

The Complete Muse Guide

Set up Meta's personal AI agent and give it real jobs, from trip research and forgotten tasks to business projects. Includes 12 complete prompts.

By Maverick Maltin · Updated September 30, 2026

You probably have a few jobs that are small enough to keep delaying and annoying enough to stay in your head. Compare those options. Organize that trip. Figure out what is buried in those emails. Muse gives you somewhere to hand over the work and come back to a useful result.

Muse is Meta's personal AI agent. It has a cloud computer and browser, can work with connected services, and can continue tasks after you close the app. Start with one clear job, give it enough context to make decisions, and review the result before expanding what it does for you.

THE PLAN · GIVE MUSE ONE REAL JOB

- 1 Set up your Muse and explain what matters to you.
- 2 Finish a first task with public links or a file.
- 3 Connect an app when a job needs it.
- 4 Try personal and business workflows.
- 5 Review its memory, ongoing work and results.

ACCESS

Start at [muse.ai](#) or the official iOS or Android app. Current rollout includes the US and Canada.

STARTING MATERIAL

Bring a small task, useful links or a file. You can get a first result without connecting everything.

CONTROL

Decide which actions Muse can prepare and which require you to review the exact action first.

1 Create your Muse

Go to [Muse](#) and follow the account setup offered to you. Pick its name and appearance, then start the conversation. There is a free offering and paid plans for more usage. Use the plan and availability shown in your own account when deciding whether to upgrade.

Use the main chat for ongoing work and side chats when you want a separate thread around a topic. A separate chat is an organizational choice, not a reason to assume connected accounts or remembered information are isolated.

You do not need to describe your whole life. Start with what would make this week easier. If you prefer speaking, give it a natural description of the job, then check that its summary matches what you meant.

Prompt 1: Give Muse a useful starting point

PROMPT 1 · COPY & PASTE

Help me make one part of my life easier this week.

Here is what is taking up my time: [describe tasks or responsibilities].

The thing I most want finished is: [goal].

My important constraints are: [budget, dates, location or preferences].

The material I can give you is: [files, links or apps].

Ask up to five questions that would change your approach. Then propose three specific jobs you could take off my plate. Explain the finished result for each and the minimum information or connection you need.

Recommend one small job to start with. Once we agree, do the research and preparation, then return something I can use, such as a shortlist, document, tracker or draft. If access is missing, say what I can upload or do manually instead.

Keep confirmed facts separate from your assumptions. Ask before sending messages, publishing, buying, booking, deleting or changing permissions. Show the exact action and details before asking. Do not start recurring work yet.

At the end, show me what you finished, where it is saved and any decision you still need from me. Suggest only the preferences worth remembering for future work, and let me review them.

MAVERICK'S TIP

A useful first request has a finish line. Compare these three options is easier to judge than organize my life.

2 Start without connecting your whole life

Public research and material you supply are enough for many first jobs. Use a PDF, a list of links or a few copied notes. State whether the information is complete, and tell Muse which source should win if two disagree.

Prompt 2: Clear the pile in your head

PROMPT 2 · COPY & PASTE

Here is everything I keep meaning to deal with: [paste your list or notes].

Group it into do this week, waiting on someone, later and probably unnecessary. Explain any deadline you infer and ask me to confirm it. Pick the three tasks with the most useful payoff for the effort.

Turn the first task into a small plan with a clear finish line. Complete any research or drafting you can do from the information I supplied. Return an editable checklist with a next action for each item. Do not contact anyone, add calendar events or activate reminders yet.

The useful result is a shorter list with something already prepared. If it returns a giant new plan, ask it to cut the scope to the first finished item.

3 Connect the apps the work actually needs

In Muse, open **Settings > Connectors**. Choose **Connect** beside a service, review its access and select **Continue** to finish authorization. You can also ask Muse to connect a named app. Review any request before granting it.

Choose reading access where that meets the job. Check connections already present too: some Meta accounts can connect automatically through Accounts Center. You can disconnect services in Settings. Disconnecting stops future exchange, but does not automatically erase earlier conversations or remembered information.

For a website login, use Muse's secure sign-in or browser takeover flow. Put credentials into the designated controls, not an ordinary chat message. If a service is unavailable, provide an export or the relevant files. Custom connectors are an advanced option, not required for this guide.

Prompt 3: Make a brief from your email and calendar

PROMPT 3 · COPY & PASTE

Using the email and calendar access I have approved, prepare a brief for [date] in [time zone]. Focus on [work, personal or both] and look back [time window].

Show my fixed appointments, three priorities, messages needing a decision, deadlines and any scheduling conflict. Link each item to its source. Distinguish a confirmed commitment from a suggestion someone made.

