

A Weekly Family Brief with Muse

WHY THIS EXISTS

When work shifts, school, appointments, errands, and celebrations live in different places, the week can sneak up on everyone. This workflow turns your family calendars into one calm Sunday email so the household can see what is coming and prepare together.

GETTING STARTED

1. **Get Muse.** Sign up at muse.ai or download the Muse app for iPhone or Android. Muse is available in the United States and Canada.
2. **Connect your Google Calendar** when your Muse assistant asks.
3. **Hand this guide to your Muse.** It will interview you about your family and set up the brief with you.
4. **Review the first draft.** When it is right, approve that exact version and Muse sends it.

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

Families who want one reliable view of the week ahead.

VERSION

1.0
September 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.

There is a technical appendix at the back written for your Muse. You can skip it unless you want to see the detailed rules.

Copy and paste this prompt

I want to create a Weekly Family Brief using the attached guide. Please walk me through it in plain language.

Before you set anything up, interview me about the people in my household, our calendars, work and school schedules, recurring responsibilities, birthdays and celebrations, email recipients, and the tone we want.

Then show me a customized plan for approval. Use my calendars only for reading. Do not change or delete calendar events. Draft the brief in chat first, and do not send any email unless I explicitly approve the exact version I reviewed.

What you do

1. Attach this PDF.
2. Paste the prompt.
3. Answer a short interview.
4. Review the plan and first draft.
5. Approve only when it is ready to send.

What Muse does

1. Learns how your household works.
2. Suggests a simple brief structure.
3. Drafts from the calendars you choose.
4. Flags questions instead of guessing.
5. Waits for your approval before emailing.

Choose what belongs in your brief

These sections make a useful starting point. Keep the ones that help, rename them, add your own, or remove anything your family will not use.

1

This Week at a Glance

A day-by-day view of work, school, appointments, activities, and family plans.

2

Family Focus

One short principle or proverb that gives the week a thoughtful center.

3

Scripture or Reflection

A verified reading, quotation, or reflection that fits your family's preferences.

4

Watch-outs and Preparation

A few possible conflicts, things to plan for, or details that still need confirmation.

Make it sound like your family. You might call the first section “Our Week,” replace Scripture with “A Thought for the Week,” or leave both reflection sections out. Muse should help you decide, not force a fixed template.

Choose what belongs in your brief

5

Weather / Local Outlook

A short weather note or one useful local option that may affect family plans.

6

Need to Do / Remember

A short list of responsibilities, reminders, or preparation already supported by your calendar or family.

7

Birthdays and Celebrations Ahead

Upcoming birthdays, anniversaries, and other occasions from the source your family chooses.

+

Your own section

Add meals, transportation, school notes, household projects, or anything else your family regularly needs.

Three questions keep the brief useful

- **Does this help someone prepare?** Keep details that affect attendance, transportation, timing, responsibilities, meals, or expectations.
- **Is this already clear?** Avoid repeating the same information in several sections.
- **Is this confirmed?** If Muse is unsure, it should ask or label the item for confirmation instead of guessing.

Simple is better. A brief should make the week easier to understand, not become another long document to manage.

Example: a real Weekly Family Brief

Here is a real brief, sent the week of September 21 to 27, 2026, so you can see what yours might look like.

McGaughey Family Brief | Monday, September 21 – Sunday, September 27, 2026

THIS WEEK AT A GLANCE

Monday, Sep 21: Garbage (Family) • All day; Tractor Supply (Rose) • 7:00 AM–4:00 PM

Tuesday, Sep 22: Nothing scheduled.

Wednesday, Sep 23: Tractor Supply (Rose) • 1:00–9:30 PM; Give dogs heartworm meds (Family) • All day

Thursday, Sep 24: Garbage (Family) • All day; Tractor Supply (Rose) • 7:00 AM–4:00 PM

Friday, Sep 25: Tractor Supply (Rose) • 1:00–9:30 PM

Saturday, Sep 26: Nothing scheduled.

