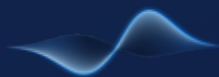


MissionOS User Guide

Know your next step.

VERSION 1.0



VACUUM STATE

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CHAPTER 1 Welcome to MissionOS

MissionOS turns what matters to you into a plan you can follow, then tells you the one thing worth doing next.

You tell MissionOS what you care about and what you're working towards. It weighs your deadlines, the order things need to happen in, your energy and your time, and suggests your next step. When plans change, the suggestion changes with them, and you can always see why it chose what it did.

The building blocks

Mission	One sentence about the life you're building. Everything else supports it.
Priorities	The areas that matter most, such as Health & Fitness or Creativity. Priorities weight every suggestion.
Projects	Goals with a target date, such as "Spring half marathon". A Project groups its Actions and earns a Project Score.
Actions	The concrete steps: "Buy running shoes", "Get three quotes". Actions are what Today suggests, scores and tracks.
Targets and Metrics	How you'll know a Project has worked: a number to reach, Actions to finish, a routine to keep, or your own judgement.
Routines	Things you do on repeat, like a morning stretch or reading before bed.
mOS	MissionOS's built-in guide. It helps you set up, answers questions about your plan and takes you through your weekly review.

No account needed. MissionOS has no sign-in. Your plan lives on your iPhone, and is copied to your own iCloud if you turn on iCloud Backup.

CHAPTER 2 Getting started

The first time you open MissionOS, Today is empty and offers a **Start here** card. Tap it, or go to **Settings > Getting started**, to build your plan with mOS.

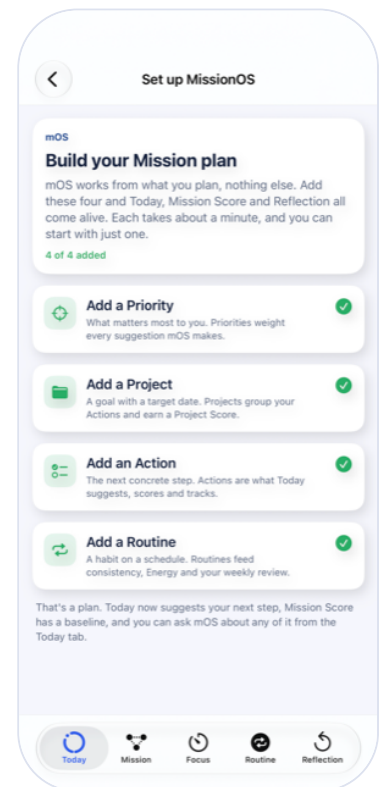
1. **Add a Priority.** What matters most to you.
2. **Add a Project.** A goal with a target date.
3. **Add an Action.** The next concrete step towards it.
4. **Add a Routine.** A habit on a schedule.

Each takes about a minute, and you can start with just one. Once there's something in your plan, Today suggests your next step, your Mission Score has a starting point, and you can ask mOS about any of it.

Moving around

Five tabs run along the bottom: **Today**, **Mission**, **Focus**, **Routine** and **Reflection**. The same four buttons sit at the top of each one:

- **Settings** (the gear), top left.
- **Capture Inbox** (the tray), with a badge when a recording is ready to review.
- **Capture** (the microphone), to record a thought or a meeting.
- **Ask mOS** (the speech bubbles), top right.



Getting started

CHAPTER 3 Today

Today answers one question: what should I do next?

Suggested next

The large card is the Action MissionOS thinks is most worth doing now, with its score out of 100, the Priority it supports and how long it should take. Tap **Open Action** to see it in full, or **View reasons** to see exactly what lifted it to the top: a deadline, a Priority, other work waiting on it, or a Project you've chosen to focus on.

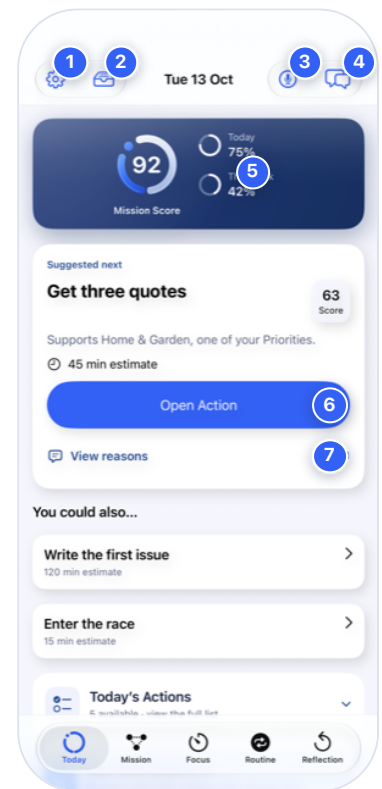
Below it, **You could also...** offers a couple of good alternatives, and **Today's Actions** opens the full list for the day.

Your score and your day

At the top, the Mission Score sits beside two rings: how much of today's planned work is done, and how much of this week's. On a day with nothing due, the ring says so ("Nothing due today") rather than counting it against you.

Capacity and Energy

Capacity compares the work you've planned with the time you've said you have (set it in **Settings** > **Planning & Capacity**). **Energy** is set by you, or estimated from Apple Health if you connect it. Both help MissionOS choose sensibly: a light task when you're tired, a deep one when you have the time.

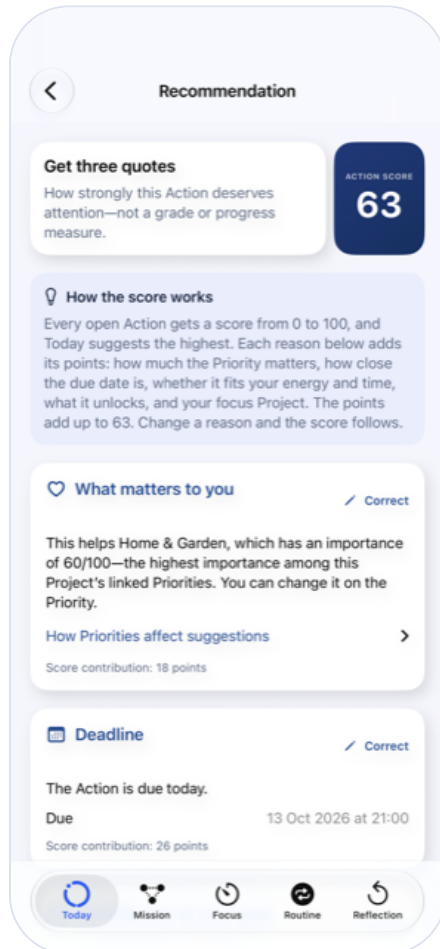


Today

- 1 Settings
- 2 Capture Inbox
- 3 Capture
- 4 Ask mOS
- 5 Mission Score and progress
- 6 Open the suggested Action
- 7 Why it was suggested

Why this was suggested

Tap **View reasons** on any suggestion to see how its score was built: how the scoring works, what matters to you (the Priorities it supports), its deadline, how much it contributes to your goal, and anything else that moved it up or down. Where a reason comes from a choice you made, such as a Priority, you can change it from here.



