

A Daily Priority Brief with Muse

WHY THIS EXISTS

When customer messages, orders, bills, and deadlines arrive in different places, the day can fill up before the important work gets any attention. This workflow turns the sources you already use into one short morning brief, so you can see what needs attention today, what matters most, and what can wait.

GETTING STARTED

1. **Get Muse.** Sign up at muse.ai or download the Muse app for iPhone or Android.
2. **Hand this guide to your Muse.** It will interview you about your business, one question at a time.
3. **Review the plan.** Approve the sources, priority rules, and sample brief before Muse sets up any recurring routine.
4. **Start read-only.** The first version reviews and drafts. It does not send, change, or buy anything.

USE MY MUSE REFERRAL CODE

LGPAKO

Enter it during your first 48 hours after joining. In the app, go to Settings, then Redeem token. On muse.ai, go to Settings, General, Usage, then Redeem invite code.

MADE FOR

Solo business owners and teams of two who want a calmer start to the workday.

VERSION

1.0
October 2026

Hand this guide to your Muse

You do not need to design the brief alone. Attach this PDF to a Muse conversation, paste the prompt below, and let Muse walk you through the setup in plain language, one question at a time.

There is a technical appendix at the back written for your Muse. It carries the full setup instructions from this guide. You can skip it unless you want to see the detailed rules.

Copy and paste this prompt

I want to set up a Daily Priority Brief using the attached guide. Please walk me through it as an interview, one question at a time, in plain language.

Help me map where requests, commitments, and deadlines arrive in my business, choose a small set of sources for the first version, and decide how work should be prioritized. Do not assume which apps I use or what counts as urgent.

Then show me a sample brief and a short setup plan for my approval before you set up any recurring routine. Start with read-only review and drafts. Do not connect accounts, send messages, or change records without asking me first.

What you do

1. Attach this PDF.
2. Paste the prompt.
3. Answer the interview, one question at a time.
4. Review the sources, priority rules, and sample brief.
5. Approve the routine only when it looks right.

What Muse does

1. Learns how your business runs.
2. Maps where information and tasks arrive.
3. Checks which sources it can actually access.
4. Drafts a brief you can scan in about two minutes.
5. Flags gaps and questions instead of guessing.

You set the priorities. Muse keeps the brief honest.

The brief only works if it reflects your business. Muse helps you decide what belongs in it, then follows those rules every morning.

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What a good brief helps you see

- What needs attention today, and why.
- The one task that matters most today.
- A few useful, small wins that are easy to finish.
- What is waiting on someone else, or needs your judgment.
- Gaps where Muse may not be seeing important information.

Start small. A brief built on two or three sources you trust is more useful than one that tries to watch everything. You can add sources later, once the routine is working.

Choose what belongs in your brief

These seven sections make a useful starting point. Keep the ones that help, rename them, or remove anything you will not use. The whole brief should take about two minutes to scan.

1

Needs attention today

Up to three items, each with why it matters, the next action, its source, and any real deadline.

2

The most important task

One meaningful task for today, why it is the best use of your time, the first concrete step, and a realistic focus block.

3

Small easy wins

Up to three useful actions you can usually finish in about 10 minutes, matched to the time and energy you actually have.

4

Waiting on / follow-up

Who or what you are waiting for, with a suggested follow-up date only when one is appropriate.

Short on purpose. If everything is listed, nothing stands out. Muse should leave out low-value noise and say plainly when a section has nothing in it.

Choose what belongs in your brief

5

Schedule and capacity

Fixed commitments, preparation they need, and a realistic view of the focused work time you have left.

6

Needs my judgment

Ambiguous, sensitive, or high-impact choices that Muse should surface, not decide for you.

7

Sources checked and gaps

Which connected sources Muse reviewed, when they were last checked, and any important sources it could not access.

+

Your own section

Add orders to pack, invoices to send, content to post, or anything else your business needs to see every morning.

Important is not the same as urgent

A new message is not automatically important, and a loud deadline is not always the best use of the day. During setup, you and Muse will sort out what each one means for your business: firm deadlines and customer commitments on one side, work that moves an important goal forward on the other.

Nothing gets invented. Muse should never make up a deadline, a consequence, a customer promise, or a business goal. Uncertain items are marked uncertain, with a note about what would resolve the question.

Example: a sample Daily Priority Brief

This example is fictional. It shows the shape of the brief for a small bookkeeping and admin service run by one owner with part-time help. Your brief will use your own sources and your own rules.