Draft short replies for the two items that would save me the most time, keeping them here for review. If part of the inbox or calendar is unavailable, tell me the exact coverage gap. Do not send, archive, mark messages read, accept invitations or change events. End with the next action I should take first.

Review: Check an appointment, a deadline and a suggested reply. If Muse misunderstood one, correct the rule that led to it, such as treating invitations as confirmed attendance.

4 Try something you would actually want done

The prompts below are original examples you can adapt. Results depend on your inputs, account access and the websites involved. Start with the one that solves a real problem today.

Prompt 4: Plan a weekend that feels like you

PROMPT 4 · COPY & PASTE

Plan a weekend in [city] for [people] on [dates], with a total budget of [amount]. We like [interests], dislike [things to avoid] and need [accessibility, dietary or travel constraints].

Find three distinct options using current venue and event pages. Include opening times, total visible costs, travel between stops, reservation needs and a bad-weather backup. Keep the schedule relaxed enough to enjoy.

Recommend one plan and make an itinerary with direct links. Separate confirmed availability from anything requiring a live check. Give me the one detail I should verify first. Do not book, buy tickets or contact venues.

Prompt 5: Find a purchase you will not regret

PROMPT 5 · COPY & PASTE

Help me choose [product] for [how I will use it]. My budget is [amount and currency], delivery location is [region] and must-have features are [list].

Compare three suitable options from credible sellers. Include exact model names, current total prices where visible, delivery estimates, return terms and the main compromise for each. Check manufacturer information for important specifications. Tell me when a review or seller claim is the only evidence.

Recommend one and give me a simple comparison I can share. If the best choice is to keep what I have or wait, explain why. Do not purchase, start a trial or create an account for me.

Prompt 6: Turn something unused into a listing

PROMPT 6 · COPY & PASTE

Help me prepare to sell [item] in [city or region]. Here are my photos and the facts I know: [condition, model, age, accessories and known problems].

Find comparable listings and separate asking prices from confirmed sold prices where available. Suggest a sensible asking range without promising a sale price. Tell me which photos or details would make the listing stronger.

Write a clear listing that accurately describes the item and its flaws, plus three reply drafts for common questions. Keep my exact address and private contact details out of the public copy. Prepare everything for review. Do not publish, message buyers, accept offers or arrange a meeting.

Selling can involve several separate actions. Reviewing listing copy is different from approving publication or a reply to a buyer. Check the action and scope shown in Muse's controls before proceeding.

Prompt 7: Make a dinner plan from what you have

PROMPT 7 · COPY & PASTE

Plan [number] dinners for [people] using these ingredients first: [list or photos]. Our dietary requirements are [requirements], cooking time limit is [minutes] and grocery budget is [amount].

Ask about any ingredient or restriction that is unclear. Suggest meals with realistic portions and a shared shopping list grouped by store section. Mark ingredients I already have and quantities still needed. Use leftovers intentionally without assuming food is still safe to eat.

Give me a prep plan for the busiest day and a simpler backup meal. If you use a recipe, link to it. Do not order groceries or change a delivery subscription.

5 Give Muse a longer project

Muse can return documents, PDFs and interactive artifacts such as a tracker or dashboard. Ask for the format you would actually use. A job can continue in the background, but it may stop for missing information, access or approval.

Use the **Goals** tab to review longer-running work. Tap your Muse avatar to inspect its activity and approved permissions. If you want fewer interruptions, tell Muse which developments are worth notifying you about.

Prompt 8: Build a tracker around your goal

PROMPT 8 · COPY & PASTE

Help me work toward [goal] by [date]. My current situation is [starting point], and I can realistically spend [time or resources] each week.

Break the goal into a small number of milestones. Ask for any information that changes the plan. Build an editable tracker with the next action, due date, status and evidence of completion for each milestone.

Use only the information I provide or sources I approve. Label estimates. Give me a preview and explain how I can update it myself. Do not publish it publicly. Suggest a useful review schedule, but wait for my approval before activating recurring work or notifications.

Prompt 9: Watch for the opportunity you care about

PROMPT 9 · COPY & PASTE

Help me watch for [event, product availability or other opportunity] in [location or market]. My criteria are [requirements], and I want to stop looking after [date].

First identify the relevant accessible sources and run one current check. Return matches with links, check times and any uncertainty. If none qualify, show why the closest results missed my criteria.

Then propose a realistic monitoring schedule and notification rule in [time zone]. Notify me only when a result meets my criteria or something needs my input. Explain gaps in coverage and do not promise continuous observation. Wait for my confirmation before activating the schedule. Never reserve or purchase anything automatically.

