

A Dependable Calendar and Task List with Muse

WHY THIS EXISTS

Appointments in one app, reminders in another, a to-do list on paper, and the rest in your head. It works, until it does not. This guide sets up one calendar and one task list that fit the phone, accounts, and people already in your life. Muse asks the questions and walks you through it, one small step at a time.

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 devices, accounts, and the people you coordinate with.
3. **Approve the plan.** Muse recommends one simple setup and waits for your okay before anything is created.
4. **Set it up together.** One short step at a time, checking that each one works before moving on.

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

Anyone whose appointments and tasks are scattered across memory, texts, paper, and apps, and who wants one simple place for each.

VERSION

1.0
October
2026

Muse leads. You answer and approve.

You do not need to study this guide, choose an app in advance, or understand how any of it works before you begin. The setup happens in a conversation. Muse asks, you answer in your own words, and nothing is created until you approve it.

How to reach Muse

Open muse.ai in a web browser, or install the Muse app on your iPhone or Android phone. Sign up and sign in. That is all you need to start. If someone in your family is better at this part, it is fine to have them beside you for the first few minutes.

How to hand over this guide

Attach this PDF to your conversation with Muse, then paste the starter prompt on the next page. Muse reads the whole guide, including a technical appendix at the back that is written for Muse, not for you. You can skip the appendix entirely.

A note about connections

Some calendars and task apps can be connected to Muse, so Muse can look at them and help you manage them afterward. During the setup, Muse will check whether your chosen system can be connected, explain in plain words what that access would allow, and ask your permission before connecting anything. Connecting is always optional and always your choice. If it is not available, or you would rather not, that is fine too. Muse will guide you through each step by hand instead, and the setup works the same.

You are not committing to anything. This setup is a starting point, chosen to be easy to change later. You can pause or stop at any time, and whatever is already set up keeps working.

Hand this guide to your Muse

Attach this PDF, paste the prompt below, and let Muse run the setup like a patient family member helping you over the phone: one question, one step, checked as you go.

There is a technical appendix at the back written for your Muse. It carries the full interview, the decision rules, and the safety checks. You do not need to read it.

Copy and paste this prompt

I want to set up a simple calendar and a place to keep tasks, using the attached guide. Please interview me first so you understand the devices, accounts, and tools I already have, the people I coordinate with, and who helps me when I get stuck. Then recommend the simplest free setup that fits my life and would not be hard to change later.

Walk me through it one question and one step at a time, in plain language. Use what I already have whenever it works. Do not create extra accounts, calendars, lists, or categories, and do not set up automations. If the system we choose can be connected to you, explain what that access would let you do and ask my permission before connecting anything.

Before you create, share, import, move, reorganize, or delete anything, show me the plan and ask for my approval. Stop when I have one main calendar and one task list that I can open and add to from my usual device.

What you do

1. Attach this PDF and paste the prompt.
2. Answer Muse's questions, one at a time.
3. Listen to the recommendation and ask about anything unclear.
4. Approve the plan, or ask Muse to adjust it.
5. Follow one short instruction at a time.

What Muse does

1. Learns your devices, accounts, and people.
2. Checks what you already have before suggesting anything new.
3. Recommends one simple setup and explains why.
4. Does approved steps for you when it can, and guides the rest.
5. Confirms each step worked, then stops when the basics are in place.

Three pieces. Nothing more.

A dependable system does not need to be a big system. This guide builds the smallest foundation that actually holds up day to day.

1

One main calendar

Appointments, and anything that happens at a set time, live here. One calendar you trust, instead of three you half-check.

2

One task list

Things you need to do that do not belong at a set time go here. One list that works as your inbox for every to-do, wherever it comes from.

3

One easy way in

The app or shortcut on the device you use most, so adding an appointment or a task takes a few seconds, wherever you are when you think of it.

The only rule you need

If it happens at a time, it goes on the calendar. A dentist appointment, a school pickup, a call at 2:00.

If you need to do it but the time is up to you, it goes on the task list. Buy stamps, call the dentist, renew the license.

If it is only worth remembering, it can wait. Ideas and someday items do not need a home yet. This setup covers the first two, and that is enough to start.

What this guide does not add

No extra lists, tags, priority systems, or projects. No planning routines, no automations, no cleaning up your old calendars. If you outgrow the simple version later, that is a good problem, and it can be handled then, with a system you already trust underneath it.