Daily Priority Brief | Tuesday, October 6, 2026

NEEDS ATTENTION TODAY

1. **Payroll file for Harbor Dental is due by 3:00 PM.** Why it matters: the client pays staff on Wednesday. Next action: review the hours file and send it for approval. Source: email, received Monday 4:12 PM.
2. **A new client inquiry has waited since Friday.** Why it matters: your reply standard is one business day. Next action: send the short reply Muse drafted. Source: website contact form.
3. **The quarterly tax payment is due Thursday.** Why it matters: a late payment carries a penalty. Next action: confirm the amount in your bookkeeping app this morning. Source: task list.

THE MOST IMPORTANT TASK

Finish the Harbor Dental payroll review. It has a real deadline today and a client is counting on it. First step: open the hours file and check it against last week. Suggested focus block: 9:00 to 10:00 AM, before your 10:30 AM call.

SMALL EASY WINS

- Confirm Thursday's appointment time with a client who asked yesterday.
- Send the receipt a customer requested. It is already prepared.
- Reply to your part-time helper's scheduling question so she can plan her week.

Daily Priority Brief | Tuesday, October 6, 2026

WAITING ON / FOLLOW-UP

Invoice 1042, sent September 28. No reply yet. Suggested follow-up: Thursday, if it is still unpaid.

Software quote from your vendor. Requested last Wednesday. No follow-up suggested yet. It is not blocking any work.

SCHEDULE AND CAPACITY

Client call at 10:30 AM (30 minutes, no preparation needed). Onboarding session at 1:00 PM (allow 15 minutes before to open the client's file). About three hours of focused time remain outside these commitments.

NEEDS MY JUDGMENT

A long-time client asked for a discount on a larger package. Muse has the details ready, but the decision is yours. Nothing has been promised.

SOURCES CHECKED AND GAPS

Checked this morning: email, calendar, and your task list in Notion. Not connected: your bookkeeping app, so invoice and payment items may be incomplete. Suggested capture step: forward payment confirmations to the email inbox Muse can read.

Your brief will follow the same shape, filled in with your own business, your own sources, and your own priorities.

Where information and tasks arrive

A request, commitment, deadline, or problem can show up in more places than you expect. Muse will help you map them, then choose a small, reliable set for the first version.

Messages

- Email and customer messages
- Social media direct messages
- Contact forms

Work tracking

- Task or project tools such as Notion or Asana
- Shared documents
- Team conversations such as Slack

Schedule

- Calendar and appointments
- Booking systems

Customers and sales

- Orders, bookings, and leads
- Customer records
- Store tools such as Shopify

Money and operations

- Bookkeeping, bills, and payments, such as QuickBooks
- Inventory and supplier information

Informal capture

- Paper notes
- Voice memos
- Ideas you tell yourself to remember

For every source, you and Muse record

- What kind of useful information arrives there.
- How often it changes.
- Whether Muse can read it now.
- Whether it is a source of truth, or just a notification.
- What fallback capture step to use if it is not connected.

Muse can connect with tools such as Asana, Notion, QuickBooks, Shopify, Slack, Canva, and Meta business accounts, and with email and calendar. Availability varies, so Muse should check what is available to you rather than assume. It should never claim it reviewed a source it cannot access.

Muse learns how your business works

Muse should ask these questions one at a time, in plain language. After each answer, it repeats back what it understood before moving on. If you do not know an answer, it suggests simple options and helps you choose.

1. Your business and your day

- What does your business do?
- What work can only you, or your small team, do?
- What are your normal working hours and fixed commitments?
- How much focused work time do you usually have?
- How many items can you realistically take on in a day?
- What outcomes matter most right now: serving customers, completing paid work, getting new customers, or keeping operations on track?
- What work or personal boundaries should the brief respect?

2. Your sources

- Which tools and places from page 8 do you actually use?
- Which of them can Muse access, and what would each connection require?
- Which small set belongs in the first version?

3. Where work should live

- Do you already have a task system, or one central place for business information, that you trust?
- If yes, Muse helps you use it as the home for actions.
- If no, or if information is scattered, Muse asks directly: do you want help figuring out where and how to set this up?

If you say yes to setup help

Muse interviews you about the tools you already use, how you like to capture and find information, who needs access, and how much setup you are willing to maintain. Then it recommends the simplest workable setup, explains the tradeoffs in plain language, and helps you build it step by step, with your approval. It prefers adapting a tool you already use when that tool can do the job.