Sunday, Sep 27: Tractor Supply (Rose) • 11:00 AM–7:30 PM

FAMILY FOCUS

"If you want to go fast, go alone. If you want to go far, go together." (African proverb)

BIBLE SCRIPTURE

Ecclesiastes 4:9–12 (NRSV): "Two are better than one, because they have a good reward for their toil. For if they fall, one will lift up the other; but woe to one who is alone and falls and does not have another to help. Again, if two lie together, they keep warm; but how can one keep warm alone? And though one might prevail against another, two will withstand one. A threefold cord is not quickly broken."

McGaughey Family Brief | Monday, September 21 – Sunday, September 27, 2026

WATCH-OUTS & PREPARATION

Plan for: Thunderstorms are most likely Monday through Wednesday (60–80% chance each day). Rose's Wednesday shift runs 1:00–9:30 PM, so allow extra travel time if the evening shift gets stormy.

Possible conflict: Thursday is garbage day and carries a 50% storm chance. Getting the bins out earlier in the day could help.

WEATHER / LOCAL OUTLOOK

Highs in the mid-80s with afternoon thunderstorms likely Monday through Wednesday, then drier and cooler Thursday and Friday. Saturday and Sunday look partly cloudy with highs near 85 and only a slight chance of rain.

Local option: Central Florida SC Free Open Play Soccer, Friday, September 25, 6:00–8:00 PM, Northwest Recreation Complex, 3710 Jason Swelly Pkwy, Apopka. A free Friday-evening soccer open play right here in Apopka could be a low-key family outing, if the week allows.

NEED TO DO / REMEMBER

- Bins to the curb Monday and Thursday (Family).
- Give the dogs heartworm meds on Wednesday (Family).
- Suggested preparation: plan outdoor errands for the morning Monday through Wednesday, ahead of the afternoon storms.

BIRTHDAYS & CELEBRATIONS AHEAD

Oct 1 • Nick • Birthday

From Chris's personal calendar; the family's celebration list is not yet standardized, so this may be incomplete.

Prepared Sunday, September 20, 2026 from the McGaughey Calendar and Chris's personal calendar.

Your brief will follow the same shape, filled in with your own family's week.

Muse learns how your household works

Muse should ask these questions before it sets up the weekly workflow or drafts the first brief. It can ask them one at a time or in small groups, then repeat back what it heard.

1. Who is in the household?

- What should each person be called?
- Who needs to appear in the schedule?
- Which plans belong to the whole family?

2. Which calendars should be used?

- Which calendar belongs to each person?
- Is there a shared family calendar?
- Are any calendars off limits?

3. What schedules matter most?

- Work shifts, school, appointments, activities, travel, or church?
- Do generic event titles need extra context?

4. What repeats?

- Pet medication, trash day, school forms, chores, or meal planning?
- Which items belong to one person, and which belong to the family?

5. Where are celebrations kept?

- Which calendar or list contains birthdays and anniversaries?
- How far ahead should the brief look?

6. Who receives the email?

- Who should review the draft?
- Who should receive the finished brief?

7. How should it feel?

- Warm, concise, detailed, practical, reflective, or another style?
- Are there words or sections to avoid?

Muse confirms the plan before drafting

After the interview, Muse should turn your answers into a short plan you can check. Nothing is scheduled or sent until the plan matches what you want.

Your plan should clearly name

- ☐ The household members and how events are assigned.
- ☐ The exact calendars Muse may read.
- ☐ The sections you want and the order they appear.
- ☐ The source and look-ahead window for celebrations.
- ☐ The main reviewer and every email recipient.
- ☐ The day and approximate time for the weekly draft.
- ☐ The words that count as explicit approval.

A useful confirmation from Muse sounds like this

Here is the plan I heard:

- I will read only <your approved calendars>.
- I will prepare a Weekly Family Brief every Sunday morning for the coming Monday through Sunday.
- The draft will include <your chosen sections>.
- I will show the complete draft in chat to <your reviewer>.
- I will not change calendar events.
- I will not email the brief until the reviewer explicitly approves the exact version shown.
- Right before sending, I will recheck the calendars for important changes.

Does this match what you want?

For Muse: Do not treat the reader's first request as approval to schedule or send. Confirm the customized plan first.