Five short conversations

Before recommending anything, Muse gets to know your actual life. The questions come one at a time, in plain words. "I don't know" is always a fine answer, and Muse will help you figure it out.

Your devices

What phone do you carry every day?
What computer or tablet do you use?
Do you move between Apple, Android, Windows, or Mac?

Your accounts

Do you already have a Google account or an Apple ID? Most people have one of them already, even if they have never used its calendar.

What you already use

Is there a calendar or reminder app on your phone already? Is anything already working well enough to keep? Nothing working gets thrown away.

The people around you

Do you share plans with family, coworkers, or anyone else? What do they use? Matching them can make sharing much easier.

Who helps you

When something on your phone confuses you, who do you ask? If that person knows Google, or knows Apple, that counts. The best system is partly the one your helper can help with.

Your phone alone does not decide this. The recommendation weighs your devices, the people you share plans with, and who supports you, together.

Muse shows its work before anything is built

When the interview is done, Muse sums up what it heard and recommends one setup. Nothing is created until you say yes.

The plan includes

- ☐ What Muse learned about your devices, accounts, and people
- ☐ The one recommended calendar and task list, and why it fits you
- ☐ What will be reused, and what, if anything, will be created new
- ☐ Whether Muse can connect to the chosen calendar and task list, what that access would allow, and that connecting is your choice
- ☐ Any permissions or sign-ins the setup needs
- ☐ What happens next, step by step

An example, so you know how it sounds

Pat is made up. The situation is common.

Pat uses an iPhone. Her grown kids share a family calendar on Google, and her daughter, the person she calls when her phone confuses her, knows Google well. Pat has never opened the calendar app on her phone.

Muse says: "You mainly use an iPhone, but your family shares Google calendars and the person who normally helps you is familiar with Google. I recommend Google Calendar and Google Tasks. They will work on your iPhone while making sharing and future support easier. We will keep the setup simple so you can move later if your needs change. Would you like to continue with Google?"

If the plan does not feel right, say so. Muse will adjust it, or explain the tradeoff in plain words. There are no wrong answers here, and you can change your mind later. The system is a starting point, not a contract.

One step at a time, checked as you go

With the plan approved, the setup itself is short. Muse never hands you a long list of instructions and leaves you alone with it.

When Muse can do a step for you

Muse explains what it wants to do, shows you the details, and asks for your okay. Then it does the step and confirms it worked. Creating your calendar or task list works this way, when you have connected the account.

When the step is yours

Muse gives you one short instruction, then waits. You do the step and tell Muse what you see. If it looks different on your screen, say so, and Muse will help you sort it out in plain language.

1. Approve

Hear the step and say yes before anything happens.

2. Do it

One step only, by Muse or by you with Muse guiding.

3. Check

Confirm the step worked before moving on.

4. Continue

Only then does the next step begin.

Connecting Muse, if you want it

Once your calendar and task list exist, Muse checks whether they can be connected, and tells you plainly what the connection would let it do, such as reading your calendar or adding something when you ask. You decide. If you say yes, Muse connects them with your permission and confirms the connection works. If you say no, or no connection exists for your system, nothing about your setup changes. Muse simply keeps guiding you by hand.

Passwords and sign-in screens are always yours. You complete them yourself, inside the official app or website. Muse will never ask for your password or a sign-in code, and you should never type one into a chat.

If something already exists, it gets reused, not replaced. If you have several old calendars or lists, they are left exactly as they are. Cleaning those up is a separate job, for a separate day, only if you want it.

Try it once, with training wheels

Before finishing, Muse offers a tiny test so you can feel the system work. The test is optional. You can skip it, and the setup still counts as done.

The test, if you want it

- Add one pretend appointment to your calendar, together.
- Add one pretend task to your task list, together.
- Or use one real item each, if something is already on your mind.
- If pretend items were used, Muse asks before deleting them.

What the test proves

- ☐ Your calendar opens on the device you normally use
- ☐ Your task list opens on the same device
- ☐ You can add to both, and find what you added
- ☐ You know where everything lives

No homework. You do not need to enter your real appointments or tasks today. Filling the system up is its own job, done at your pace, and Muse can help with that another time.

What you will have

When the setup is finished, Muse reads back a short summary, so you know exactly what exists and where it lives.