If you say no, or want to wait

Muse continues with the sources you do have, and suggests one low-effort way to capture tasks that would otherwise be missed. Nothing new gets created without your answer.

Muse confirms the plan before anything is scheduled

After the interview, Muse turns your answers into a short plan you can check. No routine starts until the plan matches what you want.

Your plan should clearly name

- ☐ The sources included in the first version, and the ones left out.
- ☐ The home where tasks and actions should be captured.
- ☐ For each action: a clear next step, a real due date if one exists, an owner, a status (next, in progress, waiting, or done), and a link back to its source.
- ☐ Your priority rules, and your definition of a small easy win.
- ☐ The brief format, and when and how you want to receive it.
- ☐ Any manual capture steps for sources that are not connected.
- ☐ The first date you will review whether the brief is useful.

A useful confirmation from Muse sounds like this

Here is the plan I heard:

- Sources: email, calendar, and your task list. Bookkeeping stays out for now, with a manual capture step for payments.
- Task home: your existing task list. Each action gets a next step, an owner, a status, and a link to its source.
- Priorities: customer commitments and firm deadlines first, then work that blocks paid jobs, then one goal-focused task.
- Easy win: a useful action that takes about 10 minutes or less.
- Brief: the seven sections from the guide, delivered in chat at 7:30 AM on workdays.
- Review: we check together after one week whether the brief is helping.

Does this match what you want?

For Muse: Do not treat the request to set up as approval to connect accounts, schedule a routine, or change records. Confirm the plan first.

Your rules decide what comes first

Muse does not guess what matters. During setup, you define how urgency and importance work in your business, and Muse applies those rules the same way every morning.

Things that usually raise an item's priority

- **Firm deadlines**, and the real consequences of missing them.
- **Customer commitments**, service issues, and revenue opportunities.
- **Blocked work**, where another person or a paid job is waiting on you.
- **Risks that need a human**: financial, legal, safety, or reputation issues.
- **Goal work**, which advances an important business goal even when it is not urgent.

Things that should lower it, or leave it out

- A message that is merely new.
- Work that feels pressing but has no real deadline or consequence.
- Items Muse cannot verify. Those belong in Needs my judgment, marked as uncertain.

What counts as a small easy win

You define this with Muse. A good starting definition: a useful action that can usually be finished in about 10 minutes or less, such as closing a customer loop, confirming a detail, sending information that is already approved, or unblocking someone.

Useful is the key word. Easy wins exclude trivial busywork and tasks that only feel easy. If finishing it changes nothing for a customer, a job, or your day, it does not belong in the brief.

Capacity counts. The brief should reflect the time and energy you actually have today, including your fixed commitments. A short day should produce a shorter brief.

How a morning works

Once the setup is approved, the same simple rhythm repeats on each workday.

1. Check

At the time you chose, Muse reviews the sources in your plan and notes when each was last checked.

2. Draft

Muse builds the brief with your sections and your priority rules, and lists any gaps it could not see.

3. Scan

You read the brief in about two minutes and pick your most important task and your easy wins.

4. Act

You work the day. Muse only drafts follow-ups or updates records when you ask.

Setting up the routine

Tell Muse when you want the brief and how you prefer to see it. Muse should check what it can actually schedule or repeat. If a recurring brief is supported, it proposes the schedule and asks you to approve it. If it is not supported, it gives you a reusable prompt and the simplest reminder or manual step available. It should not promise background behavior it has not confirmed.

Keep it maintainable

The workflow should stay simple enough for one person to run. Your setup summary, with sources, priority rules, and capture steps, is the reference. If a step needs constant fixing, simplify it rather than adding another tool.

Review after one week

Look together at missed items, false alarms, unhelpful easy wins, and time saved. Change only what solves a real problem. Add a source or a section when the review shows a genuine gap, not before.

You stay in control

Read-only to start

The first version uses read access and prepares recommendations or drafts only. Producing the brief never sends a message, changes a task record, books an appointment, makes a purchase, or alters financial data.

Connections need your approval

Muse shows you which sources it can access and what each connection requires. It does not connect accounts or change permissions without asking you.

Gaps are shown, not hidden

Every brief lists the sources checked and the ones Muse could not reach. Muse never claims it reviewed a source it cannot access, and never invents a deadline or a promise to fill a gap.

Judgment stays yours

Ambiguous, sensitive, or high-impact choices go in Needs my judgment. If a later improvement would require Muse to take an action, it explains the exact action and asks before enabling it.

Want to go deeper?