Review: Ask where the ongoing task is recorded and when it will run next. A plan to check later does not prove a recurring task exists.

6 Use it for your business too

Muse for Small Business adds skills and connections inside Muse. Supported services include tools such as Canva, Shopify, Slack, Notion and QuickBooks, plus Facebook and Instagram business accounts. Check **Settings > Connectors** for what your account currently offers.

Start with a result you can review, such as a content plan, an expense comparison or a customer-question summary. Choose a small date range and define what success means. Access to an app does not mean every possible action in that app is supported.

Prompt 10: Find what your business should do next

PROMPT 10 · COPY & PASTE

Review [business] using [approved sales export, website, social data or connected tools] for [date range]. My goal is [goal], and my main constraint is [constraint].

Explain what data is available before drawing conclusions. Compare like-for-like periods and separate revenue, profit, traffic and engagement. Identify three specific opportunities supported by the evidence, with links or source rows.

Choose one experiment we could run next week. Draft its audience, offer, message, assets needed and a simple success measure. Keep estimated outcomes clearly labeled. Return a short decision document and editable drafts. Do not publish, contact customers, adjust ads, spend money or change the storefront.

If the data cannot answer the question, ask for the smallest missing input. Five concrete observations from your own records are more useful than a generic growth plan.

7 Keep memory and permissions useful

Muse can remember preferences, and you can ask it to forget specific information. Its Memory files can also be inspected and edited. Save stable preferences, such as how you like a brief formatted, instead of treating every passing idea as a permanent rule.

Review permissions in the app as well as in conversation. Approvals can cover different scopes and durations, so do not assume every action will always produce a fresh confirmation. Match your settings to the control you want.

Meta provides a model-training opt-out in Muse settings. The current Secure VM and the planned Confidential VM are different offerings. Use the actual privacy controls and published policy when deciding what to connect.

Prompt 11: Check what Muse has learned about you

PROMPT 11 · COPY & PASTE

Show me the preferences and personal facts you are using for my ongoing work. Group them into facts I explicitly gave you, preferences I confirmed and assumptions you inferred.

Flag anything that appears contradictory, outdated or more sensitive than the task requires. Propose a short set of useful standing preferences and show the exact wording before changing them.

Also summarize my current ongoing goals and which connected services each needs. Tell me where I can review the corresponding app permissions. Do not disconnect accounts, delete files or change approval settings without my confirmation.

8 Check the result and recover when needed

Open the actual artifact. Check the source behind an important claim. For shopping or travel, confirm the final price and terms before proceeding. For a connected task, ask what was completed and what is still a draft.

Prompt 12: Check and repair this result

PROMPT 12 · COPY & PASTE

Review the result you just gave me against the original request. Check the actual file or page, the most important source links and any dates, totals or assumptions that could change my decision.

Fix issues inside the draft and keep the original source material intact. Separate completed actions, prepared drafts and steps still awaiting access or approval. If you are stuck, name the exact blocker and offer a useful manual alternative instead of repeating the same attempt.

Return the corrected deliverable and a concise list of what you verified. Tell me the next decision I need to make. Do not send, publish, purchase or change account settings as part of this review.

Common mistakes and fixes

What happens	What to do
Muse makes a plan but does not finish anything	Request one concrete deliverable with a clear stopping point.
It cannot access the source	Check the relevant connection in Settings, or upload an export for this task.
The result reflects an old preference	Correct the preference and inspect the memory being used.
A task seems to have stopped	Inspect its activity and ask whether it needs information, access or approval.
You get too many updates	Specify the event or change that deserves a notification and ask for fewer routine messages.
You expected it to check again later	Verify that ongoing work is actually recorded and confirm the next check.
A connector is unavailable	Use the needed files or a manual step. Do not give it extra unrelated access as a workaround.

Quick Reference

You want to...	Start here
Set up your Muse	Prompt 1: context, three useful jobs and one first result
Clear your mental list	Prompt 2: priorities and the first finished task
Prepare for your day	Prompt 3: source-linked inbox and calendar brief
Plan a weekend or a purchase	Prompts 4 and 5: options, costs and decision points
Sell something or plan dinners	Prompts 6 and 7: complete drafts and practical lists
Work toward a goal	Prompt 8: milestones and an editable tracker
Watch for an opportunity	Prompt 9: first check, schedule and notification rule
Improve your business	Prompt 10: evidence and one measurable experiment
Review memory or check work	Prompts 11 and 12: corrections and a verified result

Do this today

Pick one job from your real to-do list. Run the setup prompt, give Muse the relevant information and ask for the finished result. Make one correction, then see whether the revised version saves you time. Add a connection or an ongoing task only when that first result gives you a reason.

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