

# Idyllic Interactive | Create Your AI Personal Assistant

## Overview

Build your digital twin to simplify your days and reclaim your time.

Learn how to set up an AI assistant that helps you manage tasks, emails, goals, and creative ideas — all in one system. Combine ChatGPT, Zapier, and Notion for a seamless assistant that supports your lifestyle.

## Your AI Assistant Workflow

### 1. Define Your Assistant's Personality:

Example prompt: "You are my personal AI assistant named Ava. You help me plan my day, summarize emails, and create content ideas in my tone of voice."

### 2. Connect to Your Apps:

Use Zapier to link Gmail, Notion, Slack, and Google Calendar.

### 3. Create Routines:

- Morning Brief Prompt: "Summarize my top 3 priorities for the day."
- Weekly Wrap-Up Prompt: "Summarize this week's meetings and tasks."

## Recommended Stack

Task	App	Function
Smart Brain	ChatGPT / Gemini	Core assistant engine
Automation	Zapier / Make	Connect apps for auto workflows
Organization	Notion	Store outputs, task lists, and summaries
Scheduling	Motion / Clockwise	Auto-schedule tasks based on priorities
Voice Interface	ElevenLabs / Rewind	Add AI voice or recall features
Reminders	Todoist AI	Integrate task reminders

## Your Daily Assistant Flow

### Morning Routine:

Run your daily prompt, review summaries, and plan priorities.

### Evening Routine:

Ask your assistant to summarize the day's achievements and plan tomorrow's top focus areas.