Muse for Small Business: Read Meta's announcement, [Introducing Muse for Small Business](#), for how Muse works with tools such as Asana, Notion, QuickBooks, Shopify, Slack, Canva, and Meta business accounts.

Muse productivity: See [Muse productivity](#) for how email and calendar connections work. Connector availability can vary.

You can stop or change the workflow at any time. Ask Muse to pause the brief, change the time, remove a source, or tighten the priority rules. Questions about setting up a calmer workday? Let's connect at camcgoy.com.

Interview and source rules

This appendix carries the detailed working rules into a new Muse instance. The reader can skip it.

Interview method: Ask one question at a time. Keep each question plain and easy to answer. After each answer, briefly reflect what you understood, update your working summary, and ask the next most useful question. Do not present a long questionnaire all at once. If the reader does not know an answer, suggest simple options and help them choose. Do not assume which apps they use, what the business does, or what counts as urgent.

Part 1: The business and a good day

- Ask what the business does and what work only the owner (or the small team) can do.
- Ask about normal working hours, fixed commitments, and how much focused work time is usually available.
- Ask about the main outcomes that matter now, such as serving customers, completing paid work, getting new customers, or keeping operations on track.
- Ask how many items the reader can realistically take on in a day, and about work or personal boundaries the brief should respect.
- Keep this concise. Ask follow-ups only when an answer changes how the brief should work.

Part 2: Where information arrives

- First ask the reader to name the tools and places they use, across messages, task tools, calendar, sales and customer records, money and operations, team conversations, shared documents, and informal capture.
- Then, if you can inspect available connectors, show which of those sources you can access and what access each connection would require. Do not connect accounts or change permissions without asking. Do not claim you reviewed a source you cannot access.
- For every source, record: the kind of useful information that arrives there; how often it changes; whether you can read it now; whether it is a source of truth or only a notification; and the fallback capture step if it is not connected.
- Help the reader choose a small, reliable set of sources for the first version. Do not try to connect every available app.

Part 3: Where actionable work lives

- Ask whether the reader already has a trusted task system or central place for business information. If so, use it as the main home for actions.
- If not, or if information is scattered, ask directly whether they want help figuring out where and how to set this up. Do not assume they want a new app, and do not start creating a system before they answer.
- If yes: interview them about tools already in use, capture and finding habits, who needs access, and maintenance they are willing to do. Recommend the simplest workable setup, explain tradeoffs in plain language, and set it up step by step with approval. Prefer adapting a tool already in use.

Priority, brief, and routine rules

Part 4: Prioritization

- Ask how the reader judges urgency and importance, covering firm deadlines and consequences, customer commitments and revenue, blocked work, financial, legal, safety, or reputation risks, available time and energy, and work that advances an important goal.
- Help the reader distinguish important from urgent. A new message is not automatically important.
- Do not invent a deadline, consequence, customer promise, or business goal. Mark uncertain items as uncertain and show what information would resolve the uncertainty.
- Have the reader define a small easy win. Suggested definition: a useful action usually completable in about 10 minutes or less, such as closing a customer loop, confirming a detail, sending already approved information, or unblocking someone. Exclude trivial busywork.

Part 5: Brief format and test

- Use the seven sections from page 4 and 5, short enough to scan in about two minutes, with the stated limits: up to three attention items, one most important task, up to three easy wins.
- Show a sample brief using a few real items you can access, or clearly labeled fictional examples if you cannot. Ask what feels wrong, missing, or too noisy, and revise before setting up a recurring routine.

Part 6: The routine

- Ask when the reader wants the brief and how they prefer to see it. Check what scheduling is actually supported. Propose the schedule and get approval, or provide a reusable prompt and the simplest reminder step. Do not promise background or scheduled behavior you have not confirmed.
- First version is read-only: prepare recommendations or drafts only. Do not send messages, change task records, book appointments, make purchases, or alter financial data as part of producing the brief. Any later action requires explaining the exact action and asking first.

Part 7: Setup summary and review

- Finish setup with a short summary: sources included and excluded; the task home; agreed priority rules and easy win definition; brief format and delivery or reminder routine; manual capture steps for disconnected sources; and the first review date.
- Keep the workflow simple enough for one person to maintain. After one week, review missed items, false alarms, unhelpful easy wins, and time saved. Recommend only changes that solve a real problem.

Complete only when: the reader approved the source set, the task home, the priority rules, and the brief format; a sample brief was reviewed and revised; and the routine was either scheduled with approval or delivered as a reusable prompt with a reminder step.