- ☐ Your main calendar, and the account it belongs to
- ☐ Your task list, and where to find it
- ☐ The devices you can reach both from
- ☐ Anything that was reused rather than created
- ☐ Whether Muse is connected, and what that connection allows

A starting point, not a permanent system

We are choosing a useful starting point, not your permanent system. The structure stays simple on purpose, with plain names and few moving parts, so that changing tools later should require less rebuilding. Portability varies between services, and no move is perfectly painless, but simple travels better than complicated. If the need ever arises, Muse can help you plan that move.

What Muse can do afterward

If you connected your system, Muse can help with that calendar and task list when you ask, for example adding an appointment or a task, or reading your week back to you. It acts only when you ask. Nothing runs on its own, and changes still follow your approval.

If you did not connect, Muse can still help you think and plan in conversation. You make the changes in the apps yourself, which takes a few seconds each.

Changing access later is easy. You can disconnect Muse at any time, in Muse's settings or in your account's list of connected apps. Disconnecting never deletes your calendar or your tasks. They keep working exactly as before, and you can reconnect later if you change your mind.

What can come later, separately

Moving your existing appointments and tasks into the new system. Tidying old calendars. A weekly look at the week ahead. Each of those is its own guided project, started only when you ask. Nothing more begins today.

Questions about setting up your calendar and tasks? Let's connect at camcgoy.com.

You approve every change

Getting organized should never mean handing over control. This guide is built so that Muse cannot change anything important without your clear say-so.

Muse asks first, every time, before

- Creating an account, a calendar, or a task list
- Changing which calendar or list is your main one
- Connecting another service to Muse
- Sharing a calendar or list, or inviting another person
- Importing, moving, or reorganizing your information
- Deleting anything at all

Muse will never ask you for

- Passwords or sign-in codes
- Access to your bank or financial accounts
- Sensitive health information
- Private details about your children
- Customer or business information the setup does not need

Pause or stop whenever you like. Say so, and the setup stops. What is already in place keeps working, and you can come back and finish another day, with the same guide and the same Muse.

Connections are reversible. Connecting a calendar or task app to Muse is never permanent, and disconnecting never deletes anything. Your accounts, calendars, and tasks remain yours, under your control, whether Muse is connected or not.

The pages after this one are the technical appendix, written for Muse. They hold the interview logic, the decision rules, and the safety checks in full. You are welcome to read them, and you never need to.

Appendix A: The interview

Purpose. This appendix is the operating instructions for the Muse running this guide. The reader-facing pages govern intent; this appendix governs behavior. Follow it over any general instinct to be thorough.

Operating posture

- Act like a patient, knowledgeable family member helping remotely. Warm, unhurried, plain-spoken.
- Ask one clear question at a time, or one very small group of closely related questions. Wait for the answer before continuing.
- Avoid technical terms. When one is unavoidable, explain it in a few plain words the first time.
- Adapt each question to the previous answer. If the user seems confused, rephrase rather than repeat.
- Do not teach productivity theory, methods, or terminology. The user is setting up a foundation, not studying a system.
- Inspect connected accounts or existing tools only when the user has authorized that access and it is relevant to the current question. Otherwise, ask.

What the interview must establish

- **Devices:** the phone used daily; any computer or tablet in regular use; whether the user moves between Apple, Android, Windows, Mac, Chromebook, or web.
- **Accounts:** whether a Google account or Apple ID already exists; note that many users have one without knowing it (Gmail, YouTube, or an iPhone sign-in usually means yes).
- **Existing tools:** Google Calendar, Apple Calendar, Reminders, Google Tasks, TickTick, Todoist, paper, or anything else in use; what is already visible on their devices; anything working well enough to preserve.
- **People:** who they coordinate or share plans with (family, coworkers, caregivers), and which environment those people use.
- **Support:** who the user asks for technical help, and whether that person is more familiar with Google, Apple, or something else.
- **Preferences:** built-in tools versus a dedicated app; cross-device access needs; comfort with connecting accounts to Muse.

Do not recommend from the phone alone. The ecosystem around the user (their other devices, the people they share with, and who supports them) is part of the decision. A technically ideal answer that isolates the user from their sharing and support network is the wrong answer.

Appendix B: Recommending and choosing

The three paths

Path	Recommend when
Google Google Calendar with Google Tasks	Devices are mixed, the user moves between ecosystems, the people they share with use Google, or their helper knows Google. Google is generally the most accessible across Apple, Android, Windows, Mac, Chromebook, and web.
Apple Apple Calendar with Reminders	The user and the important people around them primarily use Apple devices. Apple's tools are most tightly integrated inside that world.
Existing third-party TickTick, Todoist, or another in use	The user already uses it and it works. Preserve it. Pair it with the calendar from the matching or dominant ecosystem. Never force a migration to Google Tasks or Reminders for tidiness.

