

FROM CHATBOT TO COWORKER

A beginner's guide to **AI agents**.

If you have only ever chatted with AI, you are using about ten percent of what it can do. This guide shows how a personal AI agent turns "ask me anything" into "consider it done." No jargon, no setup required to understand it.

The one idea: a chatbot answers, an agent acts

You already know the chatbot move. You type a question, it types an answer, and the conversation ends. An AI agent works differently. You hand it an outcome, and it does the work to get there: it plans the steps, uses tools, checks sources, builds things, and reports back when it is done.

The shift in one sentence

Stop asking for answers. Start handing over outcomes.

	Chatbot	AI agent
You ask for	An answer	An outcome
It does	Writes a reply	Runs the errands, checks the sources, builds the thing
After you close the app	Nothing	Keeps working and reports back
Best for	Quick questions	Real tasks with real deliverables

Meet your AI agent

What it is, where it lives, and why it beats starting fresh every time.

A personal AI agent is your own dedicated assistant with its own computer that keeps working between conversations. It remembers your context, keeps going in the background, and every conversation is one to one: just you and your agent. Examples include Muse (Meta's personal AI agent) and OpenClaw. This guide uses Muse as the running example, but the playbook works for any of them.

You reach Muse on the web at **muse.ai**, in the **iOS and Android apps**, or over **WhatsApp**. It is available in the US and Canada.

Think of it this way:

A chatbot is

A very smart stranger you meet fresh every time.

An agent is

A sharp assistant who already knows how you work.

Referral tip

New to Muse? Enter the code **DGC4EX** in Settings within 48 hours of joining. You will get 1 billion tokens, and so will the person who invited you.

See the difference: four before-and-after swaps

The fastest way to feel the shift is to watch a chatbot request become an agent request.

A The hotel hunt

Chatbot move

"What are some good hotels in Vegas?"

Agent move

"Find the best Sunday-night hotel deal near the Strip for September 27, under \$120, with free parking. Keep watching prices and tell me if something better shows up before Friday."

B The resume

Chatbot move

"Write me a resume summary."

Agent move

"Here is my work history. Build me a one-page resume tailored for office manager roles, and save it as both a PDF and a Word file."

Before-and-after, continued

C The side hustle

Chatbot move

"How do I start a side business?"

Agent move

"Research three side business ideas I can start with zero dollars and my background in customer service and design. Rank them by realistic first-month income and turn the winner into a one-page plan."

D The reminder that actually works

Chatbot move

"Remind me to call the dentist."

Agent move

"Remind me to call the dentist Tuesday at 9am. If I have not confirmed by 10, nudge me again."

The pattern

The chatbot version asks a question. The agent version hands over a job with a finish line.

What you can hand it today

Six kinds of work where the agent version beats the chatbot version every time.

● Research and comparisons

Deep dives with sources, price comparisons, best-of lists ranked by what actually matters to you.

● Documents and decks

Reports, spreadsheets, presentations, resumes, one-pagers. It writes them and hands you the file.

● Build simple things

Web pages, landing pages, small tools and prototypes you can open and use, not just read about.

● Watch things for you

Prices, inboxes, listings, schedules. It checks on a schedule and only pings you when something real happens.

● Keep you on track

Goals, trips, projects, reminders, morning briefings. It carries the plan so you do not have to.

● Draft your words

Emails, messages, posts, replies. It drafts everything and nothing goes out without your say-so.

How to prompt it well: the delegation recipe

Good agent prompts read like a good work assignment. Four ingredients:

1

The outcome. What does “done” look like? Name the deliverable.

2

The context. Dates, budget, links, background. The stuff it cannot guess.

3

The constraints. Budget, tone, length, what to avoid.

4

The check. For anything outward-facing, say “show me before you send anything.”

Vague

“Plan my trip.”

Delegated

“Plan a 3-day weekend trip to San Diego, October 16 to 18, \$600 total budget for two people. We like food and beaches and hate crowds. Give me a day-by-day plan with prices and links, and flag anything that needs booking ahead.”

Notice the second one does not just ask a question. It hands over a job with a finish line.

Staying in control: the approval card

How it keeps you in charge

Handing work to an agent does not mean handing over your judgment. When something needs your decision, you get an approval card that says exactly what it wants to do. Nothing moves until you say yes.

It will check with you before it spends money, sends a message, posts anything publicly, touches your accounts, or does anything hard to undo. Logins and keys go into a secure vault, never into the chat. You stay the decider. It stays the doer.

Your first week: five copy-paste starters

Do not start with "what can you do." Start with one of these.

1

Research something you are actually buying. "Research the 5 best noise-canceling headphones under \$200 and rank them by comfort for long calls. Include prices and links."

2

Turn messy notes into a clean doc. "Turn these notes into a clean one-page summary: [paste your notes]."

3

Set a daily briefing. "Every morning, check the news on [your topic] and send me a 3-bullet briefing."

4

Draft, do not send. "Draft an email to my landlord about the leaky faucet. Keep it short and polite. Do not send it."

5

Build something small. "Build me a simple one-page site for my side project. Keep it clean and mobile-friendly."

Getting started in three steps

1

Pick an agent and get the app. Start with Muse: open **muse.ai** on the web, or grab the iOS or Android app. If you live in the US or Canada, you are in. Tip: enter referral code **DGC4EX** in Settings within 48 hours of joining and you will both get 1 billion tokens. Other agents work the same way from here.

2

Start with one real task from the list above, not a test question. Real stakes teach you the workflow faster.

3

Manage it like a person. Give feedback the way you would to an assistant: "good, but shorter" or "redo this with the new dates." It learns how you like things.

Keep going

This is guide 001.

More PlugMyAgent guides are on the way. The free API catalog, the MCP server directory, and the component library are live now.

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