Never paste passwords or card numbers into a task. Sign in yourself when it asks.
7. Keep an eye on the 15-task limit. A schedule won't run if 15 tasks are already running.
8. Pause or delete schedules you no longer need (Scheduled page on the web).
9. On a desktop task, keep your computer and Chrome awake, or it may switch to a remote browser.
10. Review your schedules once a month.

Requirements, from Google's help page: 18+, personal Google Account, Google AI Pro or Ultra, Keep Activity on and Personal Intelligence opted in, not in the EEA, UK, Switzerland or Nigeria.

DO THIS

Open Gemini, tap Task above the text box, describe the job and when it should run. Start with read-and-report tasks on a schedule. Gemini stops and asks before it signs in, pays or sends. You need Google AI Pro or Ultra, and it is not in the UK or Europe yet.

What Fynl.io is

One portal a small business runs itself on, instead of five subscriptions that do not talk to each other.

- A CRM and pipeline that shows every lead and where it stopped
- A calendar clients can book straight into
- Quotes, contracts and invoices, with deposits taken up front
- A website and form builder, so the enquiry lands in the same place
- Your Gmail connected, so the whole thread sits on the contact
- Automations for the follow-up you keep forgetting to send

The AI runs on **your own Claude or ChatGPT API key** — no markup on it. No SMS or phone calls yet. \$49/month per business, \$149 Agency, and we move your contacts over for you.

Fynl.io keeps your clients, calendar, quotes, invoices and emails in one portal, so the list Gemini hands you each morning turns into replies and booked jobs in one place, and the AI inside Fynl runs on your own Claude or ChatGPT API key, with no markup.

Sources

- Google Blog: Gemini 4 Argon in the Gemini app, with tasks (October 13, 2026) — <https://blog.google/innovation-and-ai/products/gemini-app/gemini-4-argon-availability/>
- Gemini Apps Help: Manage your tasks & workflows in Gemini Apps — <https://support.google.com/gemini/answer/17094507?hl=en>
- Google AI plans (Google One) — <https://one.google.com/about/google-ai-plans/>
- SiliconANGLE: Gemini 4 Argon reaches Gemini app Pro and Ultra subscribers alongside a new tasks mode (October 13, 2026) — <https://siliconangle.com/2026/10/13/gemini-4-argon-reaches-gemini-app-pro-and-ultra-subscribers-alongside-a-new-tasks-mode/>