View reasons

Each part of the score, with what it means and how much it added.

CHAPTER 4 Your Mission, Projects and Targets

The **Mission** tab is your whole plan in one place.

- **My Mission** at the top, with your Mission Score and how many Projects are active. Tap the switch on the card to edit it.
- **Suggested focus:** the Project that most needs your attention now, with its score, due date and work remaining. **Why this Project?** explains the choice.
- **Projects and Targets:** switch between the two lists. Use + to add one and the arrows button to sort the list.

Inside a Project

A Project shows its Project Score, its due date, the Priorities it supports, progress on its Actions and anything that needs attention, such as an overdue Action. From here you can:

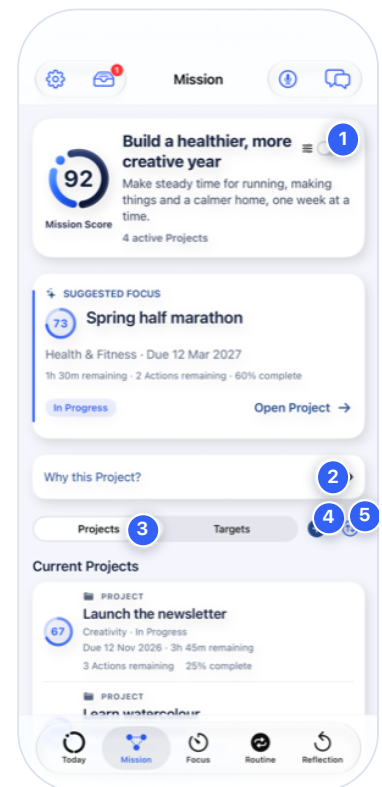
- see all its Actions and add more;
- open the **Project Timeline**;
- choose **Focus on this Project for a week**, which gives its Actions a fixed boost for seven days (you'll see it in their reasons);
- add Targets, and see how much work remains.

Targets

A Target is how you'll know the Project worked. It can be met when a Metric reaches a value (for example, a run of 21.1 km), when certain Actions are complete, when a routine has been kept, or when you say so. An Action can also wait for a Target to be reached before it becomes available.

Editing

Most screens open read-only so nothing changes by accident. Flip the switch in the top-right corner to edit; leaving the screen saves your changes.

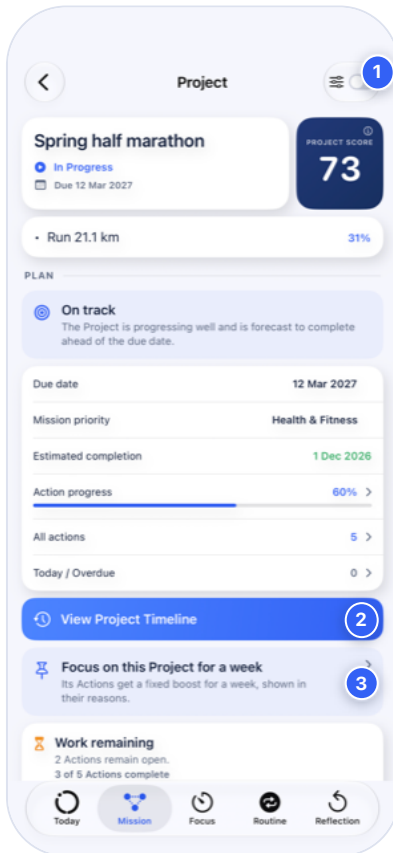


Mission

- 1 Edit your Mission
- 2 Why this Project?
- 3 Projects or Targets
- 4 Add a Project
- 5 Sort the list

A closer look

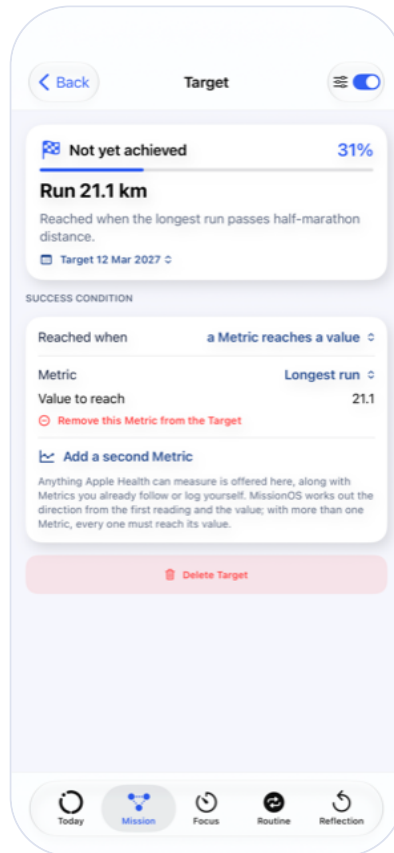
Tap any Project, Target or Priority to open it. Each one shows how it's doing and what it's connected to, and the switch in the top-right corner lets you edit it.



A Project

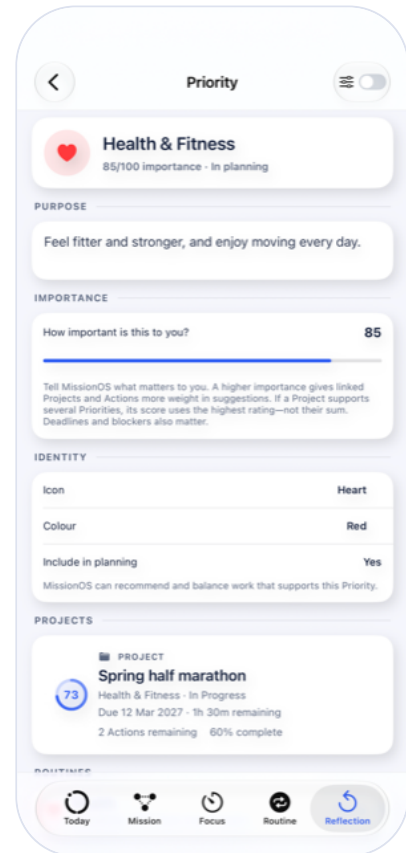
Its score, status and due date, its Target, and whether it's on track. Below are its plan, the Project Timeline and the work remaining.

- 1 Edit
- 2 Project Timeline
- 3 Focus on it for a week



A Target

What counts as reaching it (here, a Metric reaching 21.1 km), the value to reach and the target date.



A Priority

How important it is to you, its purpose, and the Projects and routines that support it.

CHAPTER 5 Actions

An Action is one concrete step. Its page shows everything about it.

- **Status and title** in the blue header, with a short description below.
- **Project** it belongs to.
- **Schedule**: estimated time, time recorded so far, due date and whether it repeats.
- **Before, after & completion**: what it depends on, what it unlocks, and what completes it (you, or a Health total, for example).
- **View reasons**: its current score and why.
- **Additional requirements**: the kind of work it is, where it happens, and any need such as daylight.

At the bottom: **Set up Focus session**, **Start timer** and **Complete**.

