AI DECODED HTX · THU NOV 19, 2026 · SETUP SHEET

Hire your first AI employee with Muse

35 min
A to Z · tick each step as you go

BEFORE YOU START

- Laptop or phone
- Your work email login
- A payment card (Muse asks for one to sign up; it's free for most everyday use)
- ONE task you want to hand off first

THE 3 RULES — EVERY TIME

1. **Sample/fake details in the room tonight. Real client details only when you choose to add them at home.**
2. **AI drafts, you decide. Check every name, price, date and time — AI will invent one if you let it.**
3. **You press send. Nothing goes out without you.**

A. Get Muse **3 min** · minute 0→3

Go to **muse.ai** on your laptop (or install the **Muse** app on your phone), sign in, and start your first chat.

→ You're in — this is your employee's desk.

B. Name your employee **3 min** · minute 3→6

In Muse's settings, give it a **name**, pick its **look**, and choose how it should talk to you (warm, direct, playful…).

Same employee every time you come back: it remembers your work between chats.

My employee's name: _____

C. Introduce yourself **5 min** · minute 6→11

Paste this into the chat and fill in the blanks. Saying "remember this" is how you train it.

ABOUT ME AND MY BUSINESS

Remember this. I'm [YOUR NAME], I run [BUSINESS NAME] in Houston.
We help [WHO] with [WHAT]. My services are: [LIST]. My hours are: [HOURS].
My customers usually find me by [REFERRAL / GOOGLE / SOCIAL].
The job that eats my time is: [TASK]. Write like me: warm, short, plain English, no sales talk.

D. Set its work rules **4 min** · minute 11→15

Paste this as your standing rules. Then ask **"What are my standing rules?"** and check it says them back.

EMPLOYEE HANDBOOK

Remember these as my standing rules:
1. Draft it — never send it until I approve it.
2. Never invent a price, date, time, or detail I didn't give you. If you don't know, say so and ask me.
3. Ask me first before you contact anyone, book anything, or spend anything.
4. Use only the business facts I gave you. No guessing about my customers.
5. End every job by telling me: what you did, and what I need to check.

E. Connect its tools **7 min** · minute 15→22

In Muse's settings, find where you **connect apps**. Connect your email, calendar and files (**Gmail**, **Google Calendar**, **Google Drive/Docs** where offered) one at a time: sign in, approve.

For email, choose **read and draft** access tonight, not send.

> **Connected means it can read and draft in those apps. It still asks before anything is sent.**

A connection not offered on your screen? Skip it — you can paste text or upload a file instead tonight.

F. Give it your files **4 min** · minute 22→26

Upload or point it to:

• services and prices • your hours • the 10 questions customers ask most, with your answers • 2–3 messages you wrote that sound like you (pick ones with no client details)

> **Facts go in. Guesses don't.**

G. First test **3 min** · minute 26→29

Paste this fake job and check the result: names, dates, prices.

SAMPLE TEST JOB

Here are my messy notes from today: call Mrs J back about Thursday, order towels, invoice for the Johnson job — did they pay?, post the Tuesday special, check Friday's schedule.
Turn this into a to-do list grouped by Call / Order / Post / Invoice, with one next step for each. Do not invent dates or amounts.
Then draft the first reply on the list.

H. Assign its first real job **5 min** · minute 29→34

Pick **ONE**. Paste it, fill the blanks with made-up details tonight, run it, review the draft, then approve or edit.

1. MORNING SORT (ADMIN)

Look at the emails I paste in below. Sort them into: Reply today / Can wait / Just information. Draft a short reply to the first one. Do not invent any details.

2. FOLLOW-UP DRAFTS (MISSED LEADS)

Write a friendly message for someone who asked about booking 2 days ago and went quiet. Warm, not pushy, under 60 words, end with one clear yes/no question. Use only the details I give you: [DETAILS].

3. CLIENT PREP (APPOINTMENTS)

Using my calendar details below, make me a one-page prep for tomorrow: who I'm seeing, what each appointment is for, and anything I still need from each person. Flag anything missing — do not guess.

I. Make it a routine + finish **1 min** · minute 34→35

Paste this, with your time filled in:

MORNING ROUTINE

Every morning at [TIME], give me my day in one message: my appointments, the emails that need me, and my #1 follow-up.

If Muse can't run it at a set time, save this line and paste it each morning.

Tomorrow's first job: _____

YOU'RE DONE WHEN...

- [ ] My AI employee (Muse) has a name and knows my business
- [ ] My standing rules are saved — ask first, draft don't send
- [ ] Email / calendar / docs connected (or I know my fallback)
- [ ] It finished its first job and I checked the result
- [ ] My morning routine is set, and I know tomorrow's first job

STUCK?

Can't sign in? Use the account you registered with and try again from muse.ai.

A connection won't go through? Skip it and use the paste/upload fallback in Step E. You can still finish every other step tonight.

Stuck for more than 2 minutes? Raise your hand. Don't lose your 35 minutes to one screen.