

Everything Kept does, and how to do it well.

Written for Kept 1.8.1 on iPhone and Mac · Edition 2026-09-15 · kept.do/guide

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START

Welcome to Kept

What Kept is, the promise behind it, and the three moves that run the whole app.

Kept is a place to put what you mean to do, and a way to actually do it. You write one line. Kept files it as a task, an event, or a note, sets it beside your calendar, and shows you the three things that matter today. Over weeks, the record of what you kept becomes something you can point to.

You are reading the guide for Kept 1.8 on iPhone and Mac. Both apps share one account, so anything you capture on your phone is on your Mac within moments of either being online, and the other way around. A third chapter covers connecting the AI you already use, so it can read and write your Kept with your permission.

What Kept holds

Part	What it is for
Capture	One line in, the right thing out. The habit everything else is built on.
Today	The day at a glance: your calendar, your Top 3, and the habits you are keeping.
Tasks	Everything open, with the three that lead your day named and explained.
Notes	A calm editor for writing that should outlive the moment it was written in.
Habits	The practices you repeat, with honest timing and no punishing streaks.
Goals	The reasons behind the work, linked to the tasks and habits that move them.
Calendar	Apple and Google calendars beside what you plan.
Body	Meals, sleep, and training, and the trends that follow.
The Record	A quiet ledger of the days you kept your word.

Body is optional and chosen during setup. The Record is arriving gradually across beta accounts, so yours may not show it yet.

Three moves that run the whole app

- 1 Capture.** Tap the round button on iPhone, or press  **Space** on your Mac from inside any app. Type what is on your mind and add it. Kept decides where it goes, and shows you the decision so you can change it.
- 2 Read Today.** Open Kept and look at Today. It tells you what is next on your calendar, which three tasks lead the day and why, and which habits are still open.
- 3 Check things off.** Swipe a task, tap a habit, finish a focus session. Each one lands on the Record.

Learn those three and you can ignore the rest of this guide until you are curious.

TIP

Kept is opinionated about one thing: it never invents a date or a priority you did not give it. If a task leads your day, the card says why in a short line drawn from the task and the guidance you gave, never from a guess about urgency.

How to use this guide

Start with [Install and sign in](#), then [Get around Kept](#). After that, read the chapter for the part of Kept you use most. Every article says whether it applies to iPhone, Mac, or both. Press  **K** anywhere on this site to search.

BETA

You are using a beta build. Some things described here sit behind a rollout switch, and the guide says so when they do. When Kept behaves in a way this guide does not describe, that is worth a [bug report](#). Reports are read by a person and by the agents that help us triage, and they shape what ships next.

Kept is made by Thesis Labs in California. Thank you for being one of the first hundred.

START

Install and sign in

Install Kept on iPhone and Mac, sign in with Apple, Google, or an email code, and finish the five-minute setup.

One account works across iPhone and Mac. Sign in on either device first, and the other one recognizes you when you get to it.

Install Kept

iPhone. Get Kept from the App Store. If you are testing a pre-release build, it arrives through TestFlight instead; install TestFlight from the App Store, accept the invitation, and take each update TestFlight offers before you investigate a problem.

Mac. Download Kept from kept.do. It is one universal app for Apple silicon and Intel and needs macOS 26 or later. Open the ZIP, move Kept to your Applications folder, and open it.

Your account is separate from the app on the device, so updating or reinstalling never creates a new account or touches your data. The Apple Account that installed the app does not have to match the email you use inside Kept.

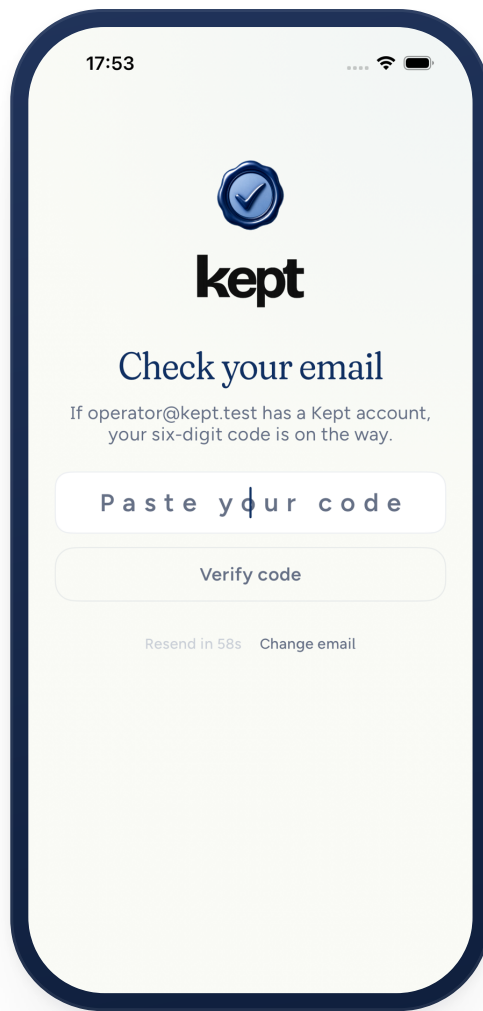
Sign in

Kept offers three doors, and they all lead to the same account.

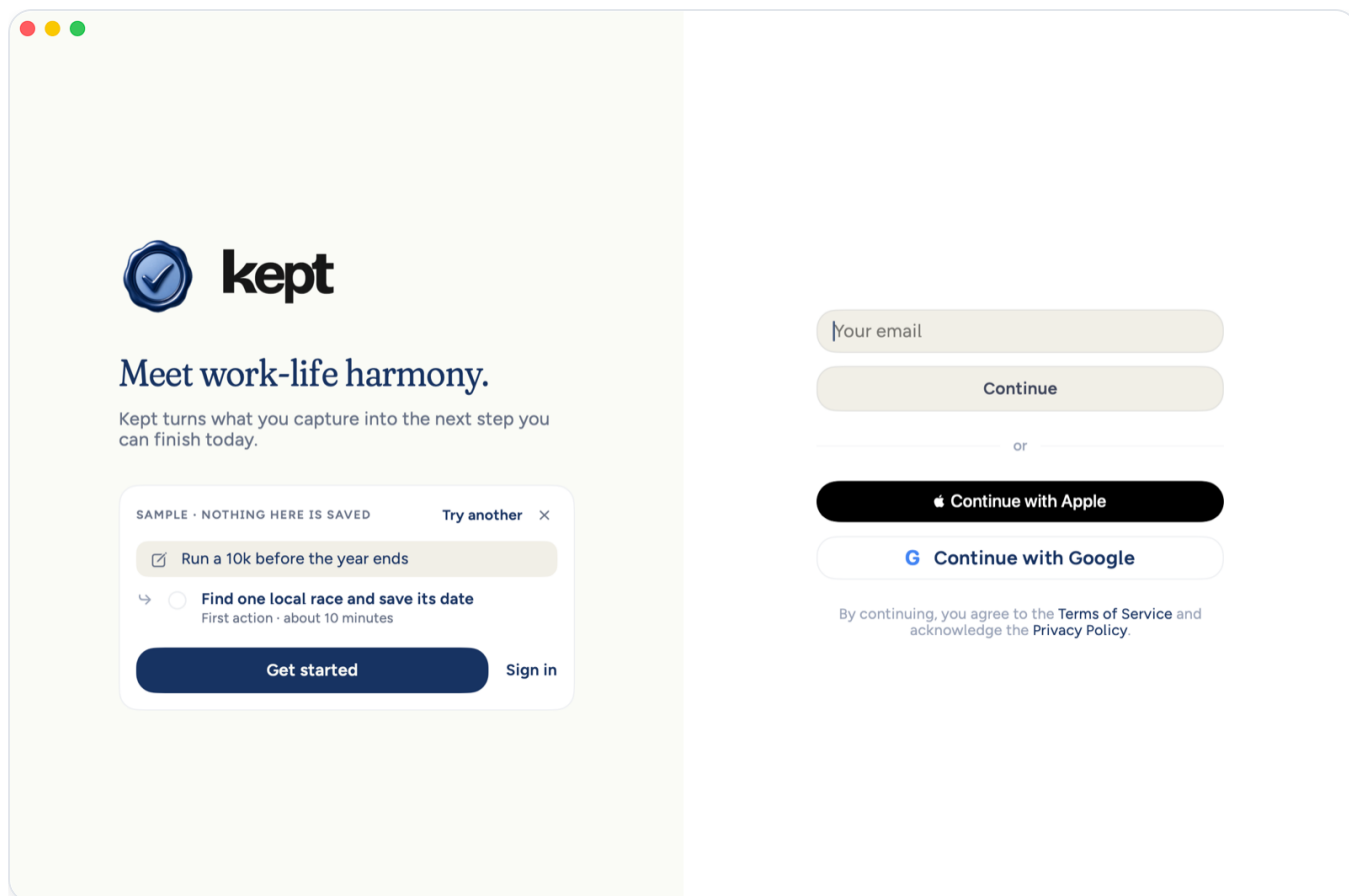
Continue with Apple. The fastest path on iPhone and in the Mac App Store build. Apple may offer to hide your email behind a relay address, and that works fine. The Mac app downloaded from kept.do offers Google and email instead, because Apple's direct-distribution channel does not carry Sign in with Apple.

Continue with Google. Uses the Google account you choose.

Email code. Type your email and tap **Continue**. Kept sends a six-digit code. Paste it and tap **Verify code**. There is no password to remember.

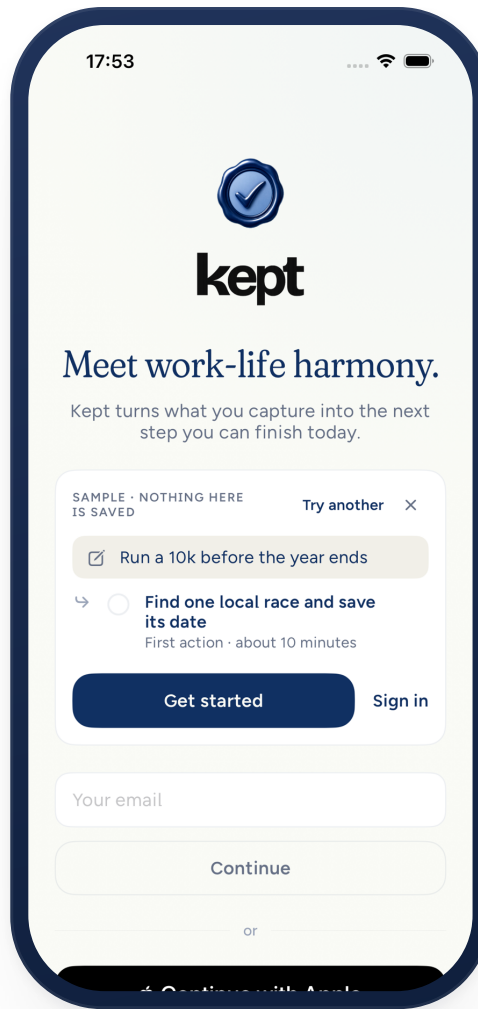


The code arrives by email. Paste it and you are in.



Kept for Mac greets you with a sample capture you can try before you sign in.

Continue with Apple or Google creates your account the first time you use it. An email code signs you in to an account that already exists, so use the email your invitation named. If Apple shares your name, Kept uses it during setup; change it any time from your Profile on iPhone or the identity card at the top of Settings on Mac.



Sign in with Apple, Google, or an email code. Every door leads to the same account.

CAREFUL Sign out only when you mean to change accounts. Each account keeps its own synced data and its own caches on the device. If something looks wrong, restart the app before you reach for Sign out.

Finish setup in five minutes

Setup runs once, on the first device you sign in on. It is short on purpose: two questions, then the app.

- 1 One focus.** *What needs your attention first?* Choose one of six: Career & Craft, Body & Health, Relationships, Growth & Mind, Wealth & Money, or School & Study. It becomes your first life area; add more any time in Profile → Life areas.

- 2 **One outcome.** *What would make progress feel real?* Write a goal in your own words, or tap a spark such as *Run a 10k this year*. Kept turns it into a first action of about ten minutes and shows it to you.
- 3 **Ready.** *One clear place to start.* Tap **Enter Kept** and your first action is already on Today.

Skip setup is available on the first step if you would rather start empty; Kept then begins with Today and a welcome task.

Permissions come later, in context: Kept asks for notifications the first time you set a reminder, for calendar access when you connect a calendar, and for Apple Health when you tap **Connect Apple Health**. Each request explains itself and can be skipped. Setup may also offer **Allow notifications**; **Not now** continues without them, and nothing about setup depends on the answer. Cloud AI stays off until you turn it on under Settings › Privacy › Cloud AI; nothing is sent to OpenAI or Anthropic before that.

Welcome back on a second device

Sign in on your Mac after setting up on iPhone, or the reverse, and Kept skips setup and opens on Today with your data. Device permissions, such as calendar access on the Mac, are asked for when you first need them. If you started setup on one device and did not finish, the Mac may ask you to finish on your iPhone; that is expected.

The invitation gate

Kept is invite-only during the beta. After your first sign-in, the app checks what your account may do. If it does not yet have access, you will see *Kept is invite only*. Tap **Have an access code?**, enter the code from your invitation, and tap **Use code**. Without a code, **Claim your spot** on iPhone or **Join the waitlist** on Mac holds you a place; every question on the iPhone form is optional. An access code opens the app; the shorter invite code some people receive only moves them up the list.

Once your account is through the gate, you never see it again, on any device.

If sign-in does not work

The code never arrives. Check spam, then tap **Resend code** once the short countdown ends. The screen says the code is on its way if the address has an account; it will not say whether the address is unknown, on purpose.

The app returns to the sign-in screen after you verify. Update to the current build and try again. If it persists, write to privacy@thesis.do with your build number.

Kept could not finish signing you in. The device could not load your profile in time. Tap **Try again**; if it keeps happening, check your connection and try once more.

You signed in with the wrong account. Sign out from Settings, then sign in again with the right one. Your data is on the account, not the device.

Next: [Get around Kept.](#)

Get around Kept

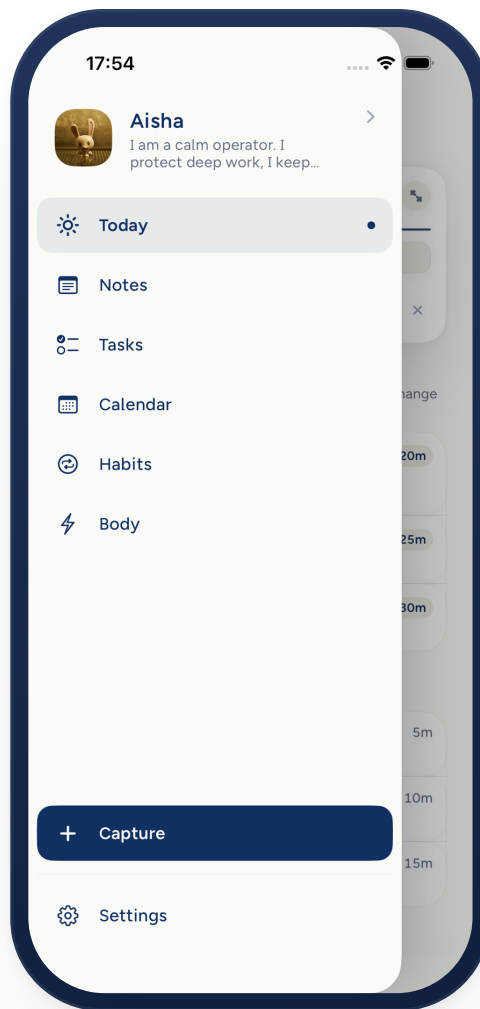
The drawer and the title menus on iPhone, the sidebar and command palette on Mac, and the one search that finds anything you kept.

Kept has a small number of places, and the way you move between them is different on each device on purpose, because a thumb and a keyboard want different things.

On iPhone

iPhone

Six destinations live in a menu that slides in from the left: Today, Notes, Tasks, Calendar, Habits, and Body. Tap your avatar at the top left of any main screen, or the screen's title beside it, and the menu opens with those rows, anything you have pinned, a **Capture** button, and **Settings** at the bottom. Swiping in from the left edge opens it too, unless you are inside a pushed screen, where the same swipe goes back.



Tap your avatar and the drawer slides in: Today, Notes, Tasks, Calendar, Habits, Body, then Capture and Settings.

Notes is the one exception. There, the title opens the list's own picker: **All notes**, **Daily notes**, **Folders**, **Tags**, and **Sort**. On Notes, the avatar is the door to the menu.

The round Capture button floats at the bottom of every main screen. It never moves, so your thumb learns where it is. A pushed screen, such as an open task, takes the whole display and the button steps aside until you come back.

Pull down past the top of most screens, Today, Tasks, Body, even Settings, a real pull, not a bounce, to open Quick Search. It greets you by the time of day and offers a few prompts. Type a few letters and Kept shows matching notes, tags, folders, today's events, habits, and what it remembers about you. Press the send arrow to hand the same words to Ask Kept. With a hardware keyboard, **/** opens Quick Search from anywhere. Notes and Tasks also carry a magnifying glass in the rail that filters the list you are looking at without asking Kept anything.

Kept remembers which destination you left. A warm relaunch returns you there, always at the root and never inside a pushed screen. A fresh sign-in lands on Today.

TIP

Body appears in the drawer only if you chose to track health during setup. Everything else is always one tap away.

On Mac Mac

The sidebar on the left lists Today, Calendar, Goals, Tasks, Notes, and Body in a fixed order, then **Pinned**, then Settings. Numbers reach them too, in the order of the **Go** menu:  **1** Today,  **2** Calendar,  **3** Notes,  **4** Goals,  **5** Tasks,  **6** Body.   opens Settings from anywhere.

Goals is a Mac destination in its own right. On iPhone, goals live in your Profile, one tap from your name at the top of the drawer.

The command palette is the Mac's front door. Press  **K** and start typing. It finds tasks, notes, events, and goals; jumps to any surface by name; moves your text into Capture with  ; and hands it to Ask Kept with  .  **F** opens the palette in search, except inside a note, where  **F** is Find in Note and   **F** searches all notes.