Dependencies

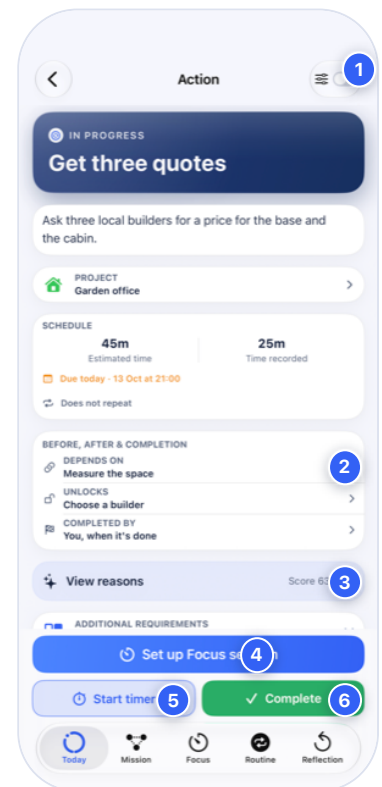
If "Choose a builder" depends on "Get three quotes", it won't be suggested until the quotes are in. Finishing one Action can unlock the next.

Notes, photos and documents

Each Action has a Notes page with dated notes and links, photos, and documents. You can attach PDFs, text, Markdown, CSV, Word, Excel, PowerPoint, Pages, Numbers and Keynote files, up to 20 MB each. Tap a document to preview it, or use its menu to share or delete it.

Location and daylight

Tap **Use current location** to label where an Action happens. If an Action needs daylight, MissionOS shows how long the light lasts where you are ("Daylight until 18:42") and won't suggest it after dark. See chapter 12.

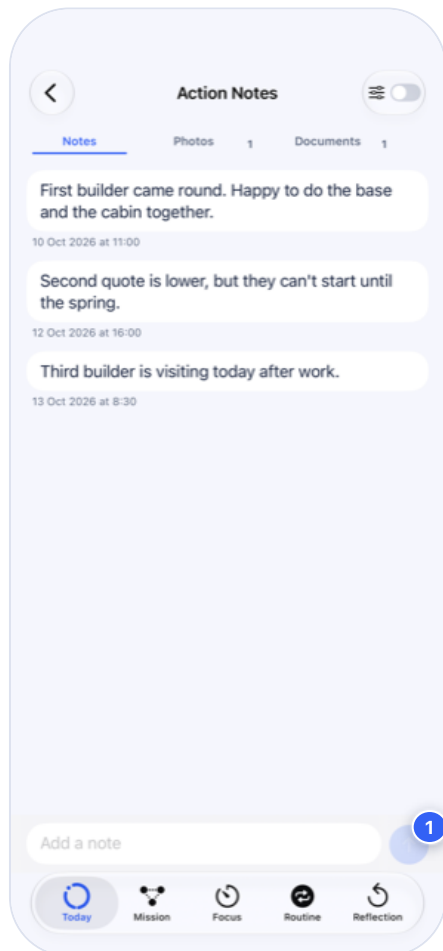


An Action

- 1 Edit
- 2 Depends on and unlocks
- 3 Score and reasons
- 4 Set up a Focus session
- 5 Start a timer
- 6 Complete

The Notes page

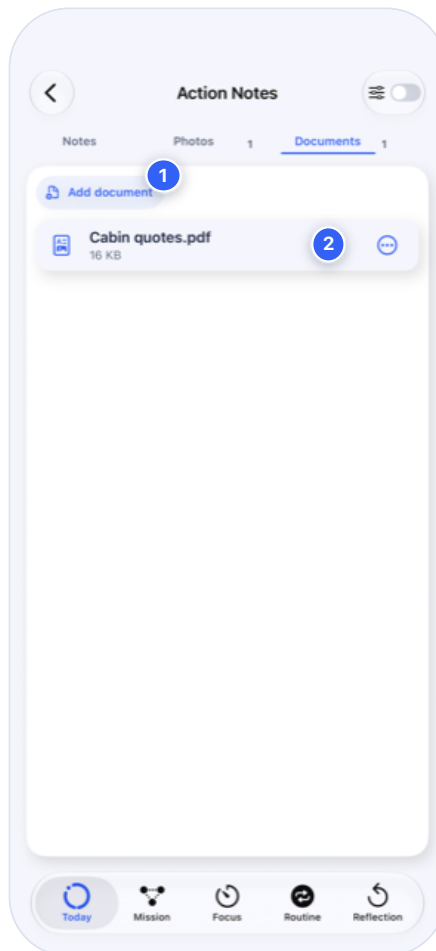
Open an Action's notes to keep everything about it in one place. Three tabs along the top hold Notes, Photos and Documents, each with a count.



Notes

Dated notes, newest at the bottom. Type in the box to add one; tap a note to edit it.

- 1 Add a note



Documents

Add document opens Files. Tap a document to preview it; its menu shares or deletes it.

- 1 Add a document
- 2 Open, share or delete

CHAPTER 6 Focus

Focus helps you give one thing your full attention, and records the time it really takes.

Start a session

1. On the **Focus** tab, choose **Actions**, **Routines** or **Free Focus**.
2. Choose your work.
3. Pick **Timer** (15, 25 or 50 minutes, or **Custom**) or **Stopwatch**.
4. Tap **Start Focus**.

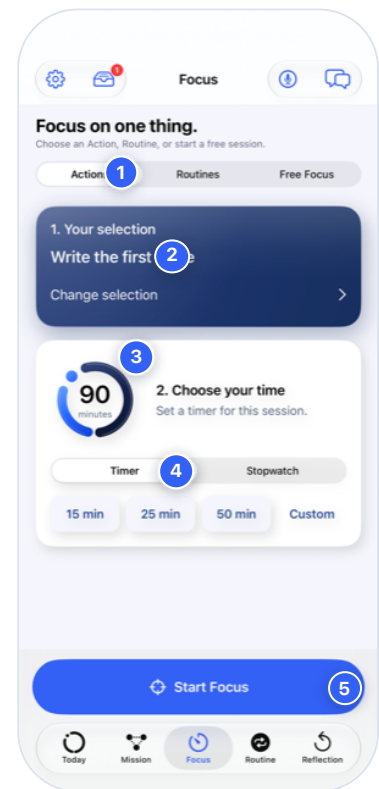
You can also start from an Action with **Set up Focus session**.

During a session

The timer fills the screen. **Pause** and **Resume**, **Finish** for now (your time is saved and the Action stays open), or **Complete** to finish and mark the Action done. **Details** opens the Action, and the notes button keeps session notes. **Reset focus timer** restarts the clock without deleting time already recorded.

Turn your iPhone on its side for a landscape view: the timer on the left, the details on the right, and the controls always in reach.

Swipe down (the arrow at the top left) to use the rest of the app while the session keeps running. Focus also shows on your Lock Screen, and you can run it from your Apple Watch.

