

108 THINGS YOU CAN DO WITH MUSE

POWERFUL WORKFLOWS FOR WORK AND LIFE



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1. **Run six** inboxes from one place
2. **Sort new** mail into what matters today
3. **Draft replies** in your own voice
4. **Send approved** email for you
5. **Answer inside** the original thread
6. **Search years** of email in seconds
7. **File attachments** into the right folders
8. **Clear out** junk mail the safe way
9. **Set rules** that file mail on their own
10. **Track who** still owes you an answer
11. **Turn an** email into a task or a calendar block
12. **Write the** hard email the kind way
13. **Keep your** calendar current from your phone
14. **Book meetings** and send the invitations
15. **Find a** time that works for everyone
16. **Protect focus** time on your calendar
17. **Get a** reminder before every commitment
18. **Reschedule without** endless back and forth
19. **Create a** follow up block the moment someone names a future date
20. **Plan the** whole week before it starts
21. **Keep every** contact with notes that matter
22. **Research a** person before you write back
23. **Remember who** introduced you to whom
24. **Keep a** client list that never goes stale
25. **Draft follow** ups so no thread goes cold
26. **See which** relationships need attention
27. **Keep business** and personal contacts apart
28. **Turn a** business card into a saved contact
29. **Research any** company before a meeting
30. **Pull government** contract awards for any firm
31. **Find grants** that truly fit your business
32. **Read a** nonprofit tax filing in plain words
33. **Check court** records before you partner
34. **Look up** workplace safety violations
35. **Verify a** license or a certification claim
36. **Find donors** who already fund your cause
37. **Read economic** data without the jargon
38. **Search library** and archive collections
39. **Explore ancient** tablets in digital libraries
40. **Ask several** AI models and compare answers
41. **Verify a** claim against the primary record
42. **Build a** full picture of a market or industry
43. **Track news** about partners and competitors
44. **Find the** real people behind a company
45. **Build a** complete website from a single idea
46. **Turn a** screenshot into a working page
47. **Publish a** new page the same day
48. **Fix a** broken link or a wrong price
49. **Check your** website daily and flag problems
50. **Add a** signup form that feeds your inbox
51. **Write blog** posts in your voice
52. **Update prices** across your whole site at once
53. **Make every** page look right on a phone
54. **Keep a** private back office for your records
55. **Build a** photo gallery from real pictures
56. **Move a** website without losing a thing
57. **Turn rough** notes into a polished PDF
58. **Build a** slide deck from a simple outline
59. **Make a** spreadsheet that tracks anything
60. **Write a** business plan from your real numbers
61. **Draft agreements** for your review
62. **Fill long** forms from your saved records
63. **Summarize a** long report in minutes
64. **Compare two** versions of one document
65. **Create invoices** and capability statements
66. **Keep one** clean copy of every key paper
67. **Turn a** voice memo into a written plan
68. **Shape your** stories into a book chapter
69. **Prepare a** vendor registration from start to finish
70. **Track certifications** and every renewal date
71. **Assemble a** grant application from your files
72. **Watch bid** boards so no deadline slips past
73. **Fill government** forms with the right legal name
74. **Keep proof** of every filing in one place
75. **Draft strong** answers once and reuse them
76. **Put every** agency deadline on your calendar
77. **Build a** budget from your real spending
78. **Track balances** across all your accounts
79. **Plan in** advance for the day money lands
80. **Set tax** money aside as income arrives
81. **List every** bill with its due date
82. **Catch subscriptions** that quietly raise prices
83. **Price your** services from your real costs
84. **Prepare the** numbers your CPA will request
85. **Find events** that are worth your drive
86. **Vet an** event before you pay to attend
87. **Track what** every event costs you
88. **Get a** one page brief before you walk in
89. **Capture new** contacts right after an event
90. **Follow up** with everyone you met
91. **Design social** posts with your real logo
92. **Schedule a** month of posts in one sitting
93. **Write captions** from verified quotes and facts
94. **Plan content** around holidays and the news
95. **Turn one** talk into a week of content
96. **Script and** produce a podcast episode
97. **Send a** voice note that sounds like you
98. **Check your** inbox every few minutes around the clock
99. **Run a** nightly routine that prepares tomorrow
100. **Wake up** to a morning briefing already written
101. **Watch a** page or a price and alert you when it changes
102. **Remember every** rule you set and honor it
103. **Keep a** searchable log of your decisions
104. **Learn how** you like things done and keep doing it
105. **Compare flights** by the true total price
106. **Book the** right restaurant for the occasion
107. **Hold a** whole trip in one living plan
108. **Find a** place with its hours and the best route

EVERY ITEM ON THIS LIST IS REAL WORK MUSE DOES TODAY

AI TEACHING, LIVE AND IN PERSON