Open Notes and the sidebar changes character: it becomes the Notes library, with Today, Recents when you have them, All Notes, Daily Notes, your folders, and tags. The **Kept** row at the top, with its back chevron, returns you to whatever you were doing. The two sidebars never show at once.

Pin the things you return to. On Mac, right-click any note, folder, tag, or task and choose **Pin to Sidebar**. On iPhone, choose **Pin to Menu** from a note, folder, or tag, and it appears under **Pinned** in the menu; drag to reorder, long-press to unpin. Pins belong to your account.

  opens the shortcuts sheet inside the app, and [Keyboard shortcuts](#) reproduces it here.

Optional parts

Body is optional and is chosen during setup. **Settings → Habits on Today** decides whether habits appear on the Today screen. On Mac, **Settings → Sidebar** can tuck the Calendar row away. See [Modules and layout](#).

Where Settings lives

iPhone: tap your avatar, then **Settings** at the bottom of the drawer.

Mac: press  , or click the gear at the bottom of the sidebar.

Settings holds your profile, life areas, layout, appearance, notifications, calendars, the AI connection, Cloud AI permissions, and your account, plus Apple Health and Automations on iPhone and Keyboard and Meeting import on Mac. [Settings, explained](#) walks through every row.

Next: [Sync, offline, and pending changes](#).

Sync, offline, and pending changes

How one account stays the same on iPhone and Mac, what happens without a connection, and what the sync notice means.

Kept treats your devices as one account, not as two copies to reconcile. Everything you write lands on the device first, then travels to your account, then to your other device. Most of the time you will never notice the trip.

What syncs

Tasks, notes, habits and their check-ins, goals, events you create in Kept, connected Google calendars, meals, workouts, focus sessions, your daily plan, and your account settings sync through your account. So do reminder times, though each device schedules its own alert.

A few things stay on the device they belong to, because they belong there. Apple Calendar events you did not create in Kept are read on that device and never copied into your account. Apple Health measurements are read on iPhone and only the resulting summaries travel. Layout choices on Mac, such as which Today cards are compact, stay on that Mac.

Working offline

Capture, edit, and check things off as usual. Kept writes every change to a durable queue on the device and sends the queue when a connection returns. Repeated edits to the same item are folded so only the final version travels, and a change that was refused by the server comes back to you rather than quietly disappearing.

While you are offline:

Today still builds a plan from what the device already knows: due dates, reminders, goal links, priorities, and your own words. It grows when the cloud plan arrives.

Notes autosave locally. The note's status line on iPhone tells the truth in steps: *Editing, Saving., Saved on your phone*, then *Saved* only once that exact note has been accepted by your account.

Capture files a line as best it can on the device. Cloud routing catches up later and can refine the kind and fields, never the words you typed.

Widgets keep showing their last snapshot and say when it is stale.

CAREFUL Signing out clears the device's copy of your data so two accounts never mix. If changes are still waiting to sync, Kept tells you how many and asks you to wait. Take it up on that. The changes finish sending within moments once you are online.

Reading the sync notice

On Mac, a slim sync status sits under the toolbar at the top of the window. It says when changes are saving, shows **Saved** with the time once they have landed, offers **Retry** when something is stuck, and **Review** when the server refused a change. On iPhone a quiet bar appears only when something needs you: offline, still saving, stuck with **Retry**, or refused with **Review**. When all is well it shows nothing at all.

A brief outage is not a refusal. Offline, timed-out, and rate-limited writes stay in the queue and retry on their own. A refused write is rarer and means the server would not accept the change as written. Kept parks it and shows it in the review sheet with two honest choices: **Try again** sends the same change again, **Discard** lets it go. Waiting does not move a refused write; only you do.

If another device edited the same record first, Kept refreshes the record and tells you so: *This changed on another device. Kept refreshed it.*

When two devices edit the same thing

For most fields, the later edit wins and nothing is lost that you would want back. Notes are treated more carefully: Kept merges your later edit into the newer version when it can. When it cannot be sure, because a paragraph you were rewriting was

deleted elsewhere while you typed, it stops rather than guess, keeps a persistent notice on that note, and offers **Keep a copy**: your words become a private note in Notes before the shared one reloads. Nothing you typed is thrown away.

Force a refresh

You rarely need to. Kept refreshes and flushes its queue every time it comes to the foreground. If a device seems behind, leave the app and come back, or press **Retry** in the sync status. If the notice keeps returning, restart the app, then check for a TestFlight update.

CAREFUL The sign-out sheet is honest about refused writes. When some are waiting, its second button changes from **Wait for sync** to **Go back and review**, because waiting will not move a refused change; each needs a Try again or a Discard first.

Next: Capture, the one skill to learn first.

Capture

Write one line in plain words. Kept files it as a task, an event, or a note, and shows you the decision before it lands.

Capture is the habit the rest of Kept is built on. You do not decide where a thought belongs. You write it down the way you would say it, and Kept files it.

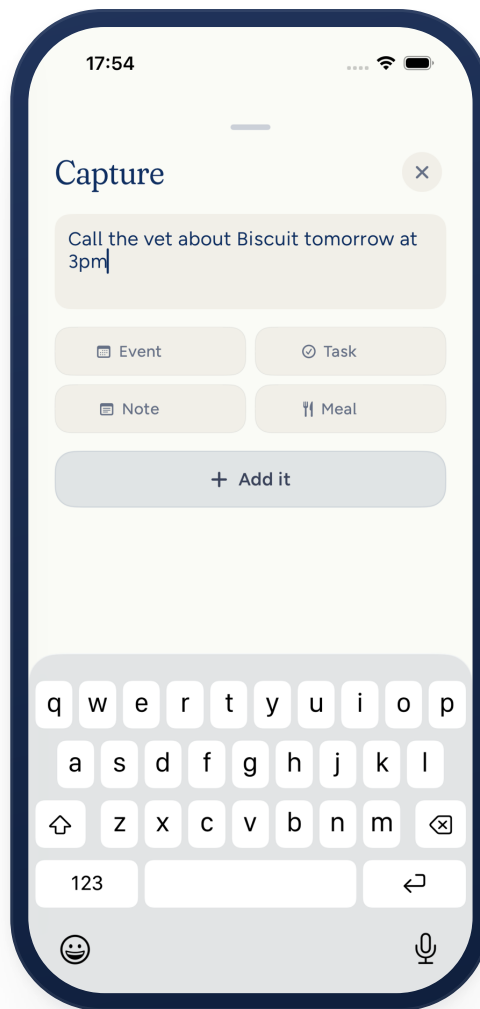
"Dentist Thursday 3pm" becomes an event on Thursday at three. "Renew the domain before it expires" becomes a task with a due date and a high priority, because your words carried both. "Idea for the garden: raised beds along the north fence" becomes a note tagged garden. You review the result for a second, and it lands.

Open Capture

iPhone. Tap the round button at the bottom of any main screen. Touch and hold it instead to skip detection and pick Task, Event, or Note directly, plus Meal when Body is on.

Mac. Press  **Space** from inside any app, or  **N** inside Kept. The global panel floats over whatever you are doing and disappears when you press Return.

Everywhere else. The Capture widget, the Capture control, the Action Button, and Siri open the same sheet. Widgets and controls also offer direct doors that skip detection: **Quick note**, **Add task**, **Log meal**. Hand **Capture in Kept** a line from Shortcuts and it files without opening anything. See [Widgets and controls](#).



One line in, and Kept has already read the kind, the due day, the time, and the area. Every guess is marked.

What happens to your line

As you type, Kept reads the line and lights up the kind it detects: Task, Event, or Note, and on iPhone a Meal when Body is on. Detected details appear as rows under your words: **Due**, **Priority**, **Area**, and for an event its time and calendar. A value Kept guessed is marked as a guess; tap any row to change it. On iPhone, tap the detected date, pick the day, and tap **Done** to come back to the sheet. A task's due row takes a day, and **Add time** gives it a clock when the deadline is a real hour, not just a date. Tap the kind pill to lock a different one.

The button at the bottom names what will happen: **Add task**, **Add event**, **Save note**, **Log meal**, or **Add it** while Kept is still deciding. Press it. The sheet closes, a short receipt confirms what was kept, and on iPhone Kept takes you to where the new item lives, Tasks, Calendar, or Notes, so you can see it land.

Two rules govern every capture:

Kept never invents what you did not say. A due date and a high or critical priority appear only when your words carry the cue. "Fix the failed charge" arrives undated with no priority, waiting for you to decide. The same bar applies later, when Kept fills in the details of a task in the background.

Your words are the title. The title you see in the sheet is the title that is saved. Kept trims only what it has already used: a leading label such as *task:* and, for an event, the words that named the date and time. A late refinement can add fields, never rewrite what you wrote.

TIP

Say the date you mean and leave the rest out. A date without a time becomes an all-day event, and the sheet tells you so. Add a time only when you have one.

Dates, times, and time zones

"Thursday 3pm" lands on the next Thursday at three.

"Friday" alone is an all-day event on Friday.

"10:30 AM EDT" is placed at that instant, and the sheet shows both that clock and your local time.

An ambiguous abbreviation such as CST stays as you wrote it until your region makes it clear.

On iPhone, tap a detected date to open the calendar, choose a day, and tap **Done**. Changing the day keeps your words and does not add a time to an all-day event.

Life areas and goals

Kept files a task or event under one of your life areas when your words point at one. If the right area does not exist yet, choose **Add area...** in the picker, name it, and Kept creates it on the spot. Undo is one tap away until you close the sheet.

An area is not a goal. Kept never attaches a captured task to a goal just because they share an area, even if it is the only goal in that area. Linking work to a goal is a deliberate act you take from the task or from the goal. See [Goals](#).

On iPhone, tap the detected date, choose the day, and press **Done** to return to Capture. The Done control remains readable in light and dark appearances.

Tags on the sheet

Suggested tags on the capture sheet are arriving gradually across beta accounts. Where they are on, a task or an event files by its area and shows no tags. A note keeps the tags Kept can ground in your own words: a subject or a name you typed, never a joining word like out, up, or in, a verb on its own, a pronoun, a day, or a number by itself. When nothing in the line names a subject, the note has no tag. Add or remove a note's tags any time in Notes.

Meals

Type what you ate and Kept detects a meal. "Two eggs and toast" looks each food up in a nutrition database and tells you anything it could not find. Snapping a photo of a plate is a separate path from Body; see [Meals, sleep, and training](#).

Where the thinking happens

Kept routes on your device first. On an iPhone or Mac with Apple Intelligence available, an on-device model detects the kind and pulls out dates for most lines without a network; Settings → Capture on Mac shows whether it is ready and opens System Settings if it is not. When you have allowed Cloud AI and you are online, a cloud pass refines the harder lines: an area that needs judgment, a priority read from tone, a line that holds several thoughts. With Cloud AI off, the cloud pass never runs and the on-device result stands.

If the cloud is unavailable, Kept keeps your line as the single best thing it can be on the device, and nothing is lost. A capture never depends on keeping the sheet open; the raw line is written to a durable inbox on the device the moment you add it.

PRIVACY With Cloud AI allowed, routing sends the line you typed together with the context it needs to file it: today's date, your time zone, the names of your life areas, and the calendars you have connected. With Cloud AI off, capture stays on the device; ordinary account sync still runs so your other device gets the result. [Cloud AI, explained](#) has the full picture.

Fix a wrong guess

Kept will sometimes choose the wrong kind or miss an area. The fix is always the same: open the saved item and change it. Your correction becomes the record. If you wish Kept had asked, it is easier to lock the kind before you press Add: tap the kind on iPhone, or press  **1**,  **2**, or  **3** on Mac for Event, Task, or Note.

Undo on the receipt takes a just-added task back without a confirmation dialog. If Undo cannot finish, the task stays and you can try again.

Capture more than one thing

Write several thoughts in one breath, separated by periods or new lines, and Kept can file each one separately. This needs Cloud AI and is rolling out; if your account has the single-item route, or you are offline, the whole line files as one item and you can split it by hand.

TIP Every Capture door is also a Shortcuts action. Hand **Capture in Kept** a line of text from a Shortcut and it files without opening the app, and reports what it made.

Next: [Capture on Mac](#) covers the keyboard-only flow in detail. [Today and your Top 3](#) shows where captured tasks go.

Capture on Mac

Summon Capture over any app with one chord, lock the kind with Option and a number, and commit with Command Return.

The Mac is where Capture disappears into muscle memory. You are in your editor, your browser, a video call. A thought arrives. You press one chord, type, press Return, and you never left.

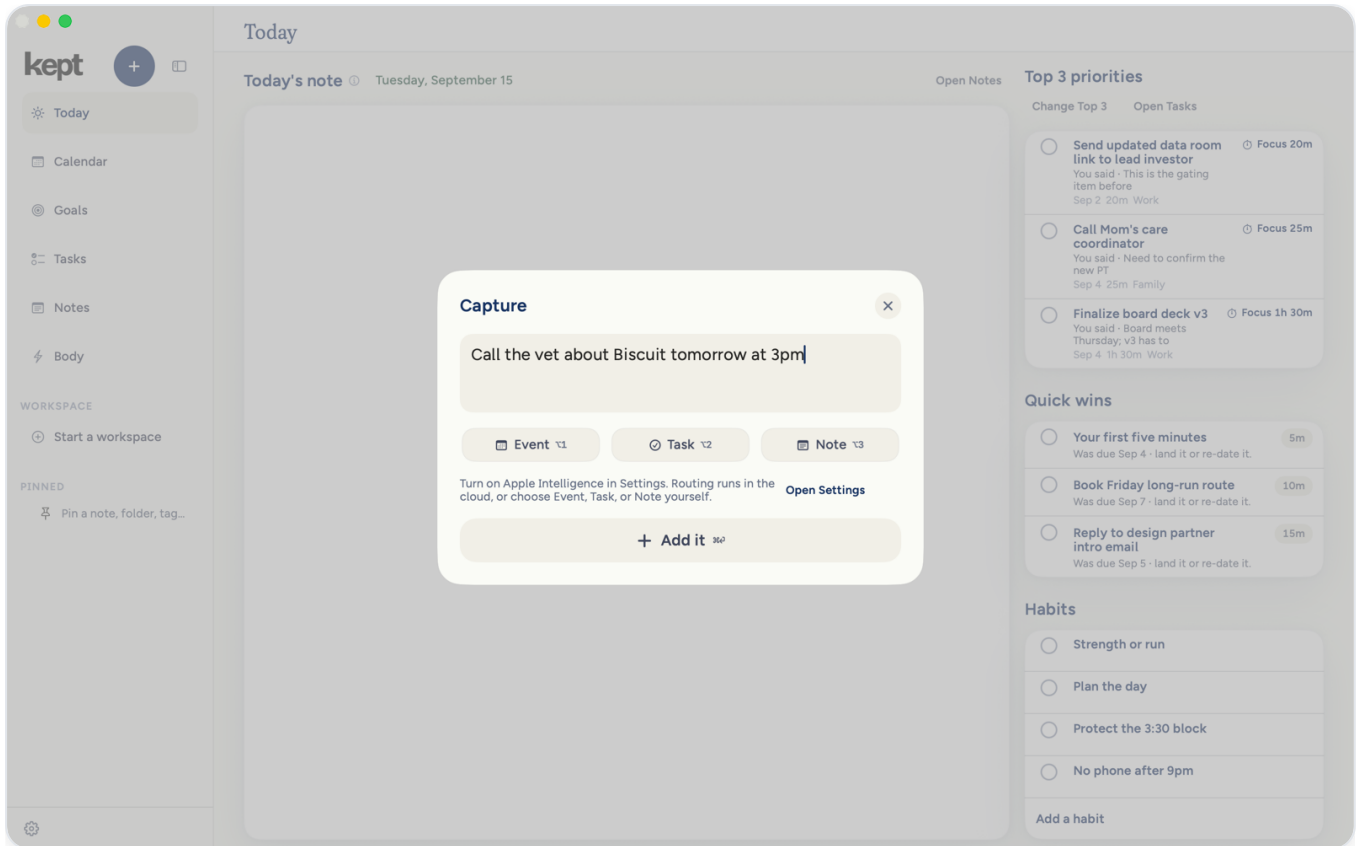
The global shortcut

Press  **Space** from anywhere on your Mac. The Capture panel appears over your current app, already focused. Type your line, press , and it is kept. Press  to dismiss without saving; an unfinished line is restored the next time you summon the panel, with a quiet *Picked up where you left off*.

The panel needs a signed-in account that has finished setup, because routing needs your life areas. Before that, the chord does nothing.

The panel does not bring the main Kept window forward, and it does not steal focus from the app you were in once it closes. That is the whole point.

If another app already uses Option Space, change one of them. In Kept, open **Settings** → **Capture** and record a different chord under **Global capture hotkey**. Older installs may still have Control Space from an earlier default; the same setting shows what is current.



The capture panel reads your line and offers Event, Task, or Note; Add it commits.

Inside the window

 **N** opens Capture inside the Kept window, the same sheet with the same behavior. The round button at the top of the sidebar does the same thing with a click. The command palette gets you there too: press  **K**, type your line, and   moves it into Capture with the text already in place; press  once more to keep it.

Lock the kind without leaving the keyboard

While the panel is open, hold Option and press a number to force the kind:

Keys	Kind
 	Event
 	Task
 	Note

The locked kind stays for this capture. Release it by pressing the same chord again, and detection takes over. A kind whose module you have turned off in Settings is not offered, so a Notes-off account sees only Event and Task.

An event can pick its calendar inside the panel, and a **Repeat** rule when the destination allows one; Repeat explains itself when it cannot. **Add area...** in the area picker creates a new life area on the spot, with Undo until the panel closes;  inside that field cancels the new area first, then the panel. A note offers **Keep and open**, which saves it and lands you in Notes with the caret ready.

  commits from anywhere in the sheet, including while a picker is open.

Capture from the menu bar

Kept keeps a small item in the menu bar. Click it for a compact window with a capture field, what is up next, today's habits, and focus controls. It is the same routing and the same account as everything else. If your account has not finished loading, the window tells you to open Kept rather than showing stale actions.