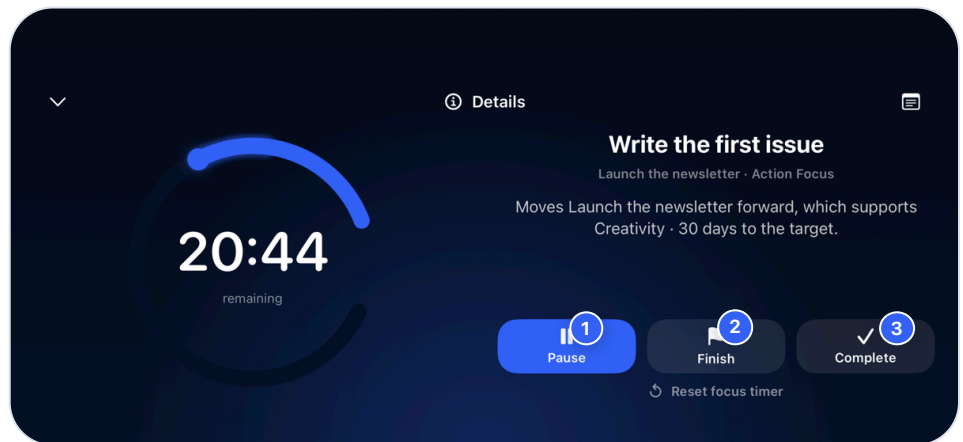
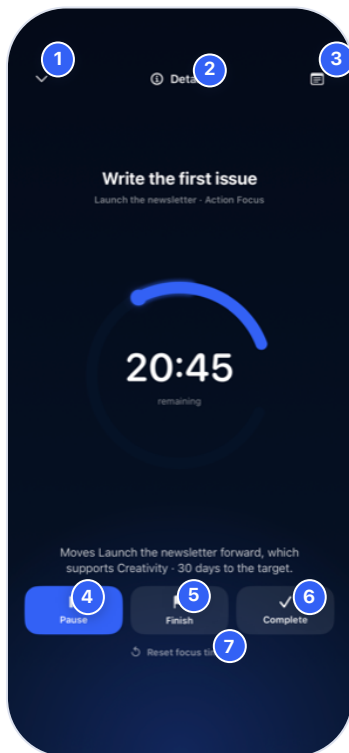


Setting up Focus

- 1 Actions, Routines or Free Focus
- 2 Choose your work
- 3 How long
- 4 Timer or Stopwatch
- 5 Start Focus

Focus mode

While a session runs, Focus mode fills the screen so there's nothing else to look at. The ring shows how much of the session has passed, and the clock counts down (Timer) or up (Stopwatch).



Focus mode, landscape view

The timer stays on the left and the controls stay in place. If there's a lot of detail, only the text on the right scrolls.

- 1 Pause
- 2 Finish for now
- 3 Complete

Focus mode, portrait view

What you're working on and why it matters, the timer, and Pause, Finish and Complete. Details and session notes are at the top.

- 1 Back to the app
- 2 Details
- 3 Session notes
- 4 Pause
- 5 Finish for now
- 6 Complete
- 7 Reset the timer

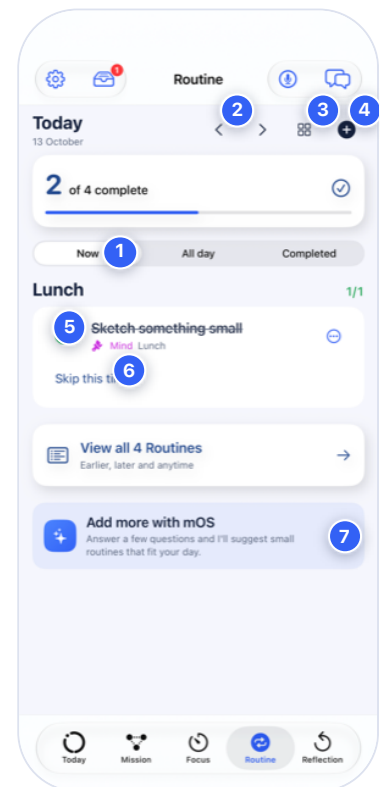
CHAPTER 7 Routines

The **Routine** tab shows today's routines and how many are done.

- **Now**, **All day** and **Completed** filter the list.
- Tap the circle to tick a routine, or **Skip this time** if it isn't happening today.
- The arrows move between days; the grid button shows your routine categories; + adds a routine.
- **View all Routines** lists every routine, earlier, later and anytime.

Not sure where to start? **Add more with mOS** asks a few questions and suggests small routines that fit your day.

With Apple Health connected, a routine such as "Evening walk" or "10,000 steps" can tick itself when the day's total is reached.



Routine

- 1 Now, All day or Completed
- 2 Previous and next day
- 3 Categories
- 4 Add a routine
- 5 Tick it off
- 6 Skip this time
- 7 Add more with mOS

CHAPTER 8 Capture

Get it out of your head. Capture records a thought, a meeting or a site visit, and turns it into Actions you choose to keep.

Record

Tap the microphone at the top of any tab, then **Tap to capture**. Tap again to stop. A recording can last up to three hours, and keeps going when your iPhone is locked. Recording other people may need their consent.

Review

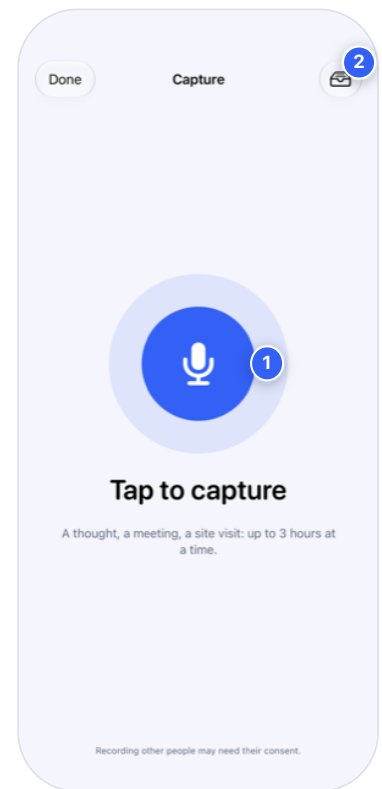
Your recording is transcribed on your iPhone. On iPhones with Apple Intelligence, MissionOS also reads the transcript and finds the Actions and their dates, the decisions and the open questions. When it's ready, the Capture Inbox (the tray at the top left) shows a badge.

Open the capture to see the summary and the suggested items. Nothing goes into your plan until you accept it. You can add it to an existing Project, start a **New Project from this capture**, play the original recording, or share it. A capture can also become a PDF report to send.

Other ways in

- Record on your Apple Watch; the recording is sent to your iPhone.
- Share a voice memo or audio file to MissionOS from another app.
- Set the Action button on your iPhone to Capture.

Without Apple Intelligence you still get the full transcript; the summary and suggestions need it.