How a week works

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

1. Draft

Every Sunday morning, Muse reads the approved calendars and prepares the brief for the coming week.

2. Review

You read the complete draft in chat and correct anything that is unclear or missing.

3. Approve

You explicitly approve the exact version you want sent. Silence or an emoji does not count.

4. Recheck and send

Muse checks the calendars again. If nothing important changed, it sends the approved email.

If something changed at the last minute

If an event changed in a way that affects the date, time, person, location, attendance, transportation, preparation, watch-out, or action item, Muse should revise the brief and ask for approval again.

The first few weeks

Expect to make small adjustments. You may change a section name, shorten the weather note, or clarify how a recurring task should be shown. Muse should remember the approved pattern for future drafts.

Still your decision

Muse can notice a possible conflict or suggest preparation, but it should not make a family decision or present a guess as confirmed.

You stay in control

Your calendars are read-only

Muse uses the calendars you approve to prepare the brief. This workflow never creates, edits, moves, or deletes calendar events.

Email requires your exact approval

Muse shows you the full draft first. Nothing is emailed until you clearly approve that exact version. A thumbs-up, emoji, silence, or general compliment is not approval.

Questions stay questions

If Muse cannot tell who an event belongs to or whether two plans truly conflict, it leaves the detail open and asks you to confirm it.

Changes trigger a new review

Muse checks again just before sending. If an important detail changed, it revises the draft and waits for a new approval.

Want to go deeper?

Google Calendar: Visit the [Google Calendar Help Center](#) for official guidance on calendars, sharing, event details, and privacy.

Muse: Open Settings in the Muse app and choose Help, or ask your Muse assistant to show you the current official help page for connecting Google Calendar and approving email sends.

You can stop or change the workflow at any time. Ask Muse to pause the Sunday draft, change the recipients, remove a section, or update the approved calendars. Any change that affects what is sent should be confirmed before the next email.

Calendar and event rules

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

Scope: Use Google Calendar only as a read source for this workflow. Never create, edit, move, delete, accept, decline, or otherwise change an event.

Event display

Show schedule entries in this pattern:

<Task name> (<Person>) / <Time>

- Group entries under one day heading, then list each event on its own line.
- To determine the person, read the event title, description, location, and attendees.
- Never guess. If the person is still unclear, leave the person blank and flag the event for confirmation.
- Keep shared whole-family responsibilities labeled as family tasks. Do not assign one to a person without evidence.
- Preserve the time and all-day status shown by the calendar. Do not invent a time.

Watch-outs and actions

Element	Rule
Watch-outs	Use no more than three. Start each with "Possible conflict:", "Plan for:", or "Confirm:". Never present an inference as a confirmed conflict.
Action items	Use no more than five. Each must come from the family, an event, or a clearly necessary preparation step. Label an inferred action "Suggested preparation:".
Weather / local	Include no more than one local option. Keep it brief and relevant to the week's plans.

Content, approval, and scheduling rules

Celebrations and reflection

- Use the birthday and celebration source the family names during the interview.
- If the family has no reliable source, say plainly that the list may be incomplete.
- When scripture, a quotation, or another source text is included, verify the exact wording and reference. Never paraphrase and present it as a quotation.
- The Family Focus is a proverb or principle on its own. Do not add commentary tying it to the family's events.

Approval and sending

- Approval counts only when the designated reviewer explicitly approves the exact version displayed.
- Silence, emoji reactions, thumbs-up reactions, and general positive comments do not count as approval.
- Immediately before sending, recheck every approved calendar for material changes.
- A material change includes date, time, person, location, attendance, transportation, preparation, or anything affecting a watch-out or action.
- If a material change appears, revise the draft, show the complete new version, and get approval again.
- Send only to the recipients confirmed in the customized plan.

Schedule and completion check

Schedule: Prepare the draft every Sunday morning in the family's local time zone, for the coming Monday through Sunday. Use an exact time only if the family chooses one.

Complete only when: the approved calendars were rechecked, the exact displayed draft was explicitly approved, and the email send reports success.

Carry forward approved preferences. Keep the family's chosen sections, wording, event display rules, calendar list, recipients, and tone consistent until the family changes them.