A FREE GUIDE FROM KRISTEN PARISE

Your Pocket AI Assistant

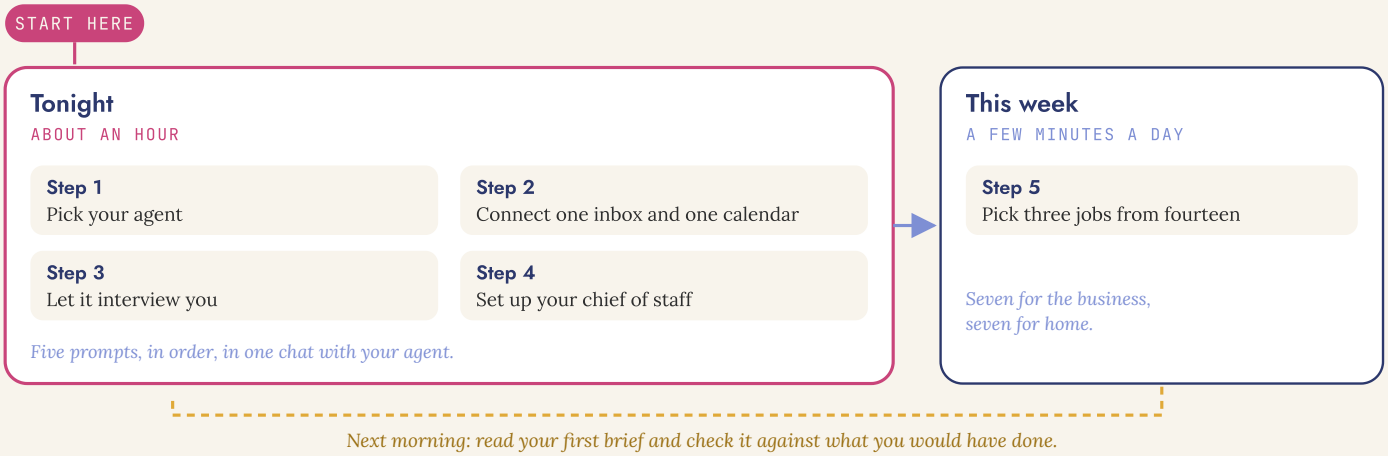
Set up a personal AI assistant on your phone in one evening, without handing it your business.

FOR BUSINESS OWNERS WHO WANT AN AI ASSISTANT ON THEIR PHONE

TIME ABOUT AN HOUR TONIGHT, THEN A FEW MINUTES A DAY FOR A WEEK UPDATED 9 NOVEMBER 2026

My Muse is called Daisy. I asked her to find electric treatment beds for sale on Facebook Marketplace, and within a day she had sent me five listings. I went and picked one up, and it's already in the clinic. That job is Prompt 12 in this guide.

A personal AI assistant lives on your phone. You text it or talk to it like a friend, it works on its own computer in the cloud, and it keeps going after you close the laptop. It checks with you before anything goes out the door. Claude still runs my business. This picks up the small jobs that follow me from the clinic to the couch.



The route. Each step in the map is a link to the step on this page.

WHAT YOU END UP WITH

An assistant on your phone that knows your week. Your people, your routines and how you like to hear from it, learned in one ten-question interview.

A five-line brief every morning. What got done, what's stuck and what needs you, before you open your inbox.

Small jobs gone in one text. A back-in-stock watch, a venue search, a call script to lower a bill, sent from the couch.

How it works, in plain words

- There are no settings screens. You ask in plain words and it walks you through the set-up right in the chat.
- It remembers what it sees, it can go further than you asked, and stopping it doesn't undo a finished action. So every prompt here tells it to draft, never send, book or buy.

- Almost all of this works in Claude already. The assistant adds the phone, the schedule and the fact that it keeps working while you're away.

It sits on top
Claude, your inbox and your client software stay where they are.

It asks first
Read-only to start. It drafts, you send.

It's built for one
Your team can't share it yet. Keep it personal.

Before you start

- ☐ Your phone, with room for one new app.
- ☐ One email account and one calendar that never hold client or patient details. Search each for a client's name before you connect it. If one turns up, leave that account out.
- ☐ A low-limit or one-time card, for the day it books or buys something. Never type a password into the chat.
- ☐ About an hour, and the same chat open for Steps 2 to 4.

Step 1 Pick your agent

- Start with the one from the AI you already use. If you're unsure, Muse is free to start.
- All three work in Canada. Claude Duet is a waitlist preview for US subscribers only.
- Prices change often. Check the sign-up page before you pay.

	Muse (Meta)	Grok Bot (xAI)	dots (OpenAI)
Best if	You're not sure, or you live on Facebook and Instagram	You use X or Cursor	You use ChatGPT
You need	Nothing. Free to start	X Premium, Super or Ultra, SuperGrok, or a Grok Business seat. 7-day trial	ChatGPT Pro or Business Premium (Plus doesn't include it)
Rough cost	Free with a cap, or $20 to $100 a month	About $30 a month, heavy use $200 to $300	From about $100 a month
Best trick	Reads your own Facebook and Instagram, and books through Instacart, Walmart and flight search	Live voice chat, and bots that hand work to each other	Phone it, hang up, and it keeps working
Watch out	Trains on your chats until you turn that off	All your bots share one computer and the same logins	Not offered in the EEA, UK or Switzerland
Get it	muse.ai	x.ai/bot	Upgrade inside ChatGPT

What you should see. The app on your phone, signed in, with an empty chat. On Muse, find the setting that lets it train on your chats and switch it off before you connect anything.

Step 2 Connect one inbox and one calendar

- Just ask. Prompt 1 has my address, so put in yours, or say Outlook.
- One inbox and one calendar tonight. Add more once you trust it.
- Never connect your client or patient software, or an inbox or calendar that holds client details.

PROMPT 1 · CONNECT MY EMAIL

Please connect my Gmail, kristen@blueberrytherapy.ca.

PROMPT 2 · CONNECT MY CALENDAR

Please connect my Google Calendar too.

PROMPT 3 · WHAT ELSE IS WORTH LINKING

Which other apps can you link to? I run a pelvic health clinic, host a podcast, plan a yearly conference and sell through a Shopify store. Pick the three connections that would save me the most time and tell me why. Leave out anything that holds patient information.

What you should see. A sign-in link for each, then a short list of three apps with a reason for each. Use your own work in Prompt 3. If its list includes your client software, say no and ask for another.

Step 3 Let it interview you, ten minutes

- It starts from what it can already see, so it never asks for your name or who's on your calendar.
- Then one question at a time, ten at most. Say "enough" to stop early.
- Swap my life for yours. Never name a client, and delete the message if you slip.

PROMPT 4 · GET TO KNOW ME, TEN MINUTES

I'd like you to be my personal and executive assistant. My life runs on a few tracks: Blueberry Therapy (my clinic in Dundas with a team of 30), The Hole Shebang podcast, The Pleasure Principle conference, my speaking and AI teaching, my online shop, and my family.

Start with what you already have on me: your memory, our earlier chats and every app I've linked. Don't ask me anything you could look up yourself.

Then interview me to fill the gaps. One question per message, and wait for my answer. Choose each question by working out what you'd still need to run my week without me spelling things out: what matters most right now, my key people, my weekly rhythm, the jobs I'd love to hand off, and how and when I want to hear from you. Let each answer shape the next question.

Stop at 10 questions, or sooner if I say "enough." Then give me a one-page summary of how you'll help, and three recurring jobs you could take on, simplest first. Don't start any of them until I say go.

One hard rule: never read, save or repeat anything that looks like patient information.

What you should see. One question per message, none it could have looked up. At the end, a one-page summary and three recurring jobs it has not started. If it fires off five questions at once, say "one at a time, please."

Step 4 Set up your chief of staff

- Your first recurring job. Sending this prompt is your go-ahead. Turn on notifications for the app so the brief reaches you.
- Read-only, so its drafts live in the chat. You copy one into your email when you want it.
- Change the hours and the priorities line to your own week.

PROMPT 5 · CHIEF OF STAFF

Be my chief of staff. Between 7 am and 7 pm, check my inbox and calendar once an hour, and only message me when something needs me before your next check. Give priority to my team, my podcast guests, my speaking events and the conference.

Every morning at 8 am, send me a brief of five lines or fewer:
1. What got finished yesterday
2. What's stuck
3. What needs me today

You're read-only. Draft replies if they help, but never send anything, and skip any email that looks like it holds patient information.

What you should see. A confirmation of the hours, the 8 am brief and the read-only rule. Tomorrow morning, read the brief and check it against what you would have picked. The first line will be thin on day one, since it has no yesterday yet. If it's longer than five lines, tell it so once and it will remember.

Step 5 Pick three jobs from fourteen

- Don't run all fourteen. Pick the three you'd use this week.
- Fill in anything in [square brackets] first, and swap my towns, Dundas and Hamilton, for yours. The ones marked Muse only need your Facebook and Instagram.
- Most end with what it must not do. Keep that line, and add one to any job that touches your calendar: skip anything about a client.

For the business

PROMPT 6 · SOFTWARE SUBSCRIPTION SWEEP

Go through my email from the past three months and find every subscription and repeating charge, especially AI and software tools. For each one, show the price and how often it bills, then give me my monthly total in Canadian dollars. Flag the ones I barely use, and for the rest, tell me which I could talk down and what to say. Don't cancel or change anything.

What you should see. A list with price, billing cycle and a monthly total, plus a short "barely used" list. Nothing cancelled.

PROMPT 7 · TRACK A DELIVERY TO THE CLINIC

Find the shipping email for my *[order, e.g. KGoal restock]* and follow the tracking. Tell me when it's delivered to the clinic in Dundas. If it stalls or runs late, tell me what the carrier says.

What you should see. The carrier and expected date now, and a message from it the day the package lands.

PROMPT 8 · TEAM HOLIDAY PARTY VENUE

Find five venues within 20 km of Dundas, Ontario that can hold 30 people for my clinic team's holiday party on a weekday evening in December. For each, give me the capacity, the price and a link, then tell me your top pick and why. Don't fill in any forms.

What you should see. Five venues with capacity, price and a link, and one pick with a reason. If a price says "call us", ask it to say so plainly.

PROMPT 9 · LOWER THE INTERNET BILL

Look up what *[internet provider]* charges new business customers in Dundas, Ontario. Then write me a short script for calling them to lower the clinic's bill. Don't call, cancel or switch anything.

What you should see. The new-customer price with where it found it, and a script short enough to read on the phone.

PROMPT 10 · PODCAST GUEST THANK-YOU GIFT · MUSE ONLY

[Guest name] was just on The Hole Shebang. Look at what they've posted on Instagram and Facebook lately and suggest three thank-you gifts under $50 CAD that would suit them, with a reason for each. Don't order anything.

What you should see. Three gifts, each tied to something the guest posted.

PROMPT 11 · LOCAL GROUP WATCH · MUSE ONLY

Watch the *[Dundas or Hamilton community]* Facebook group and tell me when someone asks for a pelvic health physio, help with bladder leaks, or postpartum recovery. Send me the post and draft a short, friendly reply I could leave. Don't post or message anyone.

What you should see. A confirmation that it's watching, then a message with the post and a draft reply when one appears. You post the reply yourself.

PROMPT 12 · MARKETPLACE WATCH FOR CLINIC GEAR · MUSE ONLY

Keep an eye on Facebook Marketplace within 25 km of Dundas, Ontario for a *[treatment table / office chair / shelving]* under $*[price]*. When one is listed, send me the photos, the price and how long it's been up. Don't message the seller.

What you should see. Quiet until something fits, then the photos, the price and the listing age.

For home

PROMPT 13 · GENERATOR BACK-IN-STOCK WATCH

Watch Costco.ca for the Champion 201176 tri-fuel inverter generator and tell me the moment it's back in stock for delivery to Dundas, Ontario. Also check whether another Canadian store has it for less than $1,699.99. Don't buy anything.

What you should see. Today's stock status, any cheaper Canadian store it found, and a message the day it's back. Swap in whatever you're waiting on.

PROMPT 14 · KITCHEN-TABLE NEWSPAPER

Make a one-page family newspaper for this morning with big headlines. Include today's family calendar, the weather in Dundas with what to wear, and three local Hamilton-area news stories. Finish with a kids' corner: a joke, a fun fact and a riddle, with the answer printed upside down at the bottom.

What you should see. One page you could print and put on the table. Ask for a PDF if you want to print it. If the kids love it, ask it to make it every school morning.

PROMPT 15 · SELL SOMETHING ON MARKETPLACE · MUSE ONLY

Here are three photos of my old *[item]*. Write a Facebook Marketplace listing with a catchy title, and suggest a price based on similar listings near Dundas. Don't post it.

What you should see. A title, a short description and a price with two or three similar listings behind it.

PROMPT 16 · RECIPE REEL TO GROCERY LIST · MUSE ONLY

Turn the recipe reel I just saved on Instagram into a grocery list for *[number]* people, sorted by aisle.

What you should see. Quantities scaled to your number, grouped by aisle.

PROMPT 17 · SPEAKING TRIP GUIDE · MUSE ONLY

I'm speaking in *[city]* on *[date]*. Gather the places I've saved on Instagram for that city and build a one-page guide for my free time. Group them by neighbourhood, with opening hours and a map link for each.

What you should see. Your own saves, grouped by neighbourhood, each with hours and a map link.

PROMPT 18 · FRIDAY DINNER OUT · MUSE ONLY

Pick a restaurant from my Instagram saves in the Hamilton area for Friday night, check that it's open, and find two reservation times for *[number]* people. Don't book anything.

What you should see. One restaurant, confirmed open, and two times. You book it.

PROMPT 19 · BIRTHDAY HEADS-UP · MUSE ONLY

Which of my Facebook friends have a birthday in the next two weeks? Draft a short, personal note for each one based on what they've posted lately. Don't send any of them.

What you should see. A short list of names and dates, each with a note that mentions something real they posted.

Three rules I'm keeping

- **No patient information, ever.** I never connect my clinic software or any inbox that receives client health details. Client, money and HR work stays in Claude.
- **A low-limit card.** The day it books or buys something, the most it can spend is small.
- **One inbox until I trust it.** I add the next connection only after a week of briefs I agree with.

Tonight, do Steps 1 to 4. It takes about an hour. Tomorrow at 8 am, read your first brief before you open your inbox, and pick three jobs from Step 5 for the week. You don't have to suck it up and do every small job yourself.

If you want me beside you while you build it, start with the free audit at The Bottom Line or write to me at kristen@blueberrytherapy.ca.

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