The Services menu

Select text in any app, right-click, and choose **Services → Save to Kept**. The selection is saved straight into Notes as a note titled Saved to Kept, without opening the panel. It works for text files and transcripts too, including .txt, .md, .vtt, and .srt. Kept needs to be signed in with Notes on; otherwise the service says so rather than saving somewhere you cannot see. It is a good way to keep a paragraph from an email or a meeting transcript without retyping it.

What is different from iPhone iPhone

The Mac panel does not show note tags. Kept still grounds them the same way; find and change them on the note in Notes.

There is no deep-press quick log. Use  **1**,  **2**,  **3** instead.

The panel offers Event, Task, and Note. To log a meal on Mac, type it on the Body page, where Read it and Log it live. Body on Mac has no camera capture.

TIP

Capture on Mac joins Handoff. Start a line on your iPhone, glance at the Dock on your Mac, and the Kept icon there opens the same capture with your words waiting.

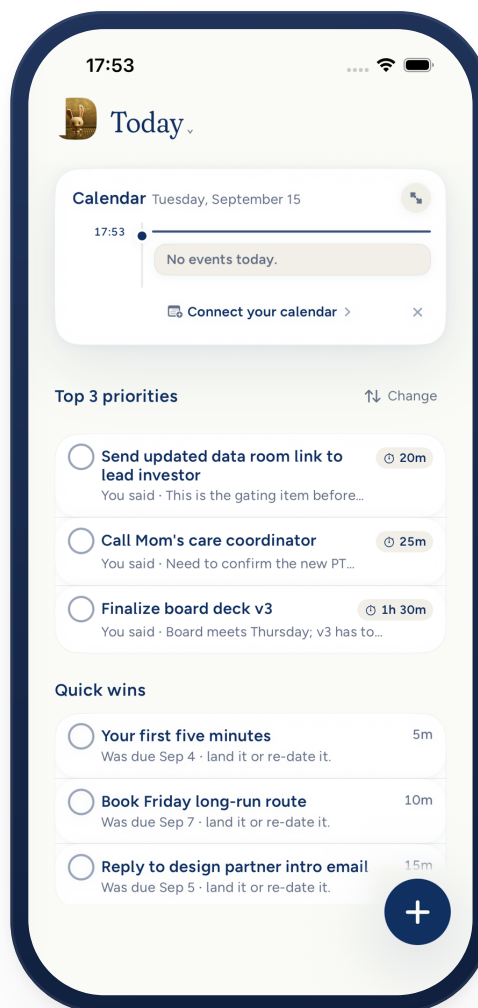
Next: [Today and your Top 3](#).

TODAY AND TASKS

Today and your Top 3

Today shows the day as it is. The Top 3 names the tasks that lead it, and says why in words that point at the task itself.

Today is where a fresh sign-in lands, and where most days start. It answers two questions before you have finished your coffee: what is on the calendar, and which three tasks lead the day.



Today: the day's calendar, your Top 3 with the reason under each, Quick wins, and your habits.

The calendar card

The first card is your agenda for today. Events that have passed carry a small check. A line marks the current time. Upcoming events show their start time, title, and area or location, and a quiet block names a free window when you have one of at least an hour and a quarter before eleven at night.

When the next event starts within two hours, a pill reads how long you have. Tap the card anywhere outside an event to open the full day in Calendar. Tap an event to open it.

If no calendar is connected yet, a footer offers to connect one. Dismiss it and it stays dismissed for a month.

Top 3

Below the calendar sit up to three tasks. This is your Top 3, the first group of the day's plan. Each row carries a short reason, and the reason always names something that is actually on the task: it is due today, it is past due, you set a reminder for it, you linked it to a goal, you marked it critical, or your own words on it said so.

A task does not lead your day because Kept guessed it might matter. High priority on its own is not enough, because Kept may have inferred that priority. If fewer than three tasks qualify, Top 3 shows fewer. If none do, the card says so: *Nothing says today yet · date a task or link it to a goal.*

Tap a row's circle to keep it. A row with an estimate shows the minutes as a chip; tap the chip to start Focus on that task for that long, unless a session is already running. A kept row strikes through, carries a small **Kept.**, and offers **Reopen**. Under the card, a line counts up: *Kept 2 so far today*. It never counts against a denominator.

TIP

Want a task in tomorrow's Top 3? Give it a due date, set a reminder, or link it to a goal. Any one of those seats it.

Change the three

Tap **Change** on the card, tell Kept what changed, and it prepares a fresh, reviewable Top 3 from your open tasks, your calendar, your goals, and the guidance you have given it. Nothing replaces your current three until you tap **Save Top 3**. A refreshed plan can also group several tasks under one **Suggested** outcome that serves a goal; the review names the outcome, every task in it, the goal, and any supporting notes before you apply it. Each task still completes on its own, and grouping never creates subtasks or changes a goal link. Change needs Cloud AI and a connection; without them the card says so and your three stay in place.

Swipe a row left and choose **Not today** to send a task out of Top 3 and Quick wins until tomorrow, on every device. A second Not today within a week keeps it out for seven days. Undo reverses it. The task's own page shows when it comes back and offers **Show in Top 3** to bring it back now. Giving the task a due date brings it back on that date.

Quick wins

Quick wins is the short list under the three: tasks you can close in about fifteen minutes. It is a lighter bar on purpose. The point is to end a day with more kept than you expected.

Your briefing

When a morning briefing has been prepared, a card on Today opens it: your three, the morning ahead, something worth noticing, an area to tend, and a bright spot. **Tune priorities** lets you tell Kept what changed and review a new Top 3 before saving it; **Done with today's briefing** puts the card away. See [Briefings and reminders](#).

Habits on Today

Today can also carry today's habits, checkable in place. **Settings → Habits on Today** shows or hides that section. See [Habits](#).

Where the plan comes from

Kept builds the day's plan in two layers. Your device builds one immediately from what it can see on its own: due dates, reminders, goal links, critical priority, and your own words. When you have allowed Cloud AI, a richer plan arrives that can also weigh this week's outcomes, the priorities you set in onboarding, and today's guidance. The device plan is always a subset of the cloud plan, so when the cloud plan lands the card can only grow.

The plan is tied to a calendar date and your account. Completing something, adding a task, or changing your calendar can make it stale, and Kept refreshes it. Signing out or the day turning over clears it, because neither is your plan any more.

Today on Mac Mac

On Mac, Today is a workspace. The daily note is the writing surface; beside it on a wide window, or below it on a narrow one, sit your Top 3, Quick wins, and Habits in a compact rail. Your next scheduled event sits to the right of the date in the note's own header; click it for a read-only preview with a **Go to Calendar** action.

Choose **View → Today Layout** to make each card Compact or Expanded, or to hide Habits, Quick wins, or Schedule. Hover the bottom-right corner of the daily note for a grip you can drag to resize it, and double-click the grip, or choose **Fit to content**, to reset. These choices stay on this Mac for your account.

Next: Tasks, where the rest of the list lives.

Tasks

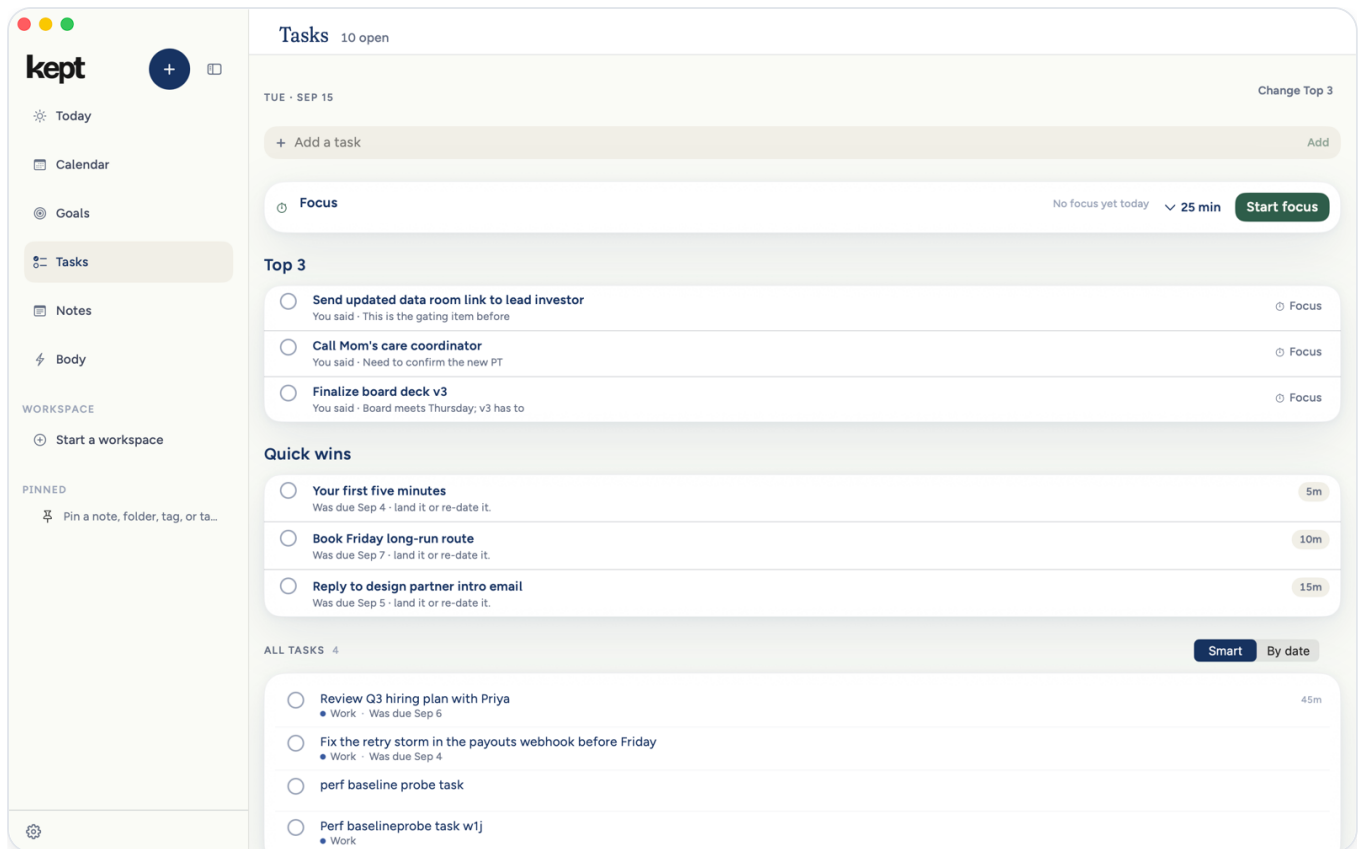
The whole list, sorted Kept's way or by date, with filters, steps, reminders, comments, and Undo on everything that matters.

Tasks holds everything open. It keeps the order Kept recommends without hiding the rest, and every action on it is reversible.

Read the list

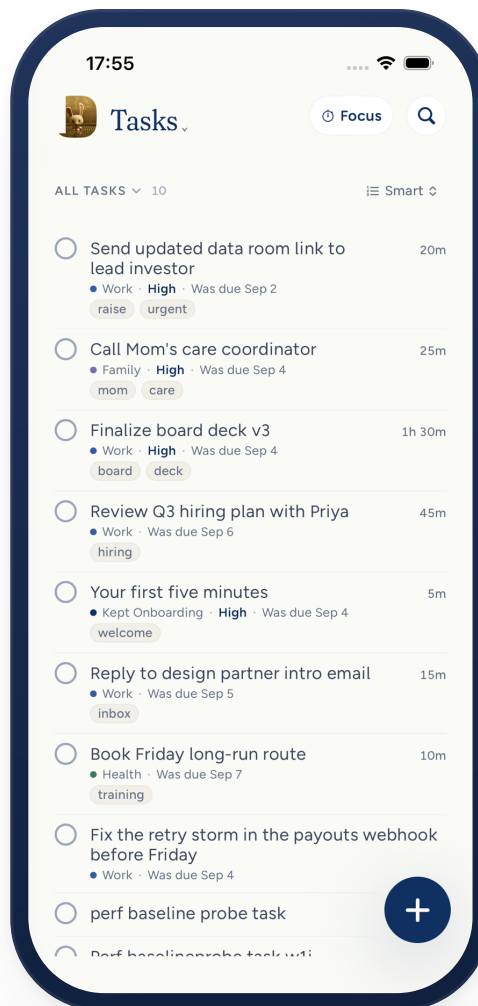
iPhone. Tap your avatar, then **Tasks**. The whole list is here; the three that lead the day live on Today. **Smart** at the top right is a sort menu: Kept's order or by date. The **All tasks** chip opens a filter sheet for Area, Due, Urgency, Labels, and Quick wins only. A **Kept today** section folds away what you finished, so a completion is never lost behind a fading receipt.

Mac. Click **Tasks** in the sidebar or press  **5**. Three sections: **Top 3**, **Quick wins**, and **All tasks**, with a Smart or By date switch. A task already shown above is left out of All tasks, so each open task appears once.



Tasks on Mac: Top 3, Quick wins, then everything else, Smart or By date.

Each row shows the title, its area as a colored dot, its priority when it has one, its due day, and its labels. The estimate sits at the trailing edge.



Tasks holds everything open. Smart order puts what matters first; By date lines them up.

Add a task

Capture is the fast way: one line, and Kept files it. On Mac, Tasks also has an **Add a task** field at the top that saves a title with no detection step, and  **N** opens Capture. From Siri, say "Add a task in Kept".

Complete, reopen, undo

Swipe a row right on iPhone, or click its circle on Mac, and the task is kept. The check draws, the row settles, and a receipt offers **Undo** for a moment. The write happens even if the row scrolls away mid-animation, and a task already completed on another device does not replay the motion.

Reopen from the receipt, from **Kept today**, from the task itself, or from the Top 3 card.

Swipe a row left on iPhone for **Tomorrow**, which moves the due date one day with its own Undo.

Open a task

Tap a row to open it. On iPhone the task opens as a card over a soft blur, with **Focus**, **Done**, and a ... menu in its header. On Mac it opens in an inspector beside the list; **Expand** gives it the whole workspace and `esc` closes it.

Field	What it does
Title	The words you captured. Edit them any time.
Description	Room to write what done looks like. Bold, italic, strike, code, and links; headings, lists, checkboxes, quotes, and tables from / .
Priority	None, medium, high, or critical. Critical is one of the signals that can seat a task in Top 3 on its own, along with a due date that has arrived, a linked goal, a why you wrote, or a reminder that fired.
Due	A day, with an optional time. Add time turns a due day into an exact deadline shown beside the day in your lists; Remove time keeps the day. A due time is not a reminder and never asks for notification permission. Clearing the day clears both.
Area	One of your life areas.
Goal	The goal this work serves, if any. Kept fills it in only when you add the task from a goal's page.
Estimate	Minutes. The Top 3 chip and Focus use it.
Labels	Short tags such as raise or hiring. Add one with Label .
Reminder	A local notification at the time you choose, scheduled by each of your devices.
Steps	Small ordered pieces. Drag to reorder on Mac.
Notes	Link an existing note as reference.
Comments	A running thread on the task, including replies from Kept or an agent.

MAC

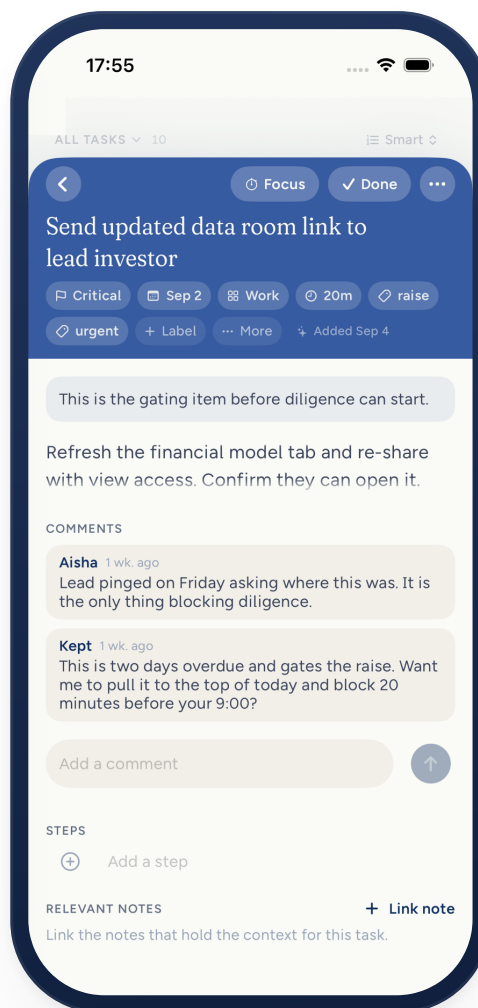
The **Show** menu beside the **Properties** heading chooses which rows the inspector draws. Hide the ones you never use; the choice is kept on this Mac for your account.

Reminders

A reminder is a time on the task. Each signed-in device schedules its own alert from it, so a reminder set on Mac fires on iPhone too. Completing or deleting the task cancels the alert immediately, even offline. Reopening restores it. Kept asks for notification permission the first time you set one.

Not today

When a task leads your day and you disagree, swipe left on its Top 3 row and choose **Not today**, or use the row's menu on Mac. It leaves Top 3 and Quick wins until tomorrow. A second Not today within a week holds it for seven days. The task's page shows the return date and a **Show in Top 3** control to bring it back early.



Open a task to write what done looks like, set its fields, add steps, and leave comments.

Delete

Choose **Delete task** from the task's ... menu on iPhone or **Delete task...** from the inspector's menu on Mac. Kept saves the deletion on the device first, then offers **Undo**. Comments, steps, and note links stay intact while the offer stands. If the app closes before you decide, the same account gets a fresh Undo offer on return.

Files on Mac Mac

Open a task and choose **Attach file** to add documents up to 100 MB each, twenty per task. Files are private to you. **Save** downloads one with its original name. Removing an attachment removes access and queues the storage for cleanup.

Tasks that came from notes

A checkbox you write in a note, with words after it, is a real task. It appears in Tasks, checking it in either place completes it in both, and a linked to-do in the note wears a faint mint tint. See [Writing in the editor](#).