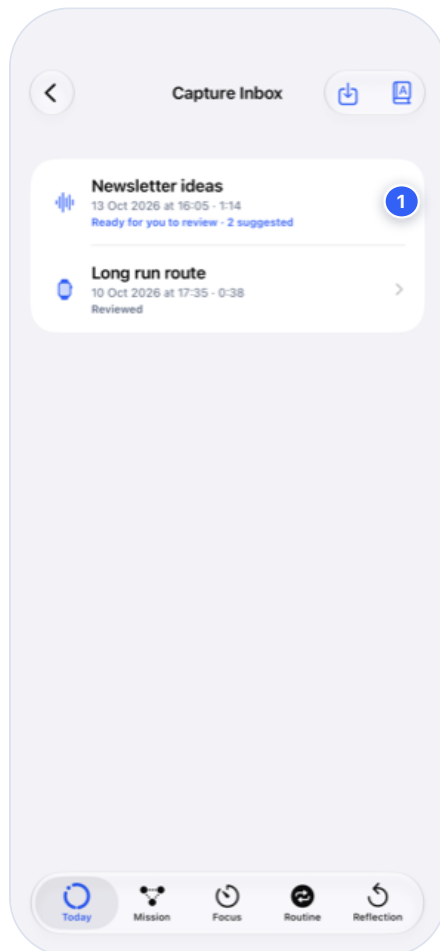


Capture

- 1 Start recording
- 2 Capture Inbox

Reviewing a capture

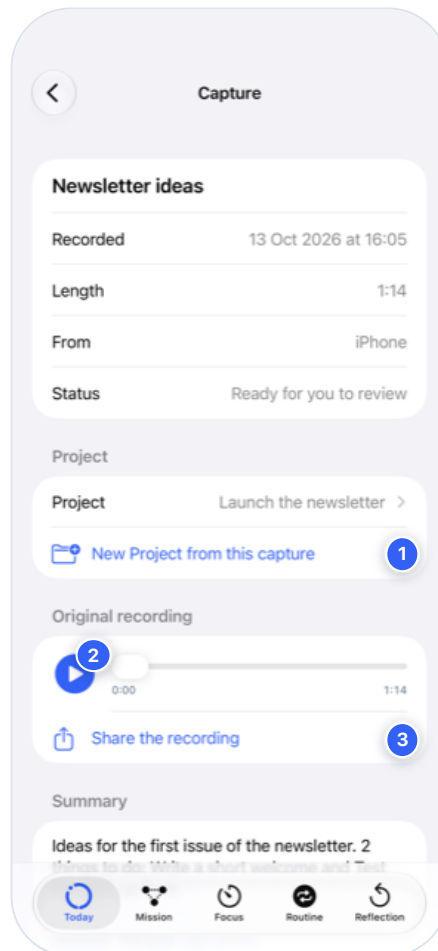
Captures wait in the Capture Inbox until you've looked at them. Nothing reaches your plan until you accept it.



Capture Inbox

Each capture shows when and where it was recorded, and whether it's ready for review or already reviewed.

- 1 Open a capture



A capture

Its details, the Project it belongs to, the original recording to play or share, and the summary with suggested Actions to accept.

- 1 New Project from it
- 2 Play the recording
- 3 Share the recording

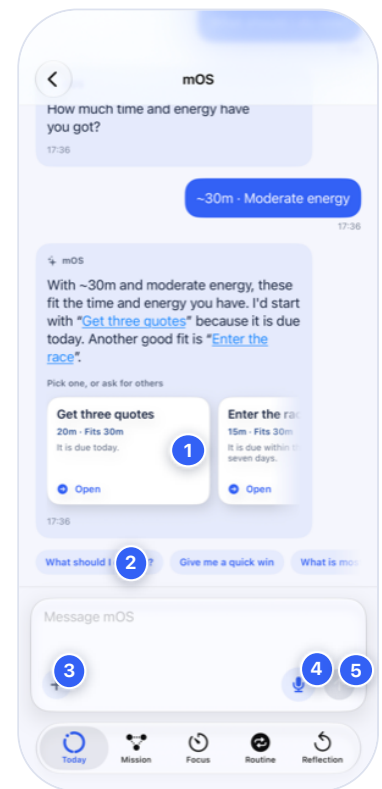
CHAPTER 9 Asking mOS

Tap the speech bubbles at the top right of any tab to talk to mOS. It opens with suggestions that fit where you are, such as **What should I do now?**, **Give me a quick win**, **What is most urgent?**, **What is blocking me?** or **What have I achieved?**. You can also type or dictate your own question.

mOS answers from your own plan, and runs on your iPhone. It can suggest changes, such as a new Action or a routine, but it always asks before anything is added or changed.

Drafting from a note, photo or file

Have a plan on paper, in a photo or in a document? With Plus, choose **Add from a source** when adding a Project: scan a page, choose a photo or file, or paste a note. mOS drafts a Project with its Actions, and you check the draft before anything is created.

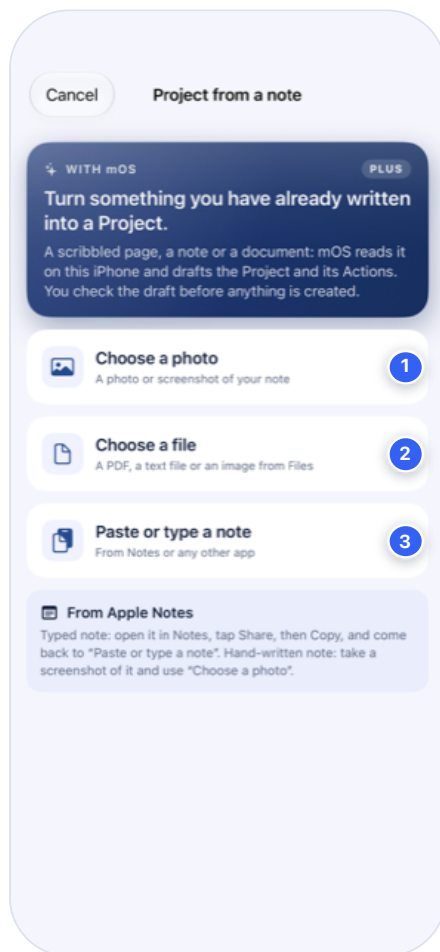


mOS

- 1 Open a suggestion
- 2 Ask a suggested question
- 3 Attach a photo or file
- 4 Dictate
- 5 Send

Turning a note into a Project

Choose where your plan is: a photo or screenshot of a page, a file such as a PDF, or a note you paste or type. mOS reads it on your iPhone and drafts a Project with its Actions. You check the draft, change anything you like, and only then is it created.



Project from a note

Choose a photo, choose a file, or paste or type a note. Text from Apple Notes can be shared straight in.

- 1 Choose a photo
- 2 Choose a file
- 3 Paste or type a note

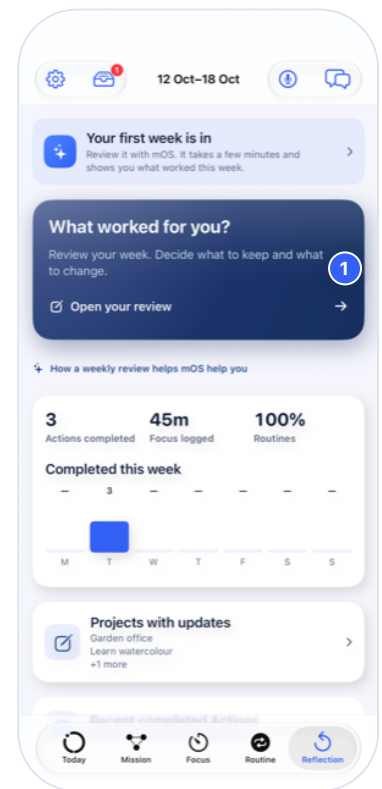
CHAPTER 10 Reflection and your weekly review

The **Reflection** tab looks back over your week: Actions completed, Focus time logged, how your routines went, a day-by-day chart, finished Projects and recent Focus sessions.

