

CHECKLISTS & QUICK GUIDES

Smartphone Quick Guide for Farmers

Ten ways to use the phone in your pocket to farm smarter and sell better.

Many farmers already own a smartphone but use it only for calls. With a few simple habits, the same phone can help you keep records, plan around the weather, find buyers, get paid safely and keep learning. You do not need an expensive phone or special training. Start with one or two ideas and add more.

Ten practical uses

- 1 Keep records**
Use the notes or a spreadsheet app to record purchases, sales and harvests. Take a photo of every receipt so you never lose it.
- 2 Check the weather**
Look at the forecast before planting, spraying, harvesting or drying. A weather app or reliable local forecast can save a whole day's work.
- 3 Take photos of your farm**
Photograph crops, animals, hives, pests and problems. Photos help you track growth and can be sent to an extension officer for advice.
- 4 Reach buyers on messaging apps**
Create a business WhatsApp profile with your name, location and what you sell. Share photos and prices with your customers and groups.
- 5 Show your products on social media**
Post clear photos of your produce, how it is grown, packaged and delivered. Always add your location and how to order.
- 6 Get paid digitally**
Use bank transfer or mobile money so that you can receive payment quickly and have a record of every sale.
- 7 Learn something new**
Watch short training videos and take courses on the National Agricultural Academy whenever you have time and data.
- 8 Find places and routes**
Use a maps app to find markets, suppliers and the best route for deliveries.
- 9 Keep contacts in order**
Save buyers, suppliers, extension officers and group members in your contacts with a clear name and what they do.
- 10 Do quick calculations**
Use the calculator to work out costs, quantities and prices before you buy or sell.

Stay safe: the mobile banking checklist

Fraudsters target busy people. These simple rules protect your money.

- ☐ Never share your PIN, password, OTP, card number or CVV with anyone, including someone who says they work for your bank.
- ☐ A real bank will not ask for your PIN or OTP by call, message or social media.
- ☐ Install banking apps only from your phone's official app store, and use the bank's official code or app to bank.
- ☐ Before you pay, check the name of the account that appears. If it is not the person or business you expect, stop.
- ☐ Do not click links in messages that promise grants, free money or loans. Check with the official source first.
- ☐ Use a screen lock (PIN, pattern or fingerprint) on your phone.
- ☐ Log out of banking apps when finished, especially on a shared phone.
- ☐ Keep your bank's official customer care number saved in your phone.
- ☐ If you lose your phone or SIM, tell your bank and phone network at once.
- ☐ Keep proof of every payment you make or receive.

Ten-minute weekly phone routine

Day	Quick task	Done
Monday	Check the week's weather and plan the farm work.	
Wednesday	Enter the week's purchases and sales in your records.	
Thursday	Post photos or an update about your products.	
Friday	Reply to customer messages and follow up on payments.	
Sunday	Back up your photos and records. Charge your phone and power bank.	

Protect your data and airtime

- Buy data bundles with a plan. Download videos and courses on Wi-Fi where possible.
- Turn off background data for apps you do not need.
- Back up your records and photos to cloud storage or another device so you do not lose them if the phone is lost or damaged.
- Keep your phone away from dust, water and extreme heat on the farm. A waterproof pouch is cheap and useful.

START SMALL

This week, pick **one** thing from the list and try it. Next week, add another. Small habits build digital confidence. Ready to go further? Take the **Digital Tools for Farmers** course on the National Agricultural Academy when it opens.