Next: [Focus](#).

Focus

Start a timer on a task, keep the minutes even if you stop early, and let the session follow you to the Lock Screen or across your Mac.

Focus is a timer with a memory. Start it on a task and Kept keeps the minutes you spent, whether you finish the task or not. Over weeks the sessions add up.

Start a session

From a Top 3 row on iPhone. Tap the minutes chip on a row that has an estimate. Focus starts for that long.

From a task. Open any task and tap **Focus** in its header. On iPhone the launch sheet offers 25 minutes, 45 minutes, or an open stopwatch.

From Tasks. On iPhone, the **Focus** button in the rail opens the same sheet. On Mac, the Focus card at the top of Tasks offers a length and **Start focus**.

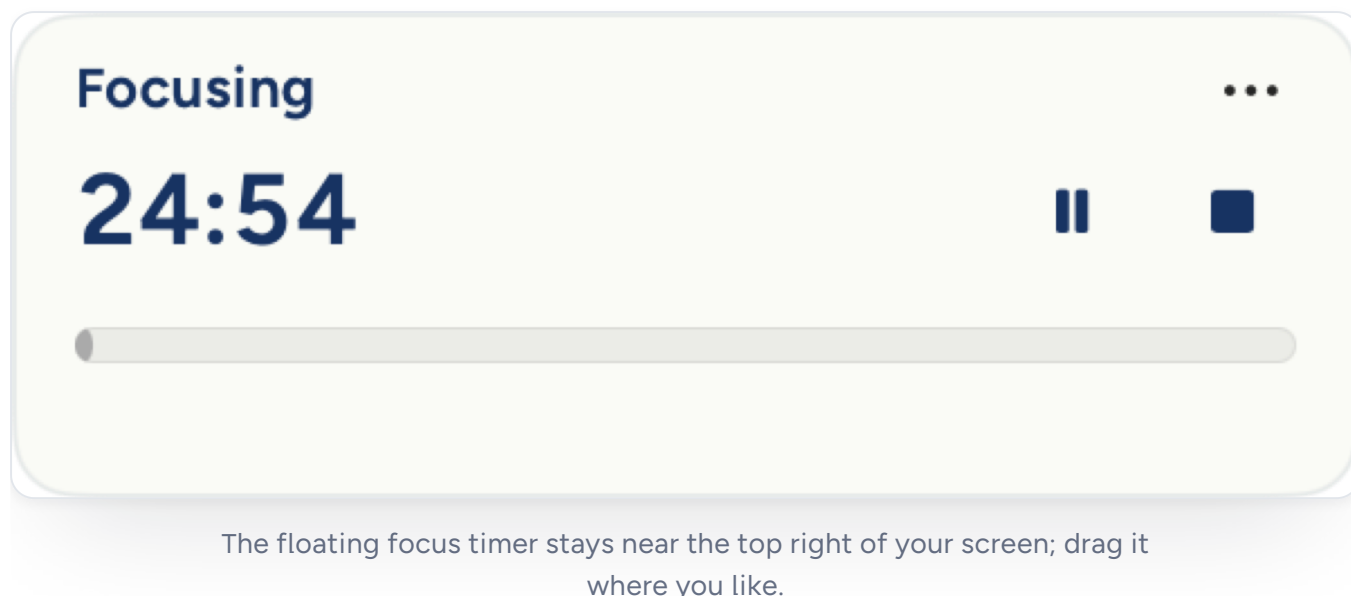
From the Mac menus.   **F** starts, pauses, and resumes;   **E** stops and keeps the time. The menu bar item has the same controls.

From outside the app. Say "Start focus in Kept" or use the Start Focus action in Shortcuts on either device. On iPhone you can also tap the **Start focus** control in Control Center, press **Start focus** on the app icon's quick actions (it reads **Resume focus** while a session is paused), or start from the Focus widget. On Mac, the menu bar item offers 25, 45, or a stopwatch. The iPhone Shortcut takes any number of minutes; the Mac one offers 25, 45, or Stopwatch.

While it runs

On iPhone, a running session becomes a Live Activity. It counts down on the Lock Screen and in the Dynamic Island, with pause and stop controls that work without opening the app. Inside the app, a small bar mirrors it.

On Mac, a floating timer appears near the top-right of your screen and stays there when you switch apps or minimize Kept. Drag its title strip to move it; Kept remembers the spot. Drag an edge to resize it between a compact countdown and a full view with title, controls, and progress. Its menu offers **Hide for this session**, which leaves the timer running;    **F** brings it back and gives its controls the keyboard. If the focused task is open in the inspector, pause and stop live there too.



Pause and stop

Pause when you are interrupted; a paused session says paused and does not count the gap. Stop when you are done. Kept keeps the time either way, as long as the session earned at least one minute; anything shorter is not logged, and on iPhone Kept says so. Stopping a timer never marks the task complete, because finishing a session and finishing the work are different things.

Levels

Focus sessions carry a level that grows with sustained use. The level is a quiet acknowledgment, not a score to chase, and it never takes anything away when a week is slow. On iPhone, tap the information mark beside the level for what each one means.

When a task session ends

When a session you started on a task finishes on iPhone, Kept asks what happened next: **Mark it done**, **Keep it open**, **+10 min**, **+25 min**, or **I got distracted**. Done, open, and distracted are written into the task's comments so the record is on the task, not in a diary you have to go find; the two extensions simply start another session. On Mac the session is saved to your record without a prompt.

Next: [The Record](#).

The Record

A quiet ledger of what you kept, counted by the day, with the receipts to prove it. Arriving gradually across beta accounts.

Most apps keep a streak and take it away the first day you miss. Kept keeps a record. It counts what you kept, shows the days on a grid, and never subtracts a thing. A missed day is a blank square, not a penalty.

BETA

The Record is arriving gradually across beta accounts while we finish it. If you do not see it yet, your account has not been switched on. Nothing you do now is lost; every completion is already counted for the day the Record reaches you.

Find it

iPhone. Tap your avatar, then **Settings**, then your name at the top to open **Profile**. **Your record** sits further down, after Goals, Life areas, and Basics. From the drawer, **Edit profile** is a faster way in.

Mac. Open **Settings**. The Record card sits under your identity card.

Read it

The headline is a count: *12 kept this week*. Under it, a year of small squares, one per day, filled when the day held something kept. When the week's count includes tasks and habits, a line names them: *4 tasks · 6 habits this week*.

A kept unit is a task completed, a habit checked in, a focus session finished, or work an agent did for you that you accepted. Days are counted at midnight, local time on the device that recorded them. Older tasks and work that arrived without a device

time are placed by your profile's time zone, and the receipt says when a placement is approximate. Accepting agent work has an Undo, which returns the item to waiting.

Your year

Tap or click the grid to open **Your year**, a list of your weeks; quiet weeks say so. At the largest text sizes the grid gives way to a **Your year** row that opens the same list. On Mac,  and  move through weeks and  opens the selected one. Open a week to see its days, each with a count. Open a day and it lists what was kept under **Habits**, **Tasks**, **Focus**, and **Connections and agents**, plus an activity line for notes and meals that day. The day's title is its date.

Agent work waits for you

When a connected agent or app completes something on your behalf, it appears under **Connections and agents** as waiting. Tap **Accept** and it joins your count; the receipt offers Undo. Until you accept, it is theirs, not yours.

How it is counted

How this is counted on the card explains the arithmetic in plain words, and **Read the method** opens the published method, with its research citation, at kept.do/record.

Next: [Notes](#).

NOTES

Notes

Where writing lives after the moment passes. Folders, tags, pins, recents, and a library that stays out of your way.

Notes is for writing that should still be useful next month: meeting notes, a plan, a list you keep adding to, a thought you want to find again. iPhone and Mac share the same notes, the same folders, and the same links to tasks.

The library

iPhone. Open the drawer and tap **Notes**. One title, one menu: tap the title to pick **All notes**, a folder, or a tag, and to choose the sort. Today's daily note has its own row at the top.

Mac. Click **Notes** in the sidebar. The sidebar turns into the Notes library: Today, then Recents once you have them, All Notes, Daily Notes, Folders, and Tags. The **Kept** row at the top, with its back chevron, returns you to the rest of the app.

On Mac, **All Notes** shows your standalone notes plus today's daily note, and earlier daily notes live in **Daily Notes**, so a year of journal entries never buries your other writing. On iPhone, All notes includes past daily notes too, with today's note in its own row at the top. On iPhone the default sort is **Opened**: pinned first, then the notes you last opened; the sort menu also offers Edited, Created, A to Z, Open checks, and a **Pinned only** filter. On Mac, All Notes runs by last edit, and **Recents** keeps what you opened close at hand.

Search the list and Kept finds words inside long notes, not only titles. On Mac,

  **F** puts the caret in **Search notes**; the library shows only matches while you type.

Make a note

Tap the Capture button while you are in Notes and it opens straight to a note, skipping detection. On Mac,   **N** starts a note in the folder you are looking at, and **New note** in the toolbar does the same.

A new note starts at its name. Type the title, press Return, and you are in the body. Or start from a template: the templates Kept ships come in as ordinary blocks you can edit like any other writing.

Folders and tags

Folders are places; tags are threads that run across places. A note lives in one folder and can carry any number of tags.

Kept can suggest a tag for a captured note, but only when your own words name a subject. It never invents one. Add or remove tags from the note's tag control any time. A daily tidy pass standardizes capitalization and spacing on tags and merges exact duplicates; it never removes a tag because it is missing from the text.

On Mac, switch the library to **Manual** order from its menu and drag folders into the order you want; the default **Recent** order sorts itself. Nested folders stay expanded together as you browse.

Pin what you keep coming back to

Right-click a note, folder, or tag on Mac and choose **Pin to Sidebar**. It appears under **Pinned** in the main sidebar, one click from anywhere in the app. Unpin the same way. On iPhone, pin from the note's menu; pinned notes sort first under the Opened sort.

Delete a note

Delete a note and Kept offers **Undo** for a moment before the removal syncs. Let it stand and the note leaves your account on every device, along with its revision history. Only you can delete your notes, and deleting one never touches another.

Share a note

Choose **Share** from a note's menu. Kept shows you what the page will carry, its title, highlights, and images, before it makes anything. Create a link, choose whether recipients may view, comment, or edit, and decide whether search engines may find it; that switch starts off. Anyone with a view link can read the note; comment and edit require the recipient to sign in. Change a link's permission or revoke it from the same sheet. Revoking blocks new requests immediately, though it cannot recall a copy someone already saved.

Export in the same menu writes the note out as Markdown, plain text, or PDF.

Where notes show up elsewhere

Calendar shows a quiet link to an existing daily note on its date, so a day you wrote about is one tap away from the day you planned.

Tasks can link a note as reference, and a checkbox written in a note becomes a real task.

The assistant, with Cloud AI on, can search your notes by keyword or by meaning, read one in full, and append to today's daily note.

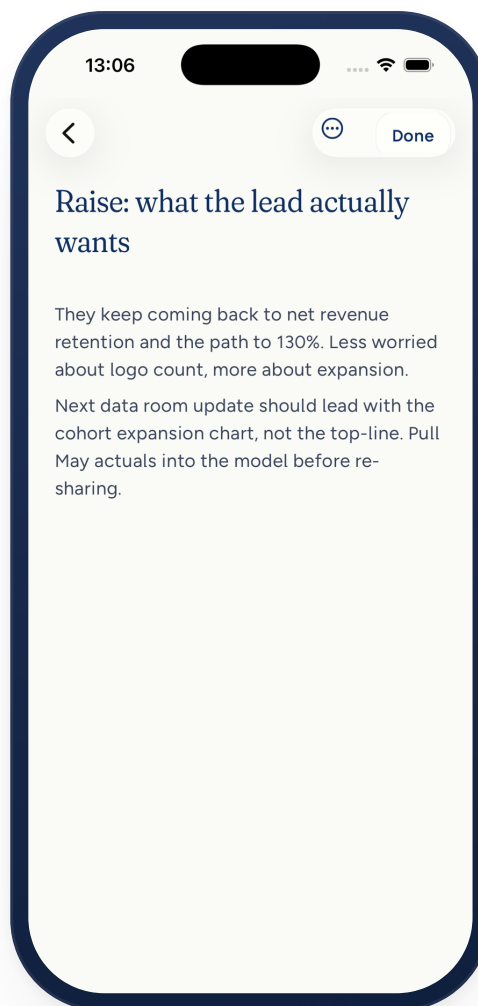
Next: [Writing in the editor](#).

NOTES

Writing in the editor

Type fast, press slash for structure, turn a line into a real task, and trust that every letter lands.

The editor is built so you never wait for it. Type as fast as you like and every letter lands. Structure comes from one key: slash.



The editor gets out of the way. Press / on any line for blocks.

Slash for structure

Press **/** at the start of a line or after a space and a small palette appears. A slash inside a word, as in and/or, is left alone. Keep typing to filter it, then press Return.

`/text` turns any block back into a paragraph, and a one-shot form works too: `/task` `Call the vet` makes a to-do that already says `Call the vet`. The words already on the line stay, the slash query disappears, and the line becomes what you chose.

Type	What you get
<code>/h1</code> <code>/h2</code> <code>/h3</code>	A heading at its own size
<code>/todo</code> or <code>/task</code>	A checkbox that becomes a real task
<code>/bullet</code> <code>/number</code>	A list
<code>/quote</code>	A set-off quotation with an accent bar
<code>/collapsible</code>	A line whose nested writing folds away
<code>/callout</code>	A highlighted block for something worth noticing
<code>/table</code>	A table, with menus for rows, columns, and format
<code>/image</code>	A picture from your library or files
<code>/code</code>	A monospaced block
<code>/divider</code>	A rule across the page. Typing <code>---</code> on an empty line does the same.
<code>/template</code>	Start from one of Kept's note templates

The palette reads initials too: `h2`, `td`, `nl`, `bl` all land where you expect. The names you already know from other apps work as well: `ul`, `ol`, `hr`, `bq`, `sep`.

MAC

With the palette open and nothing typed yet, a muted number sits beside the first nine rows; hold `⌘` and they light up. `⌘ 1` inserts the top row, `⌘ 2` the next, down to `⌘ 9`. Faster than spelling out Heading 3. The palette borrows those keys only while it is open; let it close and `⌘ 1` walks the sidebar again.

Prefer a menu? On iPhone, the keyboard bar starts with three controls, `+` for the block palette, the browse button for **Insert and format** with a search field, and **Aa** for

actions on the current block, including **Turn into**, followed by bold, italic, strike, highlight, link, and list buttons, with undo, redo, and dismiss pinned at the end. On Mac,    opens the same browser beside the note when there is room, or as a popover when there is not, and hovering a command shows a small preview of what it produces.

Inline formatting

Type the marks and they style when you close them: `**bold**`, `_italic_`, ``code``, `~~strike~~`. Or select words and use the formatting bar. On Mac the bar floats above the selection with Bold, Italic, Highlight, Code, Add link, and Turn into, and the shortcuts print on hover: ⌘ B, ⌘ I, ⌘ ⌘ H, ⌘ ⌘ E.

One undo removes the phrase you just typed and puts you back where you were. The Mac editor keeps a hundred undoable steps.

Turn a line into a task

A checkbox you write in a note, with words after it, is a real task. Type `/todo` or `/task`, write the task, and the line becomes a to-do. The task itself is created when the note next saves, which happens on its own within moments, and it appears in Tasks. Check it in either place and it completes in both. On Mac a linked to-do wears a faint mint tint once it has landed; hover it for a preview and **Open task** for the full inspector.

Older notes with unlinked checkboxes stay as written until you edit the line or promote it: **Make a task** in the line's block menu on iPhone, or **Make task** beside the line's text in the note's header menu on Mac.

Tables

Insert a table with `/table`. On Mac, hover it for three compact menus, **Insert**, **Format**, and **More**, which add rows and columns, set a header row or column, align cells, sort by a column, and pin the header while you scroll. Drag a column edge to resize it, drag the last column's edge to resize the whole table, and drag a row's lower edge to give it

room. On iPhone, a toolbar above the keyboard adds and removes rows and columns and toggles **Header row** and **Header column**, and a long press on a cell offers move, align, column width, and delete. Tab and Shift Tab move between cells; Return stays in the cell, and   adds a row on Mac.

Images

Add an image with `/image` or from the keyboard bar. It uploads before it is placed, joins the note even if you kept typing meanwhile, and a pending image offers **Try again** or **Cancel** if the upload fails. On Mac, choose S, M, or L to fit the image in the column and add alt text to describe it.

Toggles

A toggle folds its nested writing away. Tap the triangle on iPhone or click it on Mac. Closed toggles keep their contents in the note; they are just tidier to scan.

Find in note

Search inside a long note, walk the matches, and replace one or all. One undo brings the replacements back.

If a shared edit cannot be applied

Notes autosave, and two devices can write the same note at once. Kept replays your later edit on top of the newer version so both survive. Once in a great while a paragraph you were rewriting was deleted elsewhere while you typed, and there is nowhere for your words to land. Kept keeps a notice on the note and offers **Keep a copy**: your latest words, including what had not saved yet, become a private note in Notes, and the shared note reloads. Nothing is thrown away.

TIP

On Mac an empty paragraph whispers *Type '/' for commands*. It disappears the moment you type and never shows inside a heading, list, or table.

Next: [The daily note.](#)

The daily note

One note for each day, created only when you start writing, shared between iPhone and Mac, and reachable from Calendar.

Every day has one note. It is where the day's loose thoughts go: the standup, the thing your daughter said, the sentence you want to remember. Kept creates it when you start writing and not before, so a quiet day leaves nothing behind.

Open today's note

iPhone. In Notes, today's note has its own row at the top of the library, marked **Today**, once it holds any writing. Before that, open the title menu and choose **Daily notes**, then tap today and **Start this day's note**.

Mac. On Today, the daily note is the writing surface, headed **Today's note**. In Notes, the library's **Today** row opens it, and entering Notes for the first time in a session opens it by default.

On iPhone, past days are headed by their date. On Mac's Today, a past day is headed **Daily note** with the date beside it.