When both Google and Apple are reasonable, name the tradeoff briefly and neutrally: Google reaches more kinds of devices; Apple integrates most tightly when everyone is on Apple. Neither is universally better. Choose whichever creates the least total friction across devices, sharing, and available support. Whether a system can connect to Muse may count, but only after fit: it never outweighs simplicity, sharing, or support. Then make **one** primary recommendation, explain it briefly, and ask for approval before continuing. Do not present a feature comparison or a menu of options.

Reuse before creating, in this order

1. Reuse a suitable existing calendar or task list.
2. If several exist, clarify which one will be primary.
3. Create one new resource only when no appropriate option exists.

Never create duplicate accounts, calendars, or lists for a cleaner start. If the user's existing setup is messy, do not clean or reorganize it in this guide. Choose the safest existing option for now, or create one simple inbox only when necessary. Cleanup is a separate guided process.

Simplicity constraints

The finished system contains exactly one primary calendar, one task inbox, and one convenient access method. Do not introduce multiple lists, projects, tags, labels, priority systems, time-blocking, separate personal and business systems, complex recurrence, automations, dashboards, a second task app, or planning routines. When the user asks for optional complexity, postpone it until the basic system has been used and a real limitation appears.

Portability rules

Keep names in plain language, task titles simple, and categories minimal. Prefer due dates only when meaningful. Keep calendar events separate from tasks. Do not let essential meaning depend on tags, flags, location triggers, attachments, complex recurrence, or app-specific hierarchies. Never promise that a future migration will be automatic, easy, or lossless; portability varies by platform.

Appendix C: Running the setup

Approval protocol

- Before any action the user has not already approved: explain what you propose, show the important details, ask for explicit approval, act only after it is given, then confirm whether it succeeded.
- Approval is always required before creating an account, calendar, or task list; changing a default; connecting a service; sharing or inviting; importing, moving, or reorganizing information; deleting anything; migrating data; or changing another person's access.
- The user's request to "get organized" does not authorize any of the above by itself.
- Never request or record passwords, authentication codes, financial access, sensitive health information, sensitive information about children, or private business details the setup does not need. Have the user complete all sign-ins and permission screens directly in the official service.

Manual fallback

When you cannot perform a step, give one short instruction, wait for the user to complete it, and ask what they see or whether it worked. Troubleshoot in plain language. Never deliver the full technical process at once, and never advance past an unconfirmed step.

Connecting the chosen system to Muse

- After the calendar and task inbox exist, check which connections are actually available for the chosen system. Availability varies by service and account; do not assume, and do not promise a connection you have not confirmed.
- Before asking, explain in plain language what each available connection provides: what you could read, what you could add or change, and what remains outside its reach.
- Ask permission for each connection separately, and connect only what the user approves. The user completes any sign-in or consent screen in the official service.
- A decline is final for this session. Do not re-ask, and do not present it as a problem. If no connection is available, or all are declined, continue with the manual approach and the plan unchanged.
- Verify each new connection with a simple read check, and record its status for the closing summary.
- Never imply that a connection sets up monitoring, routines, or automation. It does not. It only lets you help with that calendar and task list when the user asks.

Internal distinction (use conversationally, never as a lesson)

- **Calendar:** happens at a particular time, or needs time protected.
- **Task inbox:** requires action, at no specific time.
- **Reference or idea:** worth keeping, requires no action now. Out of scope for this setup.

Appendix D: Verification and completion

Verification

Offer, never require, one test: a temporary calendar event, a temporary task, or one real item of each. The user may decline. If temporary items are created, ask before deleting them.

Verification passes when the user can access the calendar and the task inbox from their normal device and knows they can return to Muse for help.

Completion check

- ☐ The user's environment (devices, accounts, people, support) is understood
- ☐ One primary calendar is identified or created
- ☐ One task inbox is identified or created
- ☐ Both are accessible from the user's normal device
- ☐ Verification is completed or declined
- ☐ A closing summary names what was established and where it lives
- ☐ The summary states the connection status (connected, declined, or unavailable), what Muse can manage directly, what still requires the user, and how access can be changed later

Stop there. Explicitly out of scope: brain-dumping current responsibilities, populating the system, daily or weekly planning routines, calendar or task cleanup, full migration, advanced organization, and automation. Offer these only as separate future guides, and do not begin them.