The weekly review

Once a week, **Open your review** takes you through it one card at a time: your Mission Score, what you completed, your routines, and what stood out. Then it asks what worked for you, and what you'd keep or change. It takes a few minutes. **Save draft** lets you finish later.

Your answers are kept with the week, so you can look back on them. If you change a Priority during the review, the change takes effect straight away.

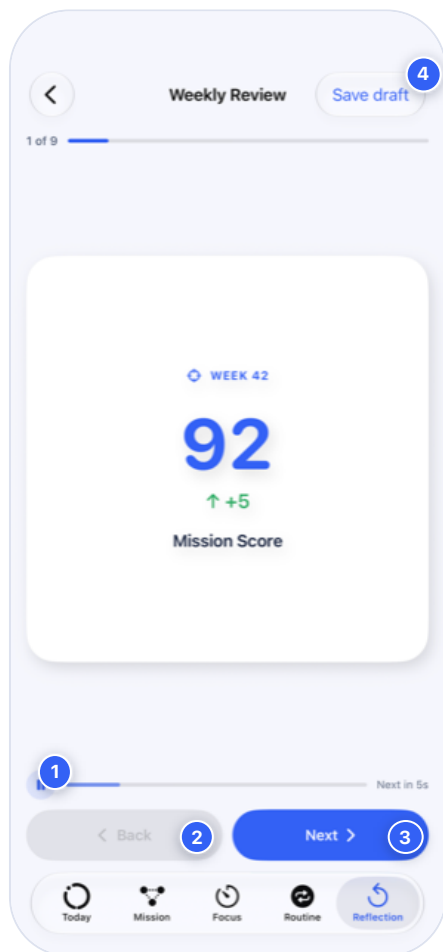


Reflection

1 Open your weekly review

Inside the weekly review

The review is a short sequence of cards. The bar at the top shows how far through you are. Each card moves on by itself after a few seconds; tap pause to stay on it, or use **Back** and **Next**.



The first card

This week's Mission Score and how it changed from last week. Later cards cover what you completed and your routines, then ask what worked.

- 1 Pause the cards
- 2 Back
- 3 Next
- 4 Save draft

CHAPTER 11 Mission Score and Project Scores

Scores show momentum. They're not grades.

- **Mission Score** (0 to 100) reflects progress across your whole plan. A new plan starts from a neutral point and grows as you complete planned work.
- **Project Score** shows how one Project is moving, given what's due and what's done.
- **Action scores** rank what to do next. They're why Today suggests what it does, and **View reasons** breaks them down.
- **Today and This week** rings show how much of the planned work for each period is done. A day with nothing due isn't counted as a missed day.

Tap any score to see what's behind it.

CHAPTER 12 Apple Health and daylight

Apple Health (optional)

Connect in **Settings** > **Health & Activity** and choose what MissionOS may read. It can then:

- estimate your Energy from activity and sleep;
- tick routines when a day's total is met, such as steps;
- complete an Action when a Metric reaches a value;
- follow Metrics for your Targets.

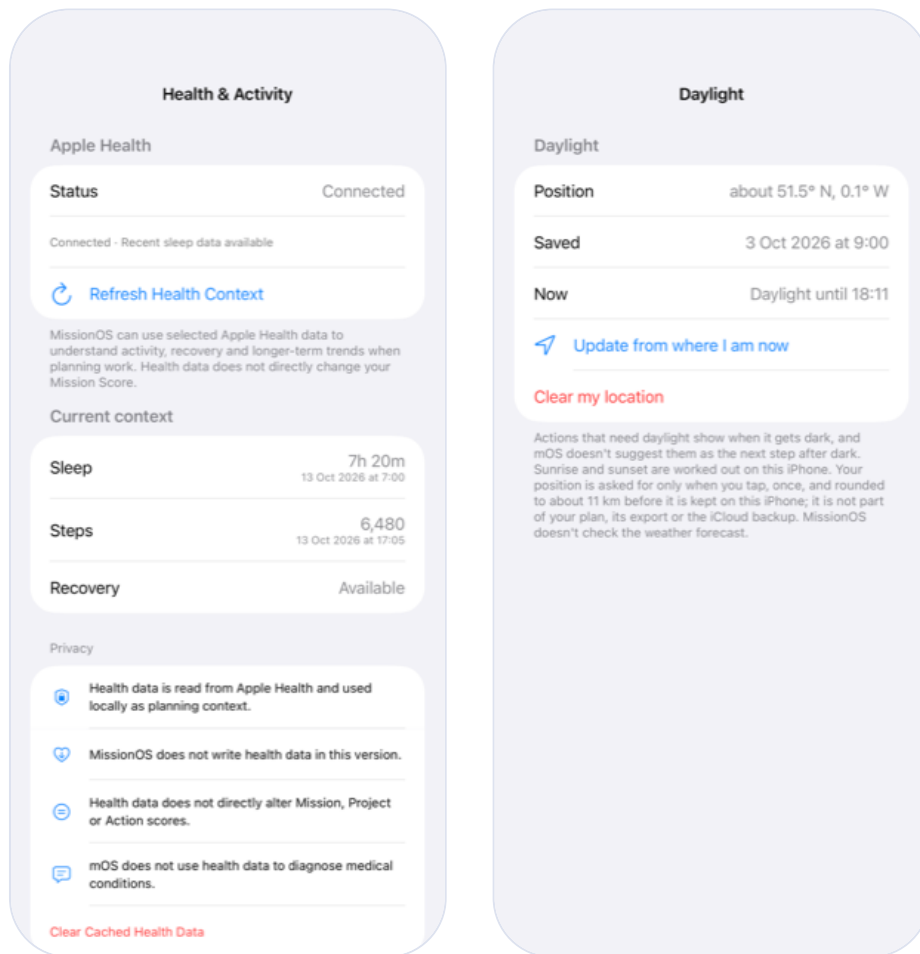
MissionOS only reads from Health and never writes to it. Health data stays on your iPhone and isn't included in iCloud Backup or exports.

Daylight

For Actions that need daylight, MissionOS works out sunrise and sunset on your iPhone. It asks for your location once, keeps only an approximate position (rounded to about 11 km), and never tracks you. Manage or clear it in **Settings** > **Daylight**. MissionOS does not check the weather: needs such as "Dry" are notes for you.

The settings

Both live under **Settings > Integrations**, and both can be cleared at any time.



Health & Activity

Whether Health is connected, the context MissionOS is using now (such as sleep and steps), and a summary of how Health data is used.

