



The AI Agent Starter Kit

Copy-paste prompts for 19 lines of work, plus a setup checklist for the two personal AI agents we rank highest: **#1 Grok Bot (xAI)** and **#2 Muse (Meta)**.

By the Puntivo Editorial Team · facts checked October 14, 2026. Plans and features change often, so confirm current details on each official site.

How to use this kit

1. Set up Grok Bot and/or Muse with the checklists below. 2. Find your profession. 3. Copy a prompt, replace the [BRACKETS], and keep approvals on so the agent asks before it sends, posts, or buys anything.

Setup checklist: #1 Grok Bot (xAI)

- Check you have an eligible plan: an X Subscription (Premium, Super, or Ultra), a linked SuperGrok / SuperGrok Plus / SuperGrok Heavy or X Premium+ plan, a legacy Cursor plan, or a self-serve Grok Business seat. X Plus, X Free, and SuperGrok Lite are not included.
- New users can start with a free trial: a usage credit with a 7-day window (it never turns into a paid plan on its own).
- Go to x.ai/bot and install the desktop app (macOS on Apple silicon) or the iOS app. Check the site for other platforms.
- Connect one app at a time (email, calendar, a work portal) and start with a low-risk task.
- Keep approvals and Auto Review on for sends, posts, purchases, and other sensitive actions.
- Turn your best one-off task into a routine that runs on a schedule (for example, a 7am inbox summary).
- Review your weekly usage and decide whether you need on-demand usage or top-ups.

Setup checklist: #2 Muse (Meta)

- Muse isn't available everywhere yet, and it is for adults (18+). Check availability at muse.ai.
- Sign up at muse.ai and enter invite code 1JR94P for free bonus credits.
- Pick a plan: Free (usage limit that refreshes; a payment card is required to start), Power (\$20/month), or Maximum (\$100/month). Prices checked on Meta's help center.
- Use it where you already are: iOS, Android, the web at muse.ai, WhatsApp, or the Mac app.
- Connect email and calendar first; add other connectors later, one at a time.
- Leave approvals on: Muse asks before sends, purchases, and sharing. Use one-time card numbers for purchases.
- Check the activity (audit) trail after the first few tasks.

Safety basics for any agent

- Turn on approvals so the agent asks before it sends, posts, or buys anything.
- Give the agent its own email or a delegate login instead of your main password where you can.
- Never let it move money without a one-time card or your approval.
- Check numbers before they go into taxes or payroll.

Top prompts by profession

Each section lists the jobs worth handing off first and the best copy-paste prompts. Replace everything in [BRACKETS].

Business owners

Hand off first: Morning inbox summary with draft replies; Polite reminders for unpaid invoices; Weekly competitor price check; Booking supplier meetings and travel; Review monitoring and reply drafts

Prompt 1 · Grok Bot

Every weekday at 7am, read my inbox from the last 24 hours. Give me a list: urgent, needs a reply, FYI. Draft replies for the 'needs a reply' group in my voice and wait for my OK before sending anything.

Prompt 2 · Grok Bot

Every Friday, check these competitor websites [LIST URLS] for prices on [PRODUCTS]. Put them in a spreadsheet with this week vs last week and flag any change over 5%.

Prompt 3 · Grok Bot

Find invoices in [ACCOUNTING APP/FOLDER] more than 14 days overdue. Draft a short, friendly reminder for each one. Show me the drafts; do not send.

Prompt 4 · Muse

Book a 2-night hotel near [ADDRESS] for [DATES] under \$[BUDGET], with free cancellation. Show me 3 options and ask before paying.

Stay safe: Turn on approvals so the agent asks before it sends, posts, or buys anything.

Doctors & medical offices

Hand off first: Non-clinical patient questions (hours, forms, directions) drafted for staff review; Vendor and supply research; Conference travel booking; Online review monitoring; Summaries of payer policy updates

Prompt 1 · Grok Bot

Each morning, list new online reviews of [PRACTICE NAME] on Google. Draft a short reply to each that never mentions any health details or confirms anyone is a patient. Wait for my approval.

Prompt 2 · Grok Bot

Research the 5 most-used scheduling tools for small medical offices. Make a table: features, whether they offer a BAA, and the price (write 'check the official site' if not listed).

Prompt 3 · Muse

Book my travel to [CONFERENCE] in [CITY] on [DATES]: a flight under \$[BUDGET] and a hotel within walking distance. Ask before paying.

Prompt 4 · Grok Bot

Summarize this payer policy update [PASTE OR LINK] in plain words for front-desk staff, in under 200 words. Mark anything that needs a clinician's review.

Stay safe: Do not paste patient names, records, or other protected health information into a tool your practice hasn't approved (check HIPAA/BAA terms).