Browse other days

Open the title menu and choose **Daily notes** on iPhone; on Mac choose **Browse by date** from Notes, or click the date in Today's note header. A month grid opens, from a year ago through the next thirty days, in your Mac's or iPhone's language. A small dot under a day means that day already holds writing. On Mac, arrow keys move by day and week and  opens the selected day.

An empty day shows a calm empty page. **Start this day's note** creates it and puts the caret in place. Browsing alone never creates anything.

On Mac, while you are reading another day, the header offers **Back to today** and **Open Notes**.

Where else it appears

Turn on **Daily notes** under **Show in calendar** in the iPhone calendar's source menu, or click the **Daily notes** pill in the Mac calendar, and a small note mark sits beside any date that already holds writing. Tap it to keep writing, then come back to Calendar. Calendar opens notes that exist; it never creates one.

The assistant can read today's note and append to it: "Add to today's note: the plumber comes Thursday." A connected agent can do the same with your permission.

Keep it honest

Daily notes with no writing in them are hidden from All notes, from tag lists, and from counts, on both devices. Nothing is deleted; they simply do not clutter the library. A note with even one heading, image, or table counts as writing and stays visible.

TIP

On Mac, **Browse by date** in the Notes lens menu jumps straight to any day's note, and **Daily Notes** in the library holds every earlier day.

Next: [Notes on Mac](#).

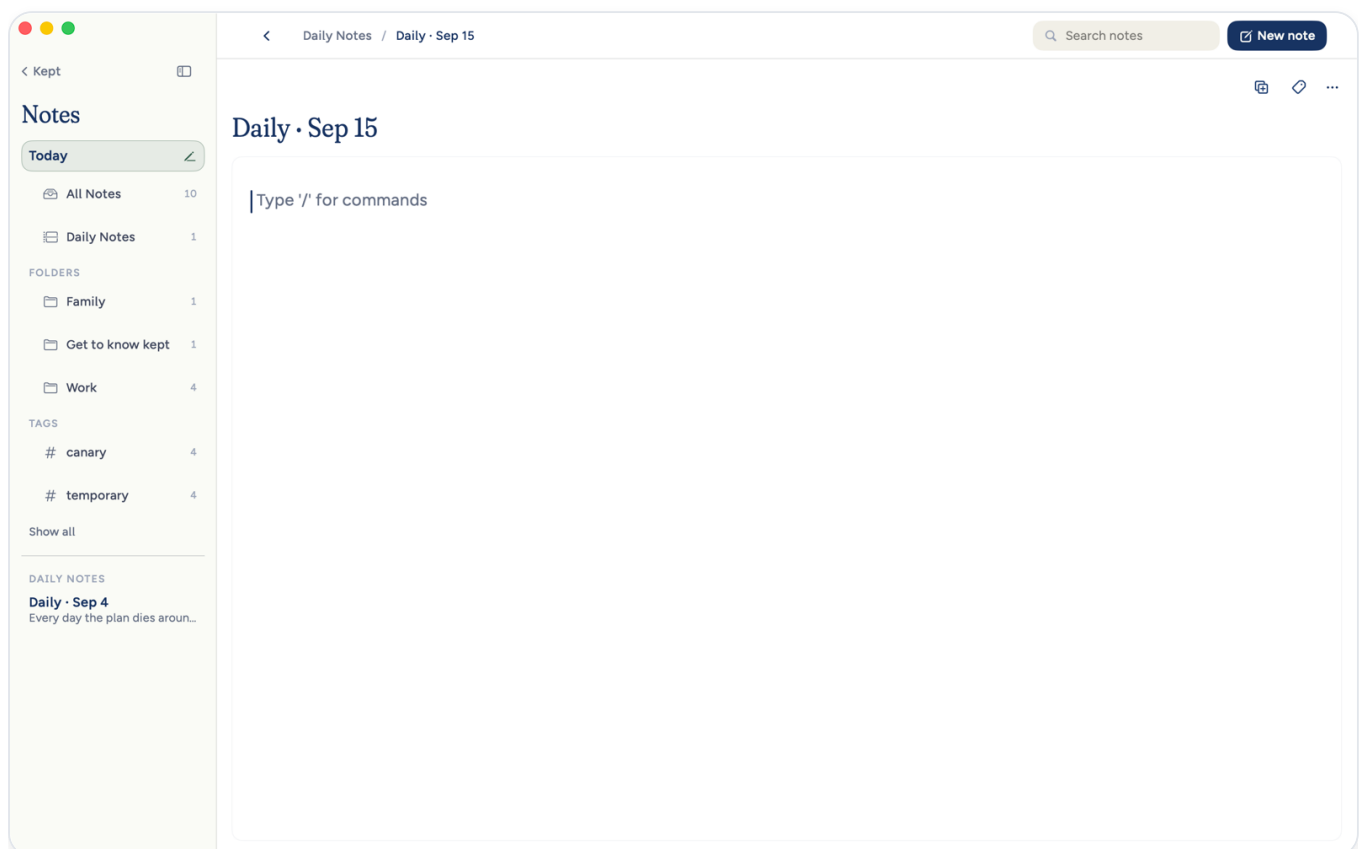
NOTES

Notes on Mac

The library column, keyboard-first block commands, hover previews, the dossier, and meeting transcripts that file themselves.

The Mac gives Notes a wider desk. The library sits in the sidebar, the page has room to breathe, and almost everything can be done without reaching for the mouse.

The library column



Notes on Mac: the library on the left, the page in the middle, and today's note one click away.

Open Notes and the sidebar becomes the Notes library, headed **Notes: Today**, **Recents** once you have them, **All Notes**, **Daily Notes**, then your **Folders** and **Tags**. **All**

Notes is the default and shows standalone notes plus today's daily note; earlier days wait in **Daily Notes**.

The library keeps itself in **Recent** order. Switch it to **Manual** from its menu to drag folders into the order you want. The **Kept** row at the top of the column, with its back chevron, returns you to the surface you left, with your selected note remembered.

When the window narrows, the list narrows before the page does. Narrow it further and the list stacks above the editor or opens from the header. A list button beside the path, labeled Library on hover, opens the same library as a popover when the sidebar is hidden.

Toolbar

One row carries Notes' navigation: Back, the path to the current note, **Search notes**, and **New note**.    starts a note in the folder you are looking at, or an unfiled one from All Notes, Daily Notes, or a tag.   goes back.    puts the caret in search;  clears it, then leaves it.

Keyboard in the editor

 opens the block palette. Hold  while it is open and the first nine rows show a number;   through   insert without typing a name.

Abbreviations filter the palette:    for headings,  for a to-do,  and  for numbered and bulleted lists, plus      if that is what your fingers know.

 ,  ,   ,    for bold, italic, highlight, and code on a selection.

  finds inside the open note;    searches every note by words;

   searches every note by meaning, when Cloud AI is on.

   opens **Insert and format** beside the note, or as a popover when the column is narrow; arrow keys walk it and a preview of each command appears as you go.

 closes whatever is on top first: a mention or block palette, the formatting bar, Find, and so on down to the inspector.

Find offers next, previous, replace, and replace all.

Hover previews

A linked to-do wears a faint mint tint. Rest the pointer on it and a small preview of the task appears beside the words; -click the checkbox opens the same preview. **Open task** in the preview opens the full inspector.

Linking a task to a note

From a task's inspector, **Link note** opens a two-pane picker. Select a note on the left and its words appear on the right as plain text, so you can confirm it is the right one before you link it. A note whose full text has not reached this Mac loads it; a note made of pictures says what it holds rather than showing a blank pane.

Meeting transcripts

Kept can watch a folder on your Mac and file new transcripts as notes. Turn it on in **Settings → Meeting import** and choose the folder to watch. Each new .txt, .md, .vtt, or .srt file that lands there after you start watching, and that holds readable text, becomes an ordinary note in your account, unfiled, ready to search and to file where you like. A transcript is treated as text, never as instructions: Kept will not act on anything written inside one. If Notes is turned off, import pauses and says so.

Sharing and images

Share... in a note's menu previews what the page will carry before the first link, then creates a view, comment, or edit link, with a **Let search engines find this** switch that starts off. Each permission's title and explanation form one click target. **Export** writes the note as Markdown, plain text, or PDF. **Link task** attaches an existing task to the note. Images offer S, M, and L sizes and an alt text field; Undo restores the previous choice.

TIP

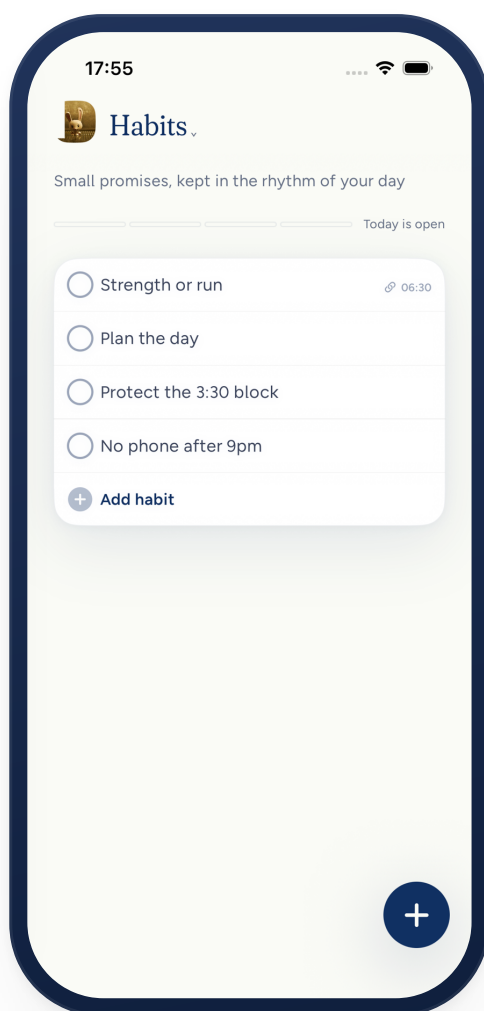
Pin a folder you file into every day. Right-click it, **Pin to Sidebar**, and it is one click from Tasks, Calendar, or anywhere else, without switching into Notes first.

Next: [Habits](#).

Habits

Turn a repeated intention into a rhythm you can keep. Honest timing, groups, weekly targets, and no streak that punishes a missed day.

A habit in Kept is a promise on a rhythm. You say what you will do and how often. Kept shows it on the days it applies, lets you check it off in one tap, and keeps the record without turning it into a score that shames you.



Small promises, kept in the rhythm of your day.

Create a habit

Open the drawer and tap **Habits**, then **Add habit**. On Mac, the Habits card on Today offers **Add a habit**. You can also ask the assistant, use the Shortcuts action, or let a connected agent create one.

The editor asks for a few things:

Field	What it means
Habit	Say it the way you would say it to yourself. "Walk after lunch."
Kind	Something you do, or something you are stopping.
Schedule	Every day , Weekdays , or a Weekly goal of one to seven times.
Time	Optional. A habit with a time and named days can appear on your calendar. Weekly-goal habits and things you avoid stay off it.
Part of day	Morning, Non-negotiables (shown as Core on iPhone), Training, or Evening.
Group	An optional label you create, such as Recovery or Deep work.

A habit you build to stop something, such as "No phone after 9pm", is an avoidance habit. Kept knows the evening is the evening and never marks it late at breakfast.

Link a habit to a goal from the goal's page, with **Add practice** or **Link existing** on Mac and **Add a practice** on iPhone. From a goal, the practice sheet also offers **Suggested** drafts drawn from the goal's own title and target; tap one to fill the editor, then edit or dismiss it before you save. Kept will not create a second practice with the same name. Where Cloud AI and the habit builder are on, **Build with Kept** opens the builder with that goal attached. The habit editor itself stays short.

TIP

Habit Builder, where it is on for your account, is a guided conversation that helps you name the cue, the smallest version, the recovery plan, and the likely obstacle before the habit exists. On Mac it appears as **Build with Kept**. The manual editor is always there beside it.

Check in

Tap the circle on Today, in Habits, or on the Protocol widget, or say "Complete my next habit in Kept". The Control Center control checks off the next open habit. Each check-in is a dated record, so one day never overwrites another. Tap a checked circle again to take a mistaken check-in back; widgets offer an undo of their own.

Today lists only the habits that apply to today. A weekday habit rests on Saturday. A weekly habit stays available until you have kept it once that week. A three-times-a-week habit shows how many are done and never invents a clock hour it is late by.

Groups

Groups are your own labels. Choose one in the editor, or **New group** to make one on the spot. **Manage groups** renames, archives, restores, and reorders them. Archiving a group keeps its habits and their history. Kept never regroups habits on its own.

Honest timing

A habit you just made is never already late.

A weekly habit counts the check-ins you actually recorded this week, from the day the habit existed.

Changing a habit's schedule mid-week does not rewrite what earlier days were asking for.

A monthly or free-form rhythm stays off Today's list and off the calendar, and stays available in your library to mark by hand.

Habits on the calendar

Turn on calendar visibility in the editor and a habit with a time appears as a chip on its days. On iPhone, press and hold the chip to move it, then choose **Just this day** or **Every day**. Moving a habit never checks it in.

Adapt instead of starting over

Edit the name, the rhythm, the time, or the group as your life changes. Archive a habit when it should leave the daily list; its history stays and it can be restored. **Delete habit**, at the bottom of the editor on iPhone, removes it for good after a confirmation, with a short Undo. Kept never removes an earned day because a later day was missed. The history is for reflection, not for punishment.

Turn Habits off altogether in **Settings → App Layout**. The Habits tab then shows a single **Turn on Habits** control so the way back is obvious.

Next: [Habits and Apple Health](#), where a walk can check itself in.

Habits and Apple Health

Let a measured night of sleep, a burst of active energy, or a walk check a habit in for you, with an explanation you can read and undo.

Some habits are already measured by your phone. Sleep seven hours. Burn four hundred active calories. Walk for twenty minutes. Kept can read those measurements from Apple Health and check the habit in for you when you hit the target.

Turn it on

- 1 Connect Apple Health in **Settings** → **Connections** → **Apple Health** on your iPhone, and allow the categories Kept asks for.
- 2 Open a habit that is something you do, not something you are stopping, and find **Check in from Apple Health** in its editor. Tap **Set up**, or **Manage** if a rule already exists.
- 3 Choose the measurement: **Time asleep** in hours, **Active energy** in kilocalories, or **Walking workout** in minutes.
- 4 Enter an **At least** target and turn the rule on.

For a new habit, choose **Set up Apple Health after saving**. Kept saves the habit first and then opens its Health settings. A habit written in the plainest form, such as "Sleep 7 hours" or "Walk 20 minutes", prefills the measurement and target; you still decide whether to turn the rule on.

The Mac can manage these settings and read the resulting check-ins, but only the iPhone reads Apple Health.

How Kept decides

The comparison is arithmetic, not a model. Kept reads the measurement for the day and compares it with your target. Sleep belongs to the morning you woke up. Walking minutes count walking workouts on an enabled day, not steps or exercise-ring minutes. A missing, empty, or denied reading stays unknown; it never becomes a zero and never undoes a check-in you made yourself.

Automatic check-ins follow the habit's schedule and never apply to an avoidance habit.

Read the explanation

On Today, a habit that was checked in this way shows **Checked in from Apple Health** beneath it. Tap it to see the measurement, the target, the habit day, when it was observed, and the time zone where Kept has it. **Undo automatic check-in** stops automatic check-ins for that habit on that day, even after another sync; a check-in you made yourself stays. Turning the rule off in its settings stops future automatic actions and keeps the days already recorded.

On Mac the same sheet shows the reading behind that day's check-in and, when it can, how old the reading is. Apple Health check-ins never send a notification. A habit must be active, and not something you avoid, to take a Health rule.

PRIVACY The rule stores your chosen measurement, target, time zone, and whether it is on. The comparison happens without a language model, and the raw measurements are not shared with the assistant or with connected agents through ordinary habit permissions. Account deletion removes the rules and their explanations.

Limits worth knowing

Deleting a walk in Apple Health does not clear that day's walking check-in yet. Use **Undo** on the habit.

A calorie deficit is not a Health measurement, so Kept will not check a habit in from meals or active energy in its place.

A sleep score is not time asleep. Only time asleep counts.

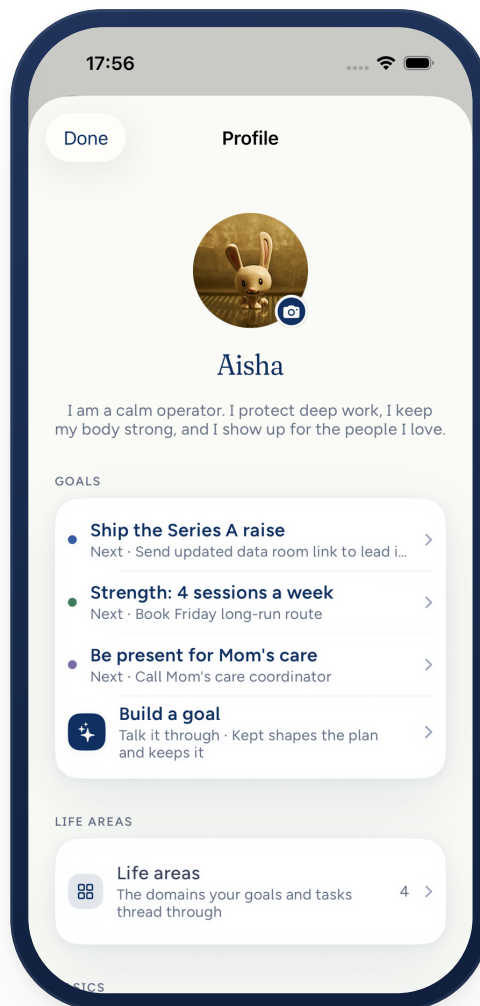
If a workout is missing, check Apple's own permission path: **Settings › Health › Data Access & Devices › Kept.**

Next: [Goals](#).

Goals

The reasons behind the work. Link tasks and habits to a goal, see what comes next, and decide for yourself what counts as progress.

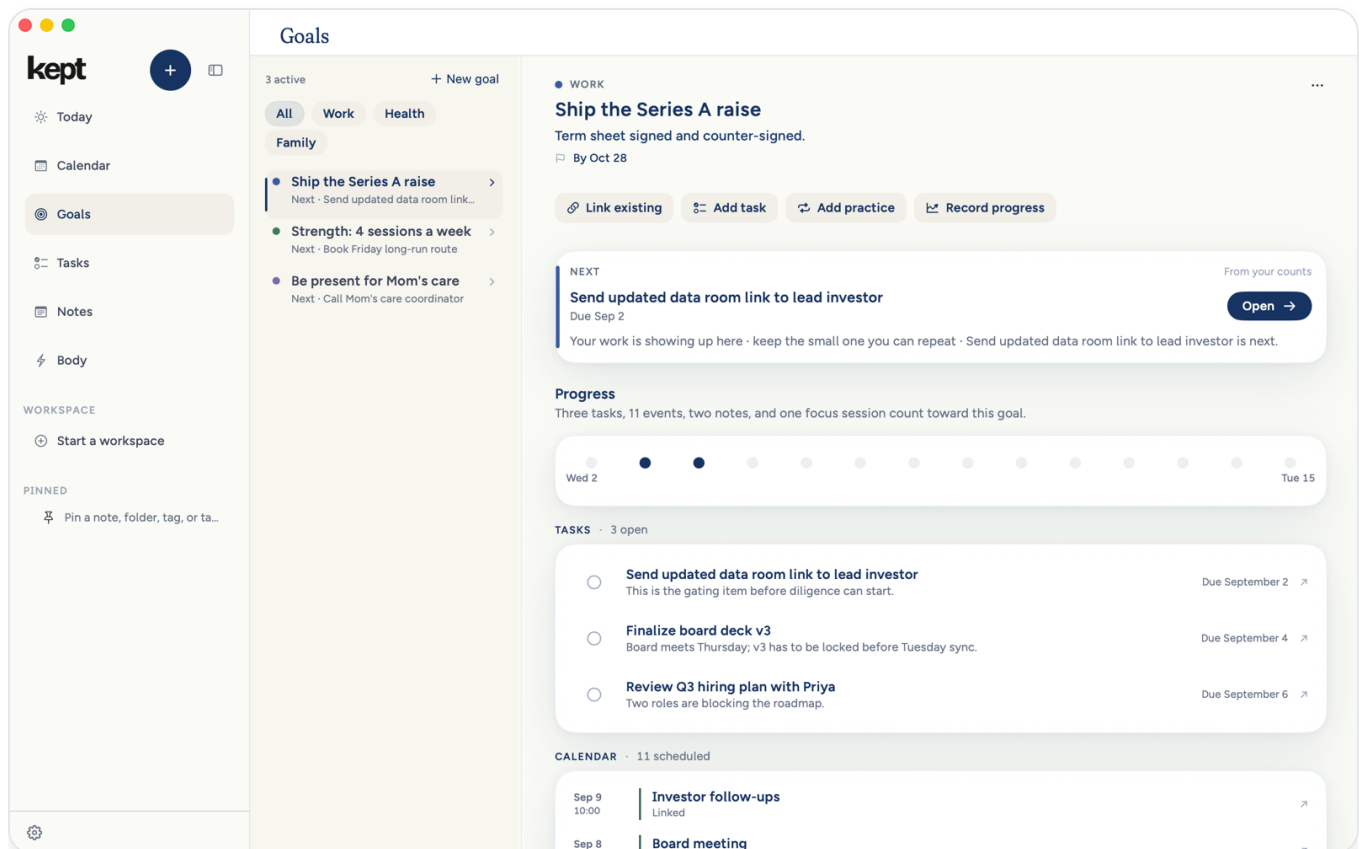
A goal is the reason a task exists. Kept keeps goals separate from the day's list on purpose: the list is what you do, the goal is why. Linking the two is a deliberate act; a capture in the Health area does not attach itself to your Health goal.



Your goals live on your Profile, each with its Next action and a Build a goal row beneath.

Create a goal

On iPhone, tap your avatar, then your name at the top of the menu to open **Profile**; your goals sit under **Goals**, with **See all** when you have more than three. On Mac, **Goals** is a sidebar destination,   4 in the default order.



A goal on Mac: its Next action, the work that counts, and the four actions under every goal.

Build a goal on iPhone, or **New goal → Build a goal** on Mac, opens the coach: a short conversation that turns a broad wish into a proposed plan with tasks, a habit, a check-in, and reminders. You review the proposal before anything is created. The coach uses Cloud AI; with it off, the same button opens the plain editor instead.

Write a goal on Mac, or the editor the coach falls back to on iPhone, asks for a title, a life area, and a why. On Mac you can also set a north star, a target with a unit, and a target date. On iPhone, set a target later from the goal's page.

Link the work that serves it

A goal page has three parts:

Progress is the work already linked: open tasks, active habits and their recent check-ins, and on Mac the linked events, notes, focus sessions, and training that count too.

Suggested is nearby work that could count once you link it. On iPhone, Kept suggests from the goal's own words. On Mac, it also offers work from the same area. Nothing counts until you link it.

Why explains the goal and never counts as progress. On Mac this context also carries what Kept remembers that bears on the goal.

Tap **Link a task** on iPhone to choose from your open tasks; a task already on another goal can move here. On Mac, the action bar under every goal reads **Link existing, Add task, Add practice, Record progress**. Link existing opens one sheet with Tasks, Practices, Events, and Notes segments, each row offering Link, Unlink, or Move here; Add task and Add practice create something new that counts from today. Adding a practice offers **Suggested** drafts from the goal's own words on both devices; a draft fills the editor and nothing is created until you save. With Cloud AI off, you can still name a practice yourself. The goal's ... menu holds **Edit goal, Refresh today's read, Talk to Goal Coach, Choose what Kept counts**, and **Archive goal**, and archiving offers Undo.

NOTE

Capturing a task in the Health area does not attach it to your only Health goal. That safeguard exists so a goal's progress only ever contains work you chose to put there.

Next

Each goal names a **Next** action: the earliest-due open task linked to it, then the highest priority, with undated tasks after dated ones. The same order applies on iPhone and Mac. If no task qualifies, Next offers a linked habit; on Mac it then falls to a planned training session or an upcoming event, and on iPhone it suggests the setup step that would give the goal a Next.

Progress you declare

On Mac, **Record progress** sets a percentage or a measured value against your target, and **Choose what Kept counts** decides which signals feed the goal. A number you enter is labeled **Your estimate**, so it is never confused with something measured. On iPhone, set the target and declared progress from the goal's page. Changing the number does not complete any work or archive the goal.

On Mac, **Activity** counts real completions this week or month, never a percentage and never a scheduled event, because an event is an intention, not an outcome.

Consistency shows kept versus scheduled for linked habits, built from each habit's own rhythm. A weekday habit is not counted against on a Sunday.

The daily read

With Cloud AI allowed, Kept can write a short daily read of the goal from its linked work: what happened, what is next, and, on iPhone, **Sources** naming every item it cited. The read appears the next time you open the goal, never while you are reading the previous one; **Show latest read** on iPhone and **Refresh today's read** on Mac fetch it now. With Cloud AI off, the counts and Next still work, and the card says so in a plainer line.

Edit, archive, restore

Edit any field from the goal page. On Mac, Kept sends only the fields you changed, so editing a title never overwrites a target another device just set; if you both changed the same field, Kept says so and offers **Keep my edit** or **Load the saved version**.

Archive a goal when it is no longer active. It leaves the list and keeps its history, and it can be restored.

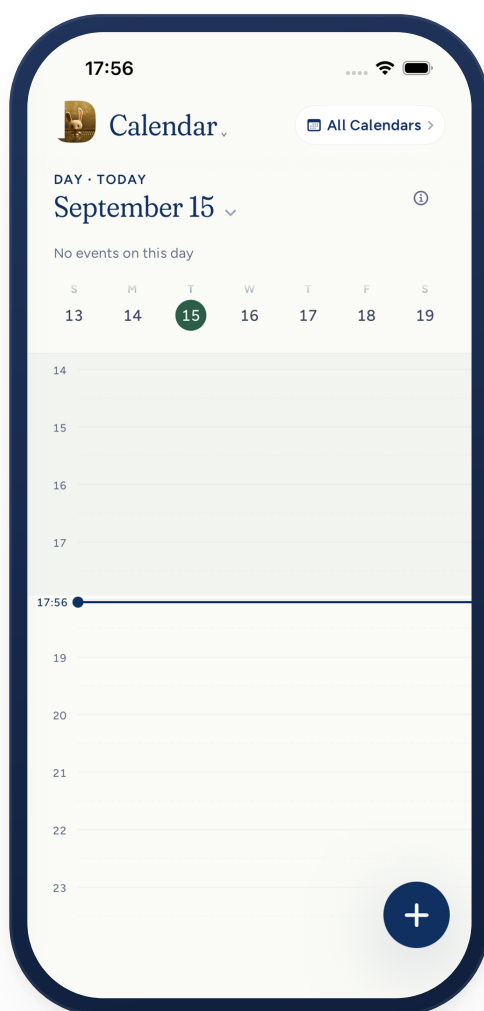
Next: [Calendar](#).

CALENDAR

Calendar

Day, week, and month views with your Apple and Google events beside what you plan in Kept. Pinch to zoom out, swipe to move, hold to drag.

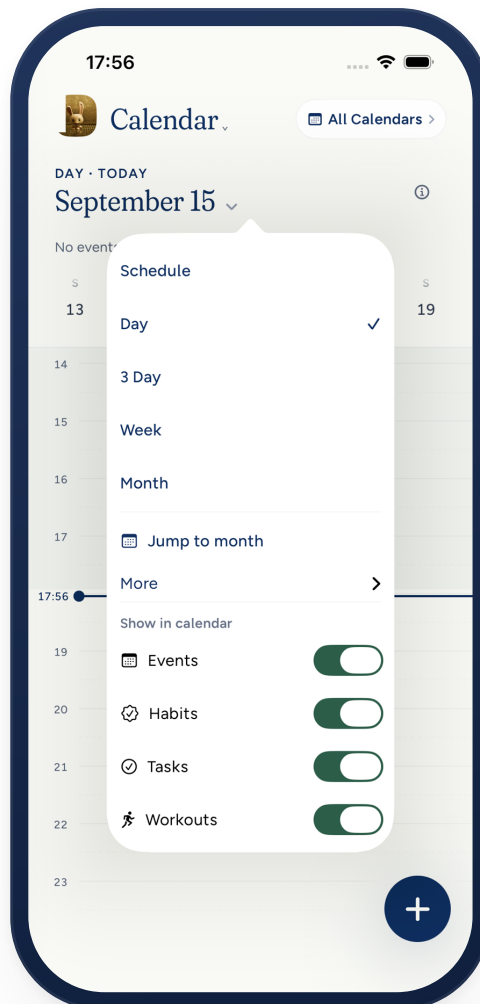
Calendar is where your plans meet the clock. It shows events from the calendars you connect, the events you create in Kept, and, if you like, your scheduled habits, tasks, and daily notes on the same grid.



Day view. Tap the date heading for Schedule, 3 Day, Week, Month, and Year.

Choose a view

Tap the date heading to pick **Schedule**, **Day**, **3 Day**, **Week**, or **Month**, with **Year** under **More** and a **Jump to month** shortcut. The same menu lets you show or hide Events, Habits, Tasks, Workouts, and Daily notes, for whichever of those you have turned on. **All Calendars** in the top corner chooses which connected calendars to include and opens calendar settings. Each account remembers its view.



Tap the date heading to switch views or jump to a month.

Tap an empty slot in the day grid and Kept offers **New at** that time, a half-hour block with the title field ready. In calendar settings, **Default calendar** picks where new events go, **Smart calendar** merges duplicate copies of the same event into one richest copy (on by default), and each calendar can take a color of your choosing that syncs to your other devices and never changes the color at the source.

Day keeps its hour grid while you tap other dates in the week strip.

Schedule lists a week of plans as a running list.

3 Day and **Week** scroll sideways through their columns; arrows move by period.

Month shows short titles and an overflow count. Tap a date to open its day, then **Back to month**.

Today brings you back from anywhere.

Move around

Swipe a day left or right to change days. Swipe the week strip to jump weeks.

In 3 Day, the page follows your finger and the neighboring days slide in beneath it; a long press, not a swipe, is what moves an event.

Pinch to change altitude: pinching in on Month goes to Year, on Week goes to Month. Pinch out to step back down toward Day. On Day, pinching stretches or squeezes the hours; squeeze far enough and you land on Month.

Tap an empty slot on the day grid to start a new event at that time.

A quiet line marks the current time in today's column.

Open and edit an event

Tap an event and it grows into a detail card over a soft blur. Drag down or tap outside to put it back. A meeting with a video link shows a join button; a meeting with guests shows the roster and how each has replied. **Color** recolors a Google event with the same palette as your calendars.

Edit changes the title, location, date, and times. For events you were invited to, **Your response** offers **Going**, **Maybe**, or **Decline**; the reply is sent at once and, if it cannot be delivered, Kept restores the previous answer and offers Retry. Apple Calendar events can be edited in place too, and **Open in Calendar** hands the event to Apple's app when you prefer it there. When you delete an Apple event, Kept says whether the deletion reaches Apple Calendar or only your copy.

Inviting other people to an event is a Mac and assistant action; see [Calendar on Mac](#).

Move things by hand

Touch and hold an event, then drag it to a new time. A quick vertical swipe still scrolls the day, and a plain tap still opens the event.

Scheduled habits work the same way. Hold a habit chip and drag it, then choose **Just this day** or **Every day**. Moving a habit never checks it in.

All-day events and dates

A date without a time is an all-day event. It sits in the band above the hour grid. Capture makes them the same way: "Board offsite Friday" is all day; "Board offsite Friday 9am" has a start.

Daily notes on their dates

With the Notes layer on, a small link marks any date that already has a daily note. Tap it to keep writing, then come back. Browsing never creates a note, and empty notes stay hidden.

Widgets

The Agenda widget lists today's events and due tasks in time order; Next shows one true thing: a pinned item, the next event, the top task due today, or today's promise; Today leads with the day. A widget that says *Open Kept to check* wants you to open the app once so it can refresh.

Next: [Connect Apple and Google calendars](#).

Connect Apple and Google calendars

Give Kept your calendars. Apple Calendar stays on the device; Google syncs through your account and can take events back.

Kept can show two kinds of calendar: the ones on your device through Apple Calendar, and Google calendars connected to your account. They behave differently, and it is worth knowing how.

	Apple Calendar	Google Calendar
Where it is read	On each device, with that device's permission	On Kept's server, through your account
Appears on your other device	Only if that device also has the calendar	Yes, everywhere you are signed in
Events Kept creates	Written to your default Apple calendar when you choose Apple	Written to the Google calendar you choose
Editing, guests, replies	Kept edits and deletes in place, with Open in Calendar when you prefer Apple's app	Kept can edit, invite, and reply
Recurring events	Read only	Kept can create a repeating series

Apple Calendar

- 1 On iPhone, tap your avatar, then **Settings → Connections → Calendars**, or tap **All Calendars** at the top of the Calendar screen. On Mac, open **Settings → Integrations**.
- 2 On iPhone, turn on **Show Apple Calendar**; iOS asks for full calendar access with Kept's explanation of why. On Mac, click **Connect** beside Apple Calendar, read the short primer, and choose **Continue**.

- 3 If you declined once, iPhone needs you to allow it again under iOS Settings › Privacy & Security › Calendars; the Mac offers **Open System Settings**.

Apple events stay on the device that reads them and are never copied into your Kept account. They still inform Today's free windows and travel with a question you ask the assistant about that stretch of time. The choice to show them belongs to your Kept account on that device.

Google Calendar

- 1 In the same Calendars screen on iPhone, tap **Connect Google Calendar**.
- 2 Google opens its own consent screen. Choose the account and allow calendar access. Backing out is silent and changes nothing.
- 3 Back in Kept, tap a calendar's name to show or hide it, and choose which one new events go to.

Kept syncs Google events into your account, keeps them current, and sends supported changes back: edits, moves, replies, and new events. **Connect another Google account** on iPhone adds a second one; hiding a calendar only removes its events from view, and nothing is deleted.

NOTE

Google is still reviewing Kept, so its sign-in page warns that the app is unverified and tucks Continue behind Advanced. That is expected, and connecting still works. On Mac, the Google section appears once you have a connected account, or when Google connect is turned on for your account.

If Google asks Kept to sign in again, the Calendars screen shows **Needs reconnecting** beside that account, and a quiet banner in the app offers **Review**. Reconnect and your calendars and events stay where they were.

Default calendar and smart logging

Default calendar is where an event you capture goes when nothing says otherwise: **Automatic**, or one of your writable Google calendars. Capture also offers a **Calendar** row on each event so you can choose per event.

Smart calendar, on by default on iPhone, shows one row when the same meeting sits on more than one calendar, keeping the richest copy. The Mac merges the same way without a switch.

On your calendar chooses the layers the calendar draws: Events, Habits, Tasks, Workouts, Daily notes.

Colors

Tap a calendar's swatch to recolor it: Lavender, Sage, Grape, Flamingo, Banana, Tangerine, Peacock, Graphite, Blueberry, Basil, Tomato, or a custom color. The color follows you to every device you are signed in on and never changes the color in Google or for anyone else.

Disconnect

Turn off Apple Calendar with its switch, or revoke access in the system's Privacy settings. **Disconnect** a Google account from the Calendars screen; there is no confirmation and no undo, Kept removes the stored connection, and the synced events leave your account.

How far Kept looks

Kept keeps about two months back and thirteen months ahead on screen and loads more as you scroll. Google itself is synced from three months back to a year ahead, and Apple events load from three months back to a year ahead. When a Google account needs to be reconnected, a banner with **Review** appears above whatever you are doing, and each account's calendars can be shown or hidden together with **Show all** and **Hide all**.

Next: [Calendar on Mac.](#)

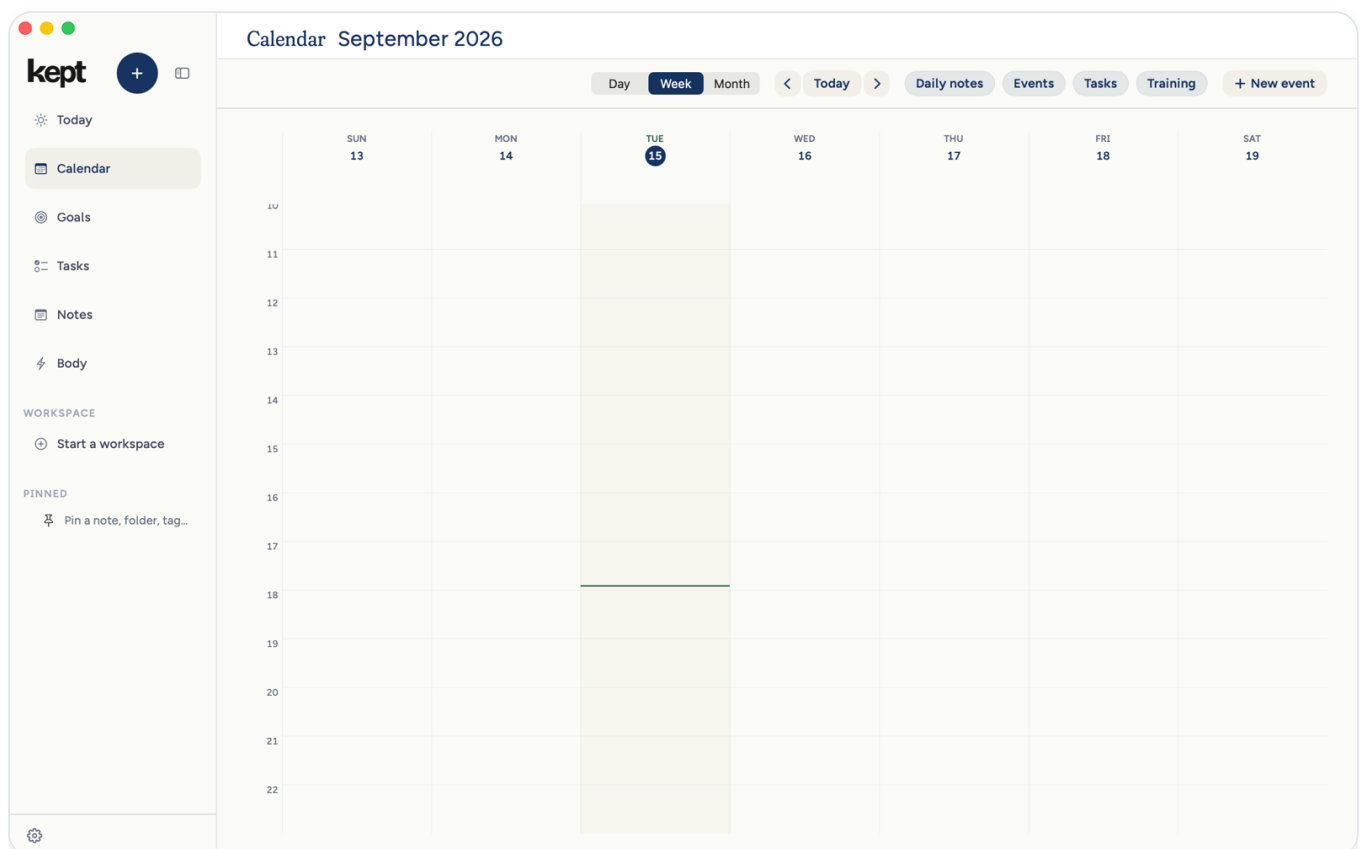
CALENDAR

Calendar on Mac

Day and Week grids that fill the window, drag to move and resize, zoom the hours with a keystroke, and an event panel that gets out of the way.

On the Mac, Calendar is a desk. Day and Week fill the workspace, the hours scroll under pinned dates, and the keyboard moves everything.

Views and where they open



Week view on Mac, with the layer pills for Daily notes, Events, Tasks, and Training.

Choose Day, Week, or Month from the switch at the top of the calendar. Calendar opens about three and a half hours before now with about eight hours on screen. A day you choose opens just above its first event, or half an hour before the working

morning when it is empty. Your scroll stays put until you pick another day, change the period, or press **Today**.  with the scroll wheel, or a pinch on the trackpad, changes the hour height.

Week pins each column's weekday, date, and all-day band while the hours scroll, so a parked afternoon still names its days.

Zoom the hours

Keys	Action
 	Taller hour rows
 	Shorter hour rows
 	Back to the default height

Move and resize

In Day view, drag an event to a new time; its length comes along unchanged, and Week and Month are for reading and clicking. Right-click an empty hour to create an event at exactly that time. Habit chips are there to read, not to drag. An event with a call link offers **Join call**, and a Google invitation offers **Accepted**, **Tentative**, and **Declined**.

The event panel

Click an event, including an all-day one, and its details open in a panel over the calendar. Close it with the small x, , or a click outside. **Edit** turns the title into a field and keeps you in the same panel; **Cancel** returns to the details.

Clicking away from an edit you have not saved asks whether to discard it or keep editing. The prompt follows you: choose **Discard edits** and you land where you clicked; choose **Keep editing** and you stay.

Guests appear once each with a count above the rows, and a long list scrolls inside its own band so your reply and the Edit and Delete controls stay in view. If you organized a Google event, Edit can add or remove people by email and Kept tells them. If you are a guest, the list is read-only and says why.

Repeating events

With a writable Google calendar connected, **New event** and Capture can make an event repeat every day, week, month, or year, every so many of them, ending never, on a date, or after a count. Without a writable connected calendar, Repeat says it is unavailable rather than saving one event by mistake. Repeating events can be created here, not edited afterwards; change one in your calendar app. The iPhone shows repeating events but does not create them.

Daily notes on the grid

With the **Daily notes** pill on, existing daily notes show as small links beside their dates in Day, Week, and Month. Click one to open that day's note. The same row of pills shows or hides **Events**, **Tasks**, and **Training**.

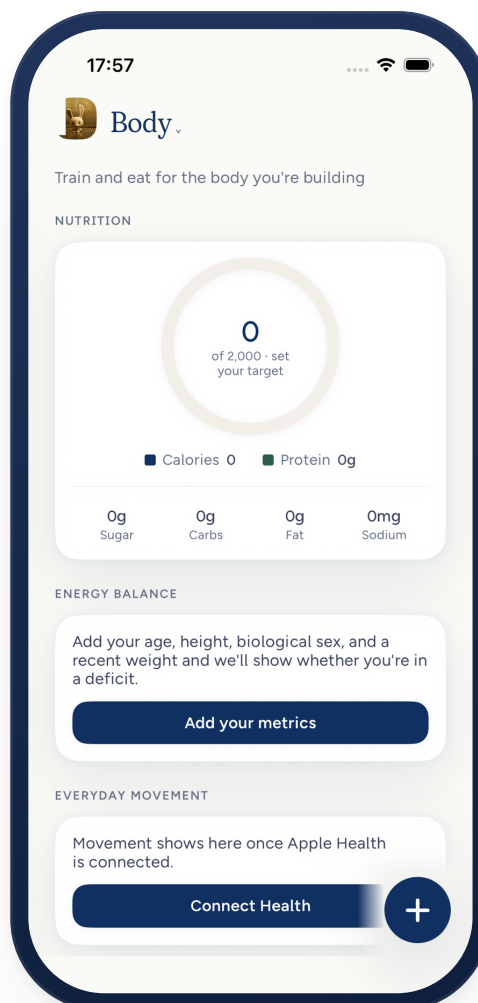
Next: Meals, sleep, and training.

BODY

Meals, sleep, and training

Snap or type a meal, read last night's sleep, log a run or a lift, and let Apple Health fill in the rest.

Body is the part of Kept that knows you have one. It holds meals, sleep, workouts, and lifts in one account-scoped view, and it draws the trends that follow. It is optional: if you did not choose health tracking in setup, it waits in Settings under **Health & Wellness** until you want it. The page reads top to bottom: **Nutrition**, **Energy balance**, **Everyday movement** once Apple Health has steps to show, **Sleep**, **Recent Workouts**, **Strength** once you have a lift goal or a logged set, and **Today's Meals**.



Body: Nutrition, Energy balance, Everyday movement, Sleep, workouts, and today's meals, top to bottom.

Log a meal

Three ways, all of which end in the same record:

Snap a meal. Tap **Snap a meal** in Body, or + then **Meal**, point the camera at the plate, and Kept reads the portions and grounds the macros. Review the items, rename or resize any of them, set when you ate, and tap **Log this meal**. **Upload** does the same from your photo library. If Kept has read a very similar plate before, it offers **Use this** instead of analyzing again.

Type a meal. Tap **Type a meal** and write it the way you would say it: "two eggs and toast". Kept looks each food up in a nutrition database, never guessing the numbers, and names anything it could not match so you can rename the line. On Mac, type the meal on the Body page, choose **Read it**, then **Log it**.

By hand. **Enter it by hand** takes a name, calories, and optional macros. With Cloud AI off, this is the form Kept offers everywhere.

Ask. Tell the assistant what you ate. It drafts the foods and sends you to Body to keep or drop the draft. It never claims the draft was already saved.

Every meal opens into a deep dive: nutrition facts marked as an estimate, a processing grade, a **Health score** with the reasons behind it, and a tip. **About these numbers** explains how the score is built, and **Nutrition principles** in Settings lets you pick a diet and tune the scoring. You remain the authority on what you ate; delete any meal from its ... menu or with a swipe in **Meal history**, with an Undo right after.

The calorie ring fills against a target once you have entered your **Health specs**: date of birth, height, weight, and optionally gender. Until then it shows *of 2,000 · set your target*. **Energy balance** then says whether you are in a deficit or a surplus so far today, with **More detail** for the full-day burn estimate and a week of bars.

PRIVACY A meal photo is sent to the server for analysis only after you have allowed Cloud AI, and only the photo you chose. Typed meals go to a nutrition database lookup, not to a language model.

Sleep

Last night's sleep sits on Body once Apple Health has synced it. Tap the card for that night: time asleep, efficiency, and stages where they were recorded. **Sleep history** holds older nights. Kept does not invent stages, baselines, or conclusions; a missing value says unavailable rather than zero.

Sleep belongs to the morning you woke. If you traveled, bed and wake times show in the time zone the night was recorded in.

Workouts and strength

Workouts arrive from Apple Health on iPhone, or you log one from **Log workout**, which offers five presets: Easy run, Tempo run, Push day, Pull day, and Mobility. On Mac, a workout takes a name and optional minutes. Rename or delete a workout from its long-press menu; Apple Health is never changed. Lifts take an exercise, a weight, and whole reps; Kept shows the estimated one-rep max as you type and marks a new PR when you beat it. The **Strength** section appears once a goal names a lift or you have logged a set.

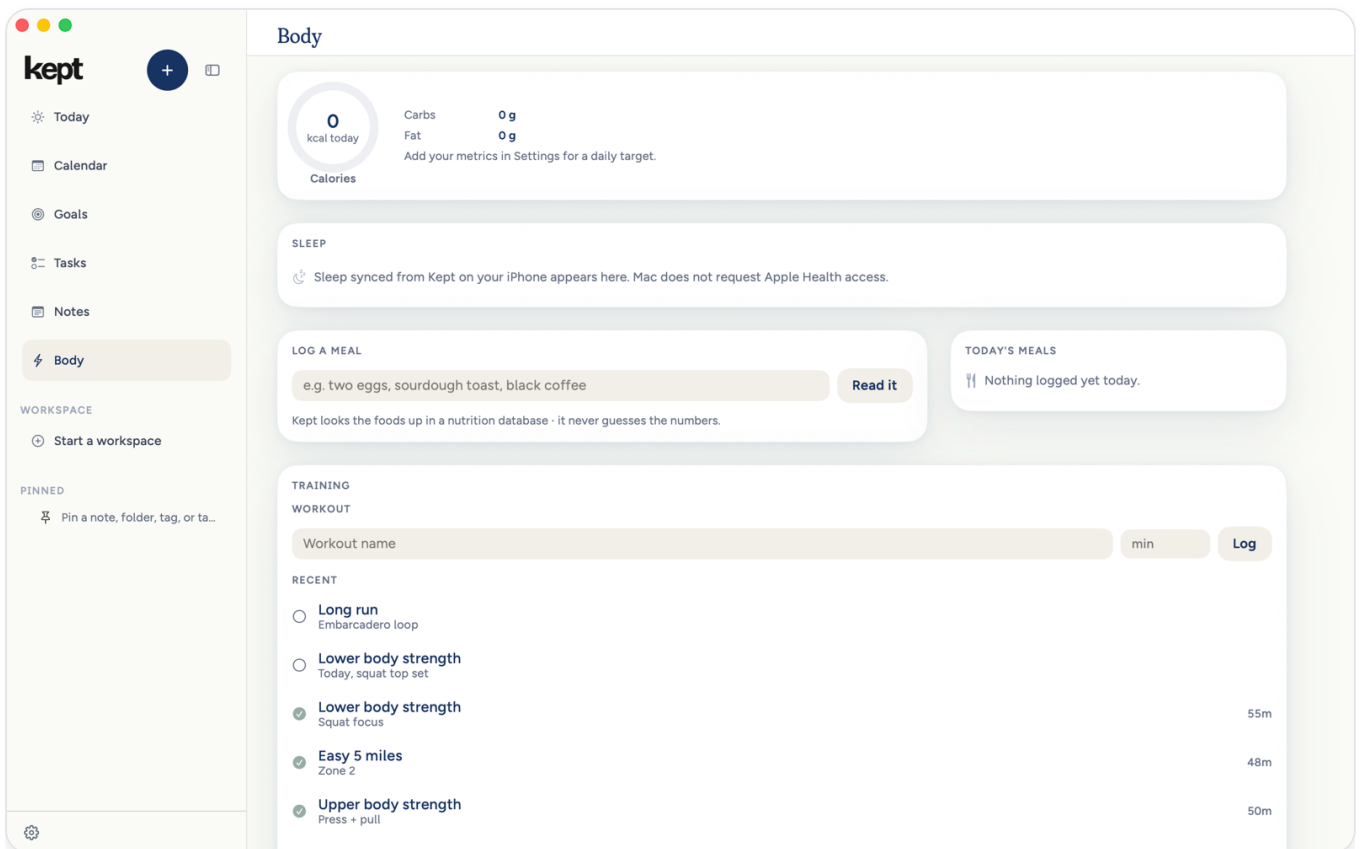
If you follow a training plan for a goal, Kept can match a recorded run to the planned session and ask you to confirm. A plain easy run matches automatically when its distance or time meets the plan. Anything with intervals or pace targets waits for your confirmation.

Trends and insights

Trends, under Settings → AI & your data on iPhone, charts weight, your best lift, and progress on your goals, alongside a life-balance read across your areas when Cloud AI has prepared one. On Mac, **Insights** in Settings shows resting and daily burn, weekly balance, best estimated one-rep max, and habits kept over seven days. Estimates only, never medical advice.

Body on Mac

Mac



Body on Mac: rings, sleep synced from your iPhone, a typed meal, and training.

Body on Mac is three parts: today's nutrition rings and last night's sleep, **Log a meal** by typing beside today's meals, and **Training** with a workout form and a strength form in one card. The Mac does not read Apple Health itself; sleep and Health workouts arrive from your account after the iPhone syncs them.

Next: [Apple Health and Kept](#).

Apple Health and Kept

What Kept reads from Apple Health, what it never writes, and how to connect or disconnect.

Kept reads from Apple Health. It never writes to it. Everything Kept learns from Health is a summary that helps you see your week; the raw measurements stay on your iPhone.

Connect

- 1 Open the drawer, tap **Settings**, then **Apple Health**.
- 2 Read the explanation. It names each category Kept would like to read and what it uses it for.
- 3 Tap **Connect Apple Health**. iOS shows its own permission sheet; turn on the categories you are comfortable sharing.

Apple does not tell an app which categories were declined, so Kept describes the connection it asked for rather than claiming access to everything.

What Kept reads

Category	Used for
Sleep	Last night's card, sleep history, a habit rule on time asleep
Workouts	Body, training plans, matching a run to a planned session
Active energy	Energy balance, a habit rule on active energy
Walking, from your workouts	A habit rule on walking minutes
Weight and body measurements	Weight trend, Insights, metabolism estimates
Steps, distance, exercise minutes, heart rate	Signals and everyday movement on Body
Date of birth, biological sex, lean body mass	Energy balance, alongside the metrics you enter

Synced summaries are scoped to your Kept account and can appear on your Mac after the iPhone syncs them. The Mac never reads Health directly.

What Kept never does

- Write to Apple Health.
- Decide a habit with a model. A habit rule compares numbers with arithmetic. The on-device model does help match a synced workout to a habit, and with Cloud AI on, your daily burn figures shape the coaching line on Body.
- Expose Health history to a connected AI agent without a separate, explicit permission that is not part of any one-click preset.
- Treat a missing reading as zero.

When Health deletes something

If you delete a workout in Apple Health, the next sync removes it from Kept too. Workouts you logged by hand stay. A walking-habit check-in from that workout does not clear yet; use **Undo** on the habit.

Disconnect

Turn off Kept's categories in iOS Settings under **Health → Data Access & Devices → Kept**, or tap **Disconnect** in Kept's **Settings → Connections → Apple Health**. That screen also shows the connection's status, offers **Sync now**, and can **Open Health app**. Kept stops reading and syncing. A small checkpoint stays on the device so an explicit reconnect can resume, and it holds no measurements. Deleting your account removes everything Kept derived from Health.

Next: [Ask Kept](#).

Ask Kept

An assistant that answers from what you have kept and can act in your account, with a confirmation before anything that touches another person.

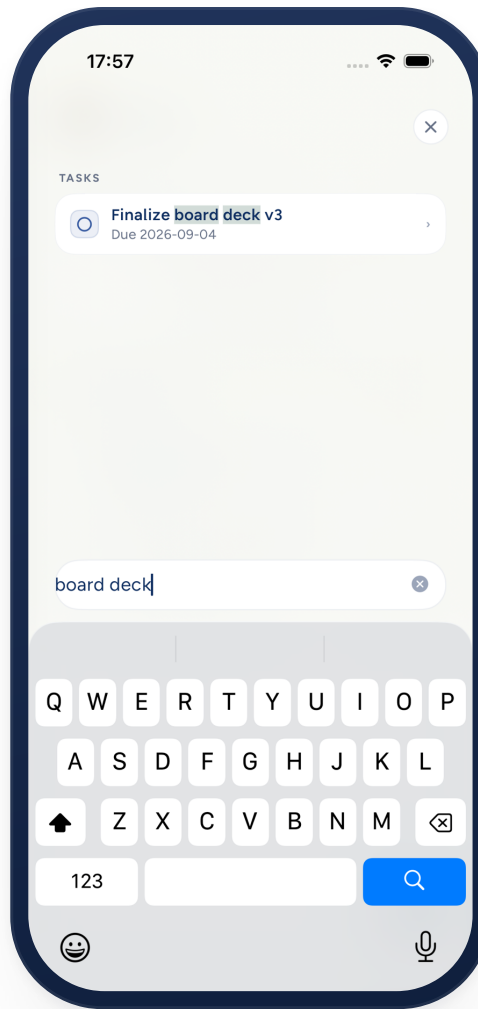
Ask Kept is the assistant inside the app. It reads your tasks, notes, habits, goals, calendar, and the things it remembers about you, and it answers in plain words. When you ask it to do something, it does it in your account and shows you exactly what it did.

It runs on Cloud AI, so it waits until you have chosen **Allow Cloud AI**. Until then the entry points explain what they would need and offer the setting. With Cloud AI off, the pull-down surface on iPhone becomes **Search notes and tasks**: it searches the index on your phone and opens what you pick, with no Send button and nothing leaving the device.

Open it

iPhone. Pull down past the top of Today, Tasks, Notes, or most other screens to open Quick Search. It greets you by the time of day and offers a few prompts that fit the screen you came from. Type into **Search · or ask anything** and tap the send arrow. With a hardware keyboard,  opens it.

Mac. Choose **Go → Ask Kept...**, or press  , type, and press  . The assistant opens in a panel beside your work with the composer **Ask or tell Kept...**



With Cloud AI off, the pull-down surface becomes Search notes and tasks:
your own index, on your phone.

What to ask

Some questions people ask on their first day:

"What should I do first this morning?"

"What did I decide about the vendor contract?" It searches your notes by meaning, not just by keyword.

"When is my next meeting with Dana?" It searches event names instead of guessing dates.

"How is the marathon goal going?"

"Plan my afternoon around the 2pm call."

"Add to today's note: the plumber comes Thursday."

The reply streams in, with a short phase label while it works, *Searching your notes.*, *Checking your calendar.*, so a slow answer never looks like a stalled one. Press and hold a reply on iPhone to copy the whole thing as plain text. The thread clears a few minutes after you close it; nothing is stored as a conversation on the server.

Simple asks never leave the phone. *Mark stretching done*, *Add a task: call the vet*, *Start focus*, and *Open Calendar* are handled by the on-device model and answered at once, even offline.

What it can do

The assistant can create and edit tasks, notes, events, goals, and habits; complete or reopen tasks and habits; file a note into a folder or link a task to a goal; find free time on your calendar; and prepare a reviewable Top 3. Each action arrives as a card that names what happened, with a way to undo it.

Anything with an effect on another person, such as inviting a guest or replying to an invitation, and anything that deletes, comes back as a confirmation card first: **Send invite** or **Not now**, **Delete** or **Cancel**. Your tap is the decision. Meals, workouts, and check-ins return a draft and open Body rather than writing a record for you. Connecting Apple Health from a conversation is a card too.

Attach an image

On iPhone, tap **Attach photos** to add up to five: a whiteboard, a receipt, a menu. The image goes to the server model only after Cloud AI is allowed, and earlier turns never resend it. The Mac panel has no photo picker.

Skills

Skills are focused instruction sets for planning, calendar work, habit design, training, nutrition, sleep, and memory. The assistant picks them up when they fit. A skill can narrow which tools it uses; it can never widen your permissions. The skills library and personal skills are rolling out under their own switch in Settings.

Device calendar context

When you ask about time, the iPhone or Mac can attach a bounded snapshot of your calendars and upcoming events, including Apple calendars the server cannot see, so the assistant does not propose a slot you already gave away. The snapshot is context for that one request, not a calendar connection.

PRIVACY Ask Kept sends your question and a bounded slice of your account, including the titles and times of your Apple Calendar events, to Anthropic through Kept's server. The apps never hold model keys, and the thread is not stored. With Cloud AI off, the assistant answers from what is on the device and says so: *Cloud AI is off · from what's on this phone.* [Cloud AI, explained](#) covers what goes where.

Next: [Briefings and reminders.](#)

Briefings and reminders

A morning briefing, a midday refocus, a nightly reflection, and task reminders. Each is a switch you own, and none of them prove delivery.

Kept sends few notifications, and every one of them is yours to turn off. There are four kinds.

Kind	When	What it says
Morning briefing	An hour after Kept prepares your plan, at the time you choose	The day's shape: first event, your Top 3, a habit to start with
Midday refocus	Around half past twelve	What is still open and what the afternoon has room for
Nightly reflection	Evening	A one-line prompt to close the day and mark what you kept
Task reminders	The time you set on a task	The task's title

The three briefings run on Cloud AI and pause when it is off. Only the morning briefing arrives as a notification, *Good morning. First: .:* the midday refocus quietly re-sorts your afternoon and the nightly reflection works overnight, and both show their results in the app. Task reminders are local notifications that need no cloud at all.

Turn them on or off

Open **Settings** → **Notifications** on either device. The screen shows whether the system currently allows Kept to notify you, then the switches for each briefing, your briefing time, and quiet hours. Choices sync across your devices and belong to your account.

If you turn Kept off in iOS Settings or System Settings, this screen says so and offers the system page. Kept then turns its own push off for this account on this device.

NOTE A switch that is on means Kept will try. It is not a receipt that Apple delivered anything. If you are not seeing a briefing, check the system permission first, then quiet hours, then whether Cloud AI is allowed.

Task reminders

Set a reminder from a task's page. Each of your signed-in devices schedules its own alert from the synced time, so a reminder set on the Mac fires on your iPhone too. Completing or deleting the task cancels the alert immediately, even offline; reopening restores it. Signing out clears that account's alerts from the device.

Quiet hours

Set quiet hours in Notifications and Kept holds briefings until they end. A briefing that could not be sent still waits for you in the app.

Nightly reflection and learning

Turning off nightly reflection also stops the overnight cloud pass that reads your recent activity to prepare the next morning. Deterministic housekeeping still runs. Daily briefing and midday refocus remain separate choices.

Next: [What Kept remembers](#).

What Kept remembers

Kept keeps a small set of facts about you so the assistant does not ask twice. Read them, correct them, forget them.

The assistant is more useful when it knows that you run on Tuesdays, that "the board" means Thursday's meeting, and that you would rather be asked than nudged. Kept keeps those facts in a memory you can read in full.

See what is remembered

Open **Settings** → **Assistant context** on iPhone or **Settings** → **Assistant** → **Data** on Mac. Each memory shows the sentence Kept keeps and where it came from: something you said, something you captured, or something Kept inferred overnight. Add a memory of your own with **Remember something**. **Forget** removes one; **Keep** pins one you want to survive.

Where memories come from

You. Anything you tell the assistant to remember, and anything you add in Settings.

Overnight learning. With Cloud AI allowed and nightly reflection on, Kept reviews recently changed tasks, notes, habits, meals, workouts, sleep, and calendar events in small batches and writes short facts it can cite. A memory made this way keeps a link to its source, so correcting or deleting the source retires the memory.

Never from raw health measurements. Habit check-ins that came from Apple Health are remembered as check-ins, not as numbers.

Expired or superseded memories are left out of every answer. If Kept cannot verify what a memory may be used for, it leaves that memory out.

Your identity statement

The line under your name in the drawer is your identity statement: who you are choosing to be. Edit it from your profile. It informs the assistant's tone and the plan's sense of what matters, and it appears on the Identity widget.

Contacts

The assistant can recognize people you mention often. **Settings → Assistant contacts** shows who Kept knows and lets you remove anyone. Kept never reads your address book without asking.

Turn it off

Turn off Cloud AI and overnight learning stops. Existing memories stay until you forget them. Deleting your account removes them all.

Next: [Widgets and controls](#).

Widgets and controls

Twelve widgets, seven controls, and a Live Activity that keep Kept within reach without opening it.

Most of what Kept does can be read or done from the Home Screen, the Lock Screen, or Control Center. The app becomes the place you go for the longer look.

Widgets never touch the network. They read a small snapshot the app leaves for them, and when you complete something on a widget the change is queued and lands the next time the app wakes. No widget or control carries a key of any kind.

Add a widget

Touch and hold the Home Screen, tap **Edit**, then **Add Widget**, and find Kept. Long-press a placed widget and choose **Edit Widget** for its options.

Widget	Sizes	What it shows
Next	Small, Lock Screen	One line: what matters next and when. Quiet when you are clear.
Today	Small to extra large, Lock Screen	The date, what is next, your three, quick wins, and your habits. Large completes tasks in place.
Habits	Small to large, Lock Screen	Today's habits, checkable in place. The ring moves without opening the app.
Agenda	Medium, large, Lock Screen	Today's events and due tasks in time order, with an area filter.
Calendar	Medium, large	Your day as a timeline.
Focus	Small, medium, Lock Screen	Your focus level, up to three deep-work picks, and Start. Pause and stop a running session.
Body	Small, medium, Lock Screen	Calories and macros at a glance, with the hero metric you choose and a Snap a meal button.
Trends	Medium, large	One metric's line, with an optional goal line.
Identity	Small, Lock Screen	Your identity statement and the days you kept.
Tasks	Medium, large	Open tasks or your Top 3, complete one in a tap, with the row detail you choose.
Capture	Small, Lock Screen	Four captures in one tap: note, task, event, meal.
Quick capture	Medium	Four labeled launches you arrange yourself.

Completing on a widget shows a short **kept • undo** chip for a few seconds, so a stray tap can be reversed. A widget that says *Open Kept to check* or *as of yesterday* wants you to open the app once so it can refresh.

NOTE If Habits or Body is switched off in Settings, the matching widget says so plainly, *Habits are off in Kept*, and offers the way back rather than showing an empty tile.

Controls

Add Kept controls to Control Center or the Lock Screen from the controls gallery.

There are seven: **Capture**, **Quick note**, **Add task**, **Log meal**, **Snap a meal**, **Complete next habit**, and **Start focus**. Start focus also stops a running session, and it works from the locked screen; Complete next habit asks you to unlock first.

The Action Button

On an iPhone with an Action Button, open **Settings > Action Button**, choose **Controls**, and pick **Capture**. One press, the Capture sheet. Or choose **Shortcut** and pick **Capture in Kept**. Without an Action Button, give **Capture in Kept** to Back Tap in the Shortcuts app.

Live Activity

Start a focus session and it appears on the Lock Screen and in the Dynamic Island: *Focusing* or *Paused*, the countdown, and Pause and Stop that work without opening the app.

Home Screen quick actions

Touch and hold the Kept icon for **Capture**, **Log a meal**, and **Start focus**, plus a fourth that changes with your day: **Resume focus** when a session is paused, **Complete next** with the next habit's name, or **Next** with your next event.

Focus filters

In iOS Settings → Focus, add **Set Kept Focus** to a Focus such as Work and choose the life areas that belong to it. While that Focus is on, Today's calendar, the agenda, open tasks, and your widgets scope to those areas, and you can ask it to surface deep-work picks first. The free-window math still uses every event, so *Free until 3* stays true.

Spotlight and Visual Intelligence

Tasks, notes, events, and goals are indexed for Spotlight; search from the Home Screen and open them directly. With Visual Intelligence, point the camera at a plate and Kept offers **Log this meal in Kept**; point it at anything else and it offers **Capture in Kept**. Labels only; the picture never leaves the device from that path.

Next: [Siri, Shortcuts, and automations.](#)

Siri, Shortcuts, and automations

Ten phrases that work the moment you install Kept, a full catalog of actions for the Shortcuts app, and recipes worth stealing.

Nearly everything you do in Kept is also an action in the Shortcuts app. That means Siri can run them, automations can schedule them, and you can chain them into things we never thought of.

Say it to Siri

Ten phrases work with no setup. Each has a few variations; all of them name Kept.

Say	What happens
"Capture in Kept"	Opens Capture ready to type, or files what you dictate
"Add a task in Kept"	Creates a task from what you say
"Add a note in Kept"	Saves a note
"Log a meal in Kept"	Opens the meal camera
"Start focus in Kept"	Starts a 25-minute session
"Complete my next habit in Kept"	Checks off the next open habit and tells you how many are kept
"What's my habit status in Kept"	Reads today's habits: kept so far, next up
"What's next in Kept"	Names your next event and its time
"Log a workout in Kept"	Records a workout by name
"Reflect in Kept"	Takes your words and saves them as a dated reflection note

Answers are spoken and shown as a card. *You kept 4 of 6. Next up: Ten minutes of mobility.* Capture, Search Kept, and Find Notes ask you to unlock the phone first.

Build your own in Shortcuts

Open the Shortcuts app, tap +, and search for Kept. The catalog covers tasks, events, notes, habits, goals, body, training, focus, search, and opening any surface. Read actions return lists you can count and loop over, or a single value where one makes more sense, such as a habit count or the next event; create actions return the thing they made.

Family	Actions
Tasks	Create, Complete, Reopen, Reschedule, Set Priority, Move to Goal, Delete, Find, Open
Events	Create, Reschedule, Cancel, Find, Get Next Event, Open
Notes	Create, Append, Find, Open, Reflect
Habits	Complete, Uncomplete, Find, Complete Next, Get Habits Status, Add a habit
Goals	Create, Find, Get Progress
Body	Log Meal by Name, Find Meals, Log Workout, Find Workouts, Snap Meal
Focus	Start Focus with any minutes, Find Focus Sessions, Get Focus Status
Status	Get Today Summary, Get Nutrition Status, Get Identity Status
Open	Open Kept at Today, Calendar, Tasks, Body, Notes, Capture, Log a meal, or Snap a meal; open a task, an event, or a note; Search Kept

Shortcuts' own **Ask Each Time** input works with any field that varies.

Recipes

The same list lives in **Settings → Tools → Automations**, with an **Open Shortcuts** button.

Morning brief. At 6:00, Get Today Summary, then Start Focus for 25 minutes.

Close the day. At 21:00, Get Habits Status and check what is left from the card.

Clear an area, then go deep. Find Tasks where Area is Work and Due is Today, repeat Complete Task for each you finished, then Start Focus for 50 minutes.

Arrive at the gym. Location automation: Log Workout, or Start Focus on today's run.

NFC desk tag. Tap the tag, Start Focus.

Daily standup post. Weekdays at 17:00, Find Tasks where Area is Work and Due is Today, format as text, send to Slack.

Work Focus scope. In iOS Settings → Focus → Work, add the Kept filter and choose the areas that belong to work.

Action Button capture. Settings › Action Button → Controls → Capture, or give Capture in Kept to Back Tap.

What runs without opening the app

Reads such as Find Tasks and Today Summary answer from a snapshot on the device, so they are instant and work offline. Writes such as Complete Task or Create Note queue on the device and flush the moment the app wakes. A few actions, such as Log a meal, open the app to the right place because they need the camera.

Safety

Delete Task and Cancel Event always ask you to confirm, whoever calls them. Find Notes, Search Kept, Capture, and Complete Next Habit require the device to be unlocked. With Cloud AI off, every action that would reach the cloud stays on the device or opens the app instead. Body actions respect the module switch: with Body off, "Log a meal in Kept" says so and points at Settings. On Mac the set is smaller: Capture, Log a meal, Start focus, Complete next habit, and Open Today.

Next: [iPhone tips](#).

iPhone tips

The moves that are not labeled on screen. Hold the button, pinch the calendar, swipe a task, format on selection.

Kept keeps its screens quiet, which means a few of the best moves are not labeled. Here they are. A shorter version lives in **Settings → Tools → Tips & shortcuts**, along with a card that sets up the Action Button or a Shortcut for Capture.

Quick log from the button

Touch and hold the round Capture button, slide up to **Task**, **Event**, **Note**, or **Meal** (when Body is on), and let go. The sheet opens with that kind locked, skipping detection. Use it when you already know what you are about to write.

Pinch the calendar

Pinch in on Week to pull back to Month, and on Month to reach Year. Pinch out on Month to drop into Week, and on Week into Day. The date heading opens the view menu: Schedule, Day, 3 Day, Week, Month, Year, and Jump to month.

Swipe the calendar

Swipe a day left or right to move by a day. Swipe the week strip to move by a week.

Swipe a task done

Swipe right on any task row to complete it. No need to open it. Swipe left for **Not today** on a Top 3 row, or **Tomorrow** in Tasks.

Format on selection

Select text in a note, then open the arrow in the menu that appears for **Highlight**, **Add link**, and more.

Tap the title, or the avatar

Your avatar and the screen's title both open the menu from any main screen. Notes is the exception: there the title opens the list picker, so use the avatar. On Calendar, the date heading under the title opens the view picker.

Pull down to search

On Today, Tasks, or Notes, pull down past the top to open Quick Search and Ask Kept. With a hardware keyboard attached,  opens it from anywhere.

Shake to report

Shake the phone to open the bug report sheet, already knowing which screen you were on. Kept holds the shake while you are capturing or typing, and Settings → Shake to report turns it off. See [Report a bug](#).

Hold the icon

Touch and hold the Kept icon on the Home Screen for Capture, Log a meal, Start focus, and, when there is one, a fourth action that follows your day: Resume focus, Complete next, or your next event.

Keep the keyboard company

In a note or a task description, tap + on the keyboard bar to browse Insert and format without typing a slash, or **Aa** to turn the current line into something else.

Let widgets do the checking

The Habits widget checks habits in place and the Tasks widget completes tasks. Both offer undo.

Next: [Kept for Mac](#), or jump to [Connect Kept to your AI](#).