Daylight

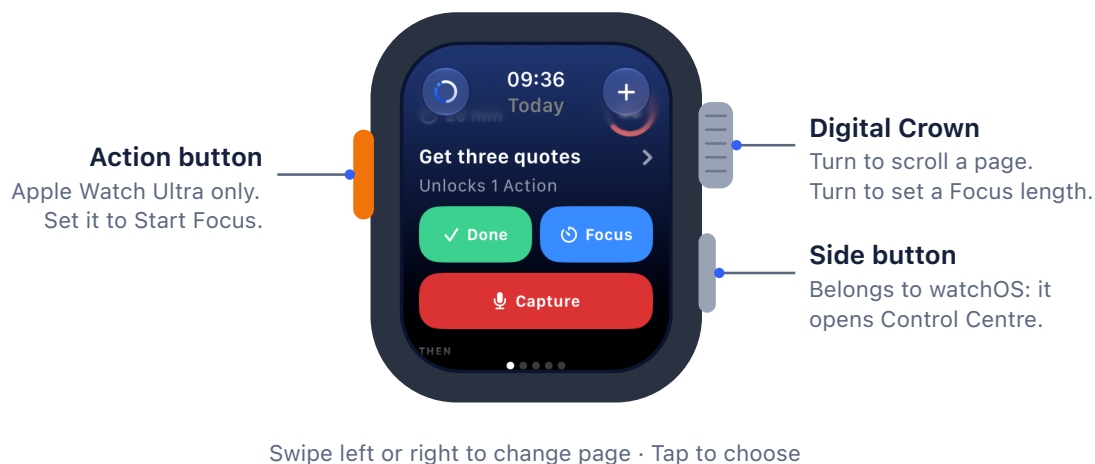
The approximate position in use, when it was saved, and today's daylight. Update it from where you are, or clear it.

CHAPTER 13 Apple Watch

Your next step on your wrist: do it, time it, tick off routines and see how your week is going, without taking out your iPhone.

Install MissionOS on your Apple Watch from the Watch app on your iPhone. The watch app works with MissionOS on your paired iPhone: your iPhone sends it a summary of your plan, and anything you do on the watch is sent back. If your iPhone isn't in reach, the watch says so and sends your changes as soon as it is.

The controls



Moving around

Swipe left and right between five pages: **Today**, **Projects**, **Focus**, **Routines** and **Score**. Turn the Digital Crown to scroll a page. At the top of every page, the MissionOS mark opens the watch settings, and **+** adds an Action (Plus): speak it, scribble it or type it, and choose its Project.

Today

Your next Action, with how long it should take and its score. Tap **Done** when it's finished, or **Focus** to work on it against a timer. Tap its title for **Log time** and, with Plus, **Add note**. Below are the Actions that come next, and **Capture** to record a thought or a meeting (Plus); the recording is sent to your iPhone to be transcribed.

Projects

Your open Projects with how far along each one is and how many Actions are left. Tap a Project to see the Actions that are ready now.

Focus

Choose an Action and a length, and start. When the time is up, mark it done, or log the time and leave it open. A Focus session started on your iPhone shows here too, in step, and you can complete or finish it from your wrist.

Routines

Your next routine, ready to mark done, then the rest of today's routines by time of day. If a Focus session is already running, **Open Focus** takes you to it.

Score

Your Mission Score, how many Actions you've completed today, how many routines are done, and this week's totals.

Away from your iPhone

You can keep using MissionOS on your watch when your iPhone isn't in reach. Anything you do, including Actions you add, waits on the watch under **Waiting for iPhone** and is sent as soon as your iPhone is back in reach. On your iPhone, Today then shows what you added on your watch, with **Add details** to fill in more, or **Looks fine**.

Double tap

On Apple Watch Series 9, Ultra 2 and later, tap your finger and thumb together twice. On Today, double tap marks your next Action **Done**. During a Focus session it presses **Pause** (or **Resume**), and when a watch timer has finished it presses **Mark done**.

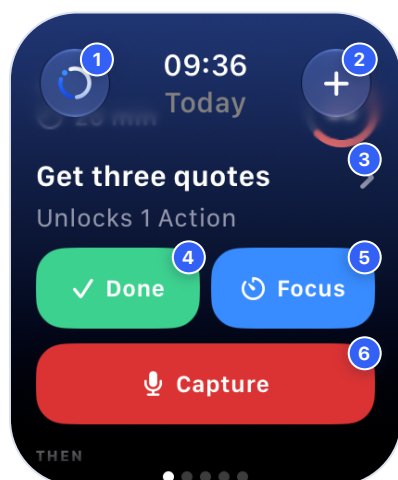
Settings, complications and the Action button

- **Settings** (tap the MissionOS mark): have the watch say your next Action out loud when you open MissionOS, or ask it to **Speak it now**, and **Refresh from iPhone**.
- **Complications** (Plus): add **Mission Score**, **Next Action** or **Routines** to your watch face.
- **Action button** on Apple Watch Ultra: in the watch's **Settings > Action Button**, choose **Shortcut**, then MissionOS **Start Focus** to start Focus on your next Action with one press. **Start Capture** is there too.

Free includes Today, Done, Focus, routines and your score on the watch. Plus adds Capture, adding Actions and notes from your watch, and live complications.

The five pages

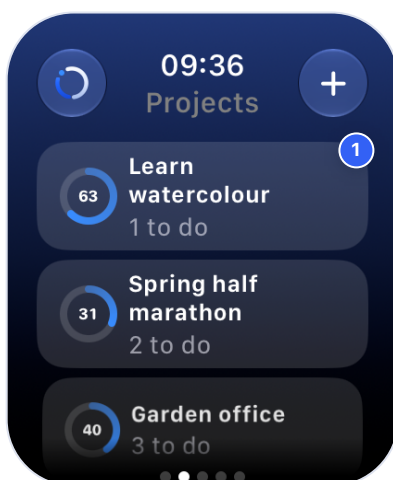
Swipe left and right to move between them; the dots at the bottom show which page you're on. When a page has more below, it fades out above the dots: turn the Digital Crown to see the rest.



Today

Your next Action, with Done, Focus and Capture.

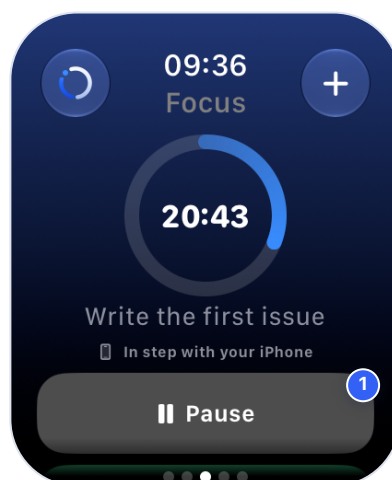
- 1 Settings
- 2 Add an Action
- 3 Open the Action
- 4 Done (or double tap)
- 5 Focus
- 6 Capture



Projects

Progress and what's left for each one.

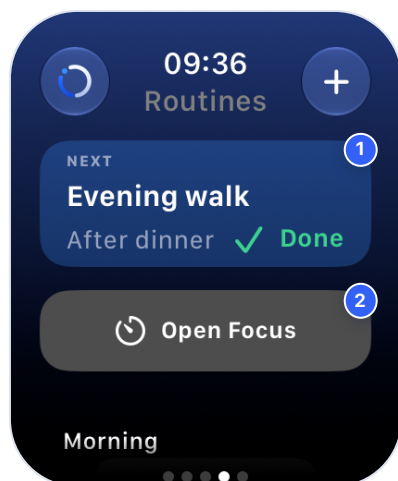
- 1 Open a Project



Focus

A timer on your wrist, in step with your iPhone.

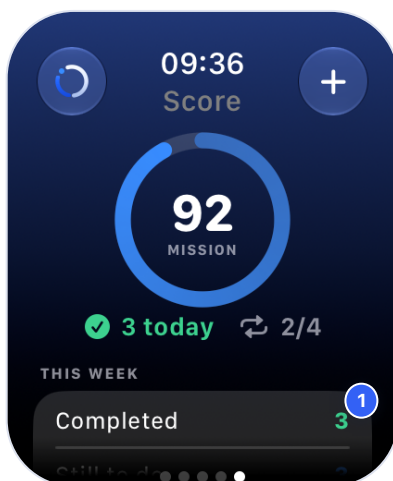
- 1 Pause (or double tap)



Routines

The next routine, ready to mark done.

- 1 Mark it done
- 2 Open the running Focus



Score

Your Mission Score, today and this week.

- 1 This week

CHAPTER 14 Widgets, Siri and shortcuts

Widgets and Lock Screen

Add MissionOS widgets to your Home Screen for your next Actions, today's routines and your Mission Score. A running Focus session shows on the Lock Screen.

Siri, Shortcuts and Control Centre

Ask Siri, or use the Shortcuts app or Control Centre, to **Start Focus**, hear **What's Next**, or start a **Capture**. The iPhone's Action button can be set to Capture.

Your data: backup, export and privacy

Saved as you go

MissionOS saves your plan on your iPhone after every change.

iCloud Backup

In **Settings > iCloud Backup**, automatic backup copies your plan to your own iCloud when you leave the app, if it has changed. It uses the iCloud account your iPhone is signed in to, so there's nothing to sign in to, and Vacuum State can't read it.

Turn on **Back up attachments** to include photos, documents, Capture recordings and Capture transcripts and summaries. Tick the kinds you want. Recordings back up on Wi-Fi only unless you change that.

On a new iPhone, MissionOS offers the plan from iCloud: tap **Use this plan**, then close and reopen the app. It never replaces a plan without asking.

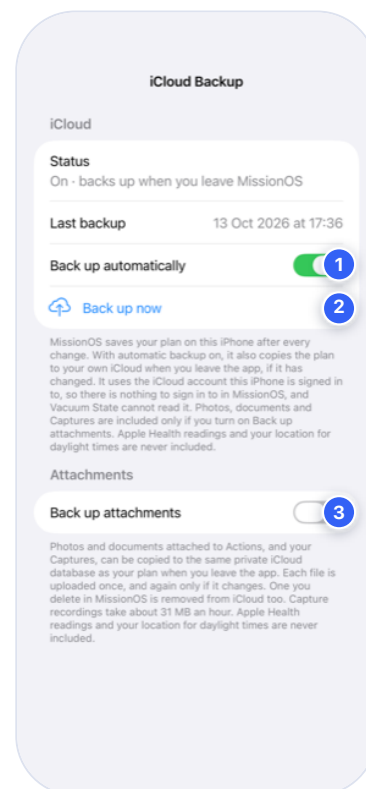
Export and import

Settings > Export & Import makes one file with your whole plan. Include photos, documents and Captures if you like. Import brings a file back in, which is handy for a one-off move between devices or a copy of your own.

Privacy in brief

- No account, no analytics, no adverts, no tracking.
- Suggestions, transcription and summaries run on your iPhone.
- Apple Health is read-only and never leaves your iPhone.
- Deleting MissionOS deletes everything it stored on your iPhone.

Read more in **Settings > Privacy**, or in the full privacy policy.



iCloud Backup

- 1 Automatic backup
- 2 Back up now
- 3 Back up attachments

CHAPTER 16 MissionOS Plus

MissionOS is free to use with up to three ongoing Projects. MissionOS Plus adds more.

FEATURE	FREE	PLUS
Ongoing Projects	3	Unlimited
Today, Focus, Routines, Reflection, mOS	✓	✓
Capture with transcripts	✓	✓
Capture summaries	Short recordings	Full meetings, with reports
Draft a Project from a note, photo or file	–	✓
Share to MissionOS from other apps	–	✓
Morning brief and weekly summary	–	✓
Apple Watch	Next Action, Done, Focus, routines, score	Also Capture, voice and live complications

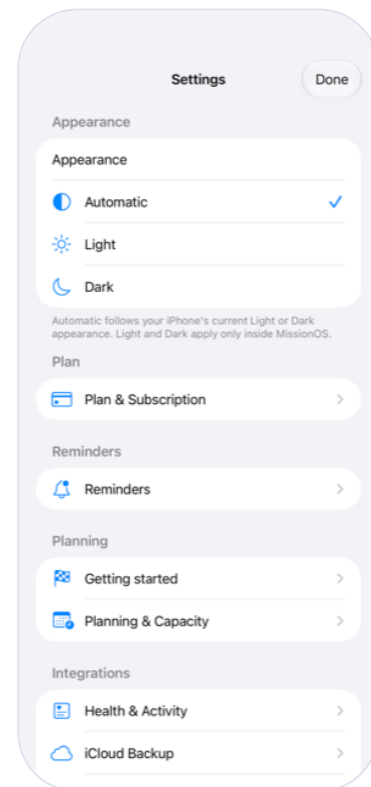
Try it free. Plus starts with a 14-day free trial of everything in Plus. After that it's £3.99 a month or £37.99 a year, charged to your Apple Account. It renews automatically unless you cancel at least 24 hours before the end of the period.

Manage or cancel in **Settings > Plan & Subscription**, which also has **Restore purchases**. If Plus ends, nothing is deleted: you choose up to three Projects to keep active and the rest are paused until you need them.

CHAPTER 17 Settings and help

Tap the gear at the top left of any tab.

Appearance	Automatic, Light or Dark.
Plan & Subscription	Your plan, Plus, and Restore purchases.
Reminders	Off by default. Turn on the kinds you want. Reminders are made on your iPhone.
Getting started	Set up your plan with mOS.
Planning & Capacity	How much time you have each week.
Health & Activity	Connect Apple Health.
iCloud Backup	Automatic backup and attachments.
Daylight	Your approximate location for daylight times.
Capture Inbox	Recordings waiting for review.
Export & Import	Your whole plan as one file.
Privacy, Terms, Help	The privacy summary, Terms of Use, Help & Support and Send feedback.



Settings

Help and support

Support: vacuumstate.co.uk/missionos/support

Email: hello@vacuumstate.co.uk

Privacy questions: privacy@vacuumstate.co.uk

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