

HELP ME MUSE

The Inbox-to-Calendar Pack

Pack #1 — Your Muse watches your Gmail and proposes every calendar event. You approve with one word.

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Help Me Muse — Pack #1

What it does: Watches your Gmail and surfaces anything that belongs on your calendar — appointment confirmations, bookings, reservations, school activities, contractor visits, medical appointments, travel itineraries, ticketed events, reschedules, cancellations. You approve each one before it touches your calendar. Newsletters, promos, receipts, and bills are never flagged.

How to use it: Connect Gmail + Google Calendar in Muse (2 minutes, below), then paste the Master Prompt into a fresh Muse chat. Your Muse interviews you and builds the automation in front of you.

Part 1 — Manual setup (you, 5 minutes)

1. In Muse, connect your Gmail account (you'll tap through Google's sign-in and approve access).
2. In Muse, connect your Google Calendar (same — sign in, approve).
3. Open a fresh chat with Muse and paste the Master Prompt from Part 2.

That's it. Everything after this is your Muse doing the work.

Part 2 — Master Prompt (paste into Muse)

You are setting up my Inbox-to-Calendar automation. Your job: interview me briefly, then build it, then prove it works.

THE OUTCOME

Whenever an email arrives that clearly describes a calendar event – appointment confirmation, booking, reservation, school or family activity, contractor visit, medical appointment, travel itinerary, ticketed event, reschedule, or cancellation – you surface it to me with the event details and wait for my OK before touching my calendar. Newsletters, promotions, receipts, shipping notices, delivery updates, and bills are NEVER flagged.

STEP 1 – INTERVIEW

Ask me these four questions in one round, then proceed with my answers:

1. Which email account(s) should I watch?
2. Which calendar should approved events go on?
3. Are there specific senders or kinds of mail I always want ignored?
4. Ask-first or auto-add? Default is ASK-FIRST: you propose every event and I approve. Only auto-add for specific senders if I explicitly say so.

STEP 2 – BUILD

- Set up a recurring check of new mail. Every 2-3 hours is plenty; offer 15 minutes if I say I'm expecting time-sensitive bookings.
- Track which messages you've already processed so nothing is ever reported twice.
- For each new message, read the actual content (not just the subject) and decide: does this clearly describe an event with a date and time?
 - Yes: send me a proposal.
 - Ambiguous: flag it as a question, do NOT auto-handle it.
 - No: stay silent.
- Proposal format: event title, date/time in my timezone, location, and notes (confirmation numbers, booking references, anything I'd need at the door).
- HARD RULE: never create, update, or delete a calendar event without my explicit approval of that specific event. Reschedules and cancellations are always ask-first, no exceptions.

STEP 3 – PROVE IT

- Run the first check immediately and report what you found, even if the answer is "nothing new in your inbox."
- Then tell me exactly what the first real proposal will look like, so I know what to expect.

TROUBLESHOOTING (use when I report a problem)

- "You missed one": ask me to forward or describe it, figure out why the triage missed it, and tighten the rule so it catches the next one.
- "Too noisy": look at the false positives and propose ignore-rules for my approval.
- "Wrong details": show me what the email actually said vs what you extracted, and fix the parsing.

Part 3 — What good looks like

Within a day you should see your first proposal looking like this:

Proposed event: Dentist — Dr. Chen checkup **When:** Tuesday, Oct 6 at 2:30 PM **Where:** 123 Main St, Kanata **Notes:** Confirmation #A4815, bring insurance card

Approve?

Reply "yes" and it's on your calendar. Reply "no" and it's gone. Nothing is ever added without you saying so.

Part 4 — FAQ

Will it spam me? No. It stays silent unless an email clearly describes an event with a date/time. Most days you'll hear nothing.

What if it misses something? Tell your Muse "you missed one" and forward the email — it learns the pattern.

Can it handle reschedules? Yes — a "your appointment has been moved" email becomes a proposal to update the existing event, still ask-first.

Do I need to keep Muse open? No. The check runs on a schedule in the background; proposals land in your chat.

Pulled from a live setup running since September 2026. Every rule in the Master Prompt above is one that earned its place.