Real estate pros

Hand off first: Daily new-listing alerts per buyer; Open-house follow-up drafts; Comps spreadsheets from public sites; Showing scheduling; Listing description drafts

Prompt 1 · Grok Bot

Every morning at 8am, check [LISTING SITE] for new listings in [AREA] matching [BEDS/BATHS/PRICE]. Put them in a sheet and draft a short email to [BUYER] with the top 3. Don't send until I approve.

Prompt 2 · Grok Bot

Tonight, draft a personal follow-up email to each open-house sign-in from [SHEET]. Mention the home at [ADDRESS] and offer two times for a call. Show me the drafts first.

Prompt 3 · Muse

Schedule showings for [ADDRESSES] on Saturday between 10am and 2pm, add them to my calendar, and email [BUYER] the times.

Prompt 4 · Grok Bot

Build a comps table for [ADDRESS] from public listing sites: last 6 months, within 1 mile, similar size. Include links to every source.

Stay safe: Check every number and fair-housing wording before anything goes to a client.

Trainers & coaches

Hand off first: Check-ins with clients who missed a session; Turning session notes into next week's plan drafts; Unanswered lead tracking; Class promo images; Session reminders

Prompt 1 · Grok Bot

Every Monday, look at [BOOKING APP/SHEET] for clients who missed a session last week. Draft a friendly, no-guilt check-in for each. Wait for my OK.

Prompt 2 · Muse

Turn this client goal into a 4-week plan I can edit: [GOAL, LEVEL, DAYS PER WEEK, EQUIPMENT]. Keep it simple and safe for a beginner.

Prompt 3 · Grok Bot

List any Instagram DMs or emails from new leads that I haven't answered in 24 hours, with a draft reply for each.

Prompt 4 · Muse

Create a square promo image for my new [CLASS] on [DAY/TIME] at [LOCATION]. Bright, simple, no small text.

Stay safe: You review every plan; the agent is not a medical professional.

Restaurants & bars

Hand off first: Review monitoring and reply drafts; Supplier price-sheet comparisons; Weekly specials post; Supply orders (with approval); Catering inquiry replies

Prompt 1 · Grok Bot

Every morning, check new Google and Yelp reviews for [RESTAURANT]. Draft calm, short replies. Never offer refunds or free food. Wait for my approval.

Prompt 2 · Grok Bot

Compare this week's supplier price sheets [ATTACH/LINK] with last week's. Flag any item that went up more than 5% and suggest a cheaper option if one is listed.

Prompt 3 · Grok Bot

Write this week's specials post for Instagram from my notes: [NOTES]. Under 60 words, one emoji, no prices unless I give them.

Prompt 4 · Muse

Order [ITEMS] from [SUPPLIER SITE] for delivery by [DATE]. Show me the cart total and ask before buying.

Stay safe: Turn on approvals so the agent asks before it sends, posts, or buys anything.

Auto businesses

Hand off first: Turning voicemails and web requests into job tickets; Review request follow-ups; Parts price comparisons; Appointment reminders; Promo posts

Prompt 1 · Grok Bot

Each evening, turn today's voicemail transcripts [PASTE/FOLDER] into rows in my job sheet: name, phone, car, problem, urgency.

Prompt 2 · Grok Bot

Two days after each finished job in [SHEET], draft a short review request text with my Google review link. Show me the drafts first.

Prompt 3 · Muse

Find [PART] for a [YEAR MAKE MODEL] from 3 suppliers. Compare price and delivery time and ask before ordering.

Prompt 4 · Grok Bot

Write 3 short posts for this week's promo: [OFFER]. Friendly, local, no ALL CAPS.

Stay safe: Turn on approvals so the agent asks before it sends, posts, or buys anything.

Retail shops

Hand off first: Competitor price checks; Reorder lists from sales exports; Weekly promo posts; Supplier email drafts; Review replies

Prompt 1 · Grok Bot

Every Monday, read last week's sales export [FILE] and list the 10 items to reorder, with quantities based on last week's sales.

Prompt 2 · Grok Bot

Check [COMPETITOR SITES] for prices on [ITEMS] and put them next to mine in a sheet.

Prompt 3 · Muse

Reorder [ITEMS] from [SUPPLIER] for delivery by [DATE]. Ask me before paying.

Prompt 4 · Grok Bot

Write a weekend sale post for [STORE] about [OFFER]. Under 40 words, friendly.

Stay safe: Turn on approvals so the agent asks before it sends, posts, or buys anything.

Travel & hospitality businesses

Hand off first: Guest message drafts; Review replies; Rate checks against nearby listings; Trip and itinerary planning; Booking with approval

Prompt 1 · Muse

Plan a 3-day trip to [CITY] for [PEOPLE] on [DATES] under \$[BUDGET]. Show flights and hotels with free cancellation and ask before booking anything.

Prompt 2 · Grok Bot

Every evening, draft replies to new guest messages on [PLATFORM] using my house rules [PASTE]. Wait for my approval.

Prompt 3 · Grok Bot

Every Friday, check nightly prices of 5 similar places near [ADDRESS] for next month and put them in a sheet next to mine.

Prompt 4 · Grok Bot

Draft friendly replies to this week's guest reviews. Thank people by first name and keep each under 50 words.

Stay safe: Muse asks before buying and uses a one-time card number; keep that on.

Lawyers & law firms

Hand off first: Calendar and deadline reminders from non-confidential info; Public court and rule-change monitoring; Intake form follow-ups; Marketing posts and newsletters; Travel booking

Prompt 1 · Grok Bot

Every Monday, check [COURT/BAR WEBSITE] for rule changes or notices posted last week and summarize them in plain words with links.

Prompt 2 · Grok Bot

Draft a friendly follow-up to people who filled out my intake form [SHEET] but didn't book a consult. No legal advice, just an invitation to schedule.

Prompt 3 · Grok Bot

Write a short monthly newsletter for my clients about [GENERAL TOPIC]. Add a line saying it is not legal advice.

Prompt 4 · Muse

Book my travel to [CITY] for a hearing on [DATE]: arrive the night before, hotel near [COURTHOUSE]. Ask before paying.

Stay safe: Don't share privileged or confidential client information with a tool your firm hasn't approved.

Trades & home services

Hand off first: Voicemail to job ticket; Quote drafts from your price list; Seasonal maintenance reminders; Parts ordering (with approval); Review requests

Prompt 1 · Grok Bot

Each evening, turn today's voicemail transcripts into rows in my job sheet: name, address, job type, urgency, best callback time.

Prompt 2 · Grok Bot

Draft a quote for this job from my price list [LINK]: [JOB NOTES]. Show the line items and total. Don't send.

Prompt 3 · Grok Bot

In [MONTH], draft a seasonal maintenance reminder to every customer in [SHEET] whose last service was over 11 months ago. Wait for my approval.

Prompt 4 · Muse

Order [PARTS] from [SUPPLIER] for pickup by [DATE]. Ask before paying.

Stay safe: Turn on approvals so the agent asks before it sends, posts, or buys anything.

Teachers

Hand off first: Lesson plan first drafts; Differentiated reading versions; Parent email drafts; Resource and article research; Quiz question drafts

Prompt 1 · Grok Bot

Draft a 45-minute lesson plan on [TOPIC] for [GRADE]: objective, warm-up, main activity, check for understanding, and exit ticket.

Prompt 2 · Grok Bot

Rewrite this passage [PASTE] at three reading levels (easier, on level, challenge). Keep the key facts the same.

Prompt 3 · Grok Bot

Every Sunday evening, list next week's lessons from my plan [DOC] and gather 2 free, reputable resources for each with links.

Prompt 4 · Grok Bot

Draft a friendly email to parents about [EVENT/UPDATE]. Under 150 words, clear date and time. Don't send.

Prompt 5 · Muse

Turn my goal 'grade all essays by Friday' into a day-by-day plan around my schedule this week.

Stay safe: Don't paste student names, grades, or records into tools your school hasn't approved.

Students

Hand off first: Source gathering for a topic; Study schedules; Flashcard and quiz drafts; Summaries of long readings; Deadline reminders

Prompt 1 · Grok Bot

Find 6 reputable sources on [TOPIC] (journals, government, or university sites). List each with a link and a 2-sentence summary.

Prompt 2 · Muse

Make a study plan for my [EXAM] on [DATE]. I can study [HOURS] a day. Put the sessions on my calendar.

Prompt 3 · Grok Bot

Turn these notes [PASTE] into 20 flashcards (question and answer).

Prompt 4 · Grok Bot

Quiz me on [TOPIC] one question at a time. Tell me what I got wrong and why.

Stay safe: Follow your school's AI rules; don't submit AI-written work as your own.

Creators

Hand off first: Trend and topic research; Script and caption drafts; Comment and DM triage; Sponsor email drafts; Posting schedule planning

Prompt 1 · Grok Bot

Every Monday, find 10 trending topics in [NICHE] from the last 7 days with links, and suggest a video angle for each.

Prompt 2 · Grok Bot

Write a 60-second script on [TOPIC] with a hook in the first 3 seconds and one clear call to action.

Prompt 3 · Grok Bot

Each evening, list comments and DMs that ask a question or mention a collab. Draft replies; don't send.

Prompt 4 · Muse

Create a thumbnail image for a video titled [TITLE]. Bold, high contrast, 3 words max.

Stay safe: Turn on approvals so the agent asks before it sends, posts, or buys anything.

Marketers

Hand off first: Weekly competitor ad and content checks; Report summaries; Campaign copy variations; SEO research; Social calendar drafts

Prompt 1 · Grok Bot

Every Friday, check [COMPETITOR SITES/SOCIALS] for new campaigns, offers, or posts this week. Summarize in a table with links.

Prompt 2 · Grok Bot

Write 5 subject lines and 3 short email versions for [CAMPAIGN] aimed at [AUDIENCE]. Plain English, no hype words.

Prompt 3 · Grok Bot

From this export [FILE], summarize last week's results: what worked, what didn't, and 3 things to test next.

Prompt 4 · Grok Bot

Build a 2-week social calendar for [BRAND] about [THEME] in a sheet: date, channel, post text, image idea.

Stay safe: Turn on approvals so the agent asks before it sends, posts, or buys anything.

Developers

Hand off first: Dependency and release-note monitoring; Bug repro and log triage; Docs and README drafts; Small scripts and tests; Research on libraries

Prompt 1 · Grok Bot

Every Monday, check the release notes of [LIBRARIES] for breaking changes since [VERSION] and list what I need to change, with links.

Prompt 2 · Grok Bot

Clone [REPO] on your computer, run the tests, and tell me which fail and the likely cause. Don't push anything.

Prompt 3 · Grok Bot

Write a README for this project [LINK]: what it does, setup steps, and one usage example.

Prompt 4 · Grok Bot

Compare [LIBRARY A] and [LIBRARY B] for [USE CASE]: maintenance activity, license, and a short code sample of each.

Stay safe: Give the agent read-only or scoped tokens, never your main credentials.

Freelancers

Hand off first: Lead and job-board monitoring; Proposal drafts; Invoice reminders; Client update emails; Calendar scheduling

Prompt 1 · Grok Bot

Every morning, check [JOB BOARDS] for new [SKILL] projects that match [CRITERIA]. List the top 5 with links and a one-line pitch for each.

Prompt 2 · Grok Bot

Draft a proposal for this brief [PASTE]: my approach, timeline, and 3 questions for the client. Leave the price as [PRICE].

Prompt 3 · Grok Bot

Every Friday, list unpaid invoices over 14 days old and draft a polite reminder for each. Don't send.

Prompt 4 · Muse

Find a 30-minute slot next week that works with my calendar and email [CLIENT] two options.

Stay safe: Turn on approvals so the agent asks before it sends, posts, or buys anything.

Ecommerce sellers

Hand off first: Product description drafts; Competitor price checks; Review and question replies; Inventory reorder lists; Supplier emails

Prompt 1 · Grok Bot

Write product descriptions for these items [LIST]. 80 words each, benefits first, no claims I can't prove.

Prompt 2 · Grok Bot

Every Monday, check [COMPETITOR STORES] for prices on [PRODUCTS] and put them next to mine in a sheet.

Prompt 3 · Grok Bot

Sign in to my [STORE PLATFORM] admin, list products with fewer than [N] units in stock, and draft a reorder email to [SUPPLIER]. Ask before sending.

Prompt 4 · Grok Bot

Each evening, draft replies to new customer questions and reviews. Never promise refunds; flag those for me.

Stay safe: Turn on approvals so the agent asks before it sends, posts, or buys anything.

Accountants & finance pros

Hand off first: Receipt sorting and categorizing; Client document reminders; Tax-rule change monitoring; Report first drafts; Meeting prep summaries

Prompt 1 · Grok Bot

Sort the receipts in [FOLDER] into categories [LIST] and build a summary sheet with totals. Flag anything you're unsure about.

Prompt 2 · Grok Bot

Every Monday in tax season, draft a reminder to clients in [SHEET] who haven't sent their documents. Don't send.

Prompt 3 · Grok Bot

Check [IRS/STATE TAX SITE] for guidance published in the last 2 weeks and summarize it in plain words with links.

Prompt 4 · Grok Bot

From this export [FILE], draft a one-page monthly summary for the client: revenue, expenses, and 3 things to watch.

Stay safe: Don't upload client tax or bank data to tools your firm hasn't approved.

Job seekers

Hand off first: Daily job-board searches; Tailored resume and cover letter drafts; Company research before interviews; Application tracking; Interview practice

Prompt 1 · Grok Bot

Every morning, search [JOB BOARDS] for [ROLE] jobs in [CITY/REMOTE] posted in the last 24 hours. Add the top 10 to my tracker sheet with links.

Prompt 2 · Grok Bot

Tailor my resume [PASTE] to this job posting [PASTE]. Don't invent experience; only reword what's there.

Prompt 3 · Grok Bot

Research [COMPANY] before my interview: what they do, recent news, and 5 smart questions I could ask.

Prompt 4 · Grok Bot

Act as an interviewer for a [ROLE] job. Ask me one question at a time and give feedback on each answer.

Stay safe: Never let an agent submit applications or share your ID numbers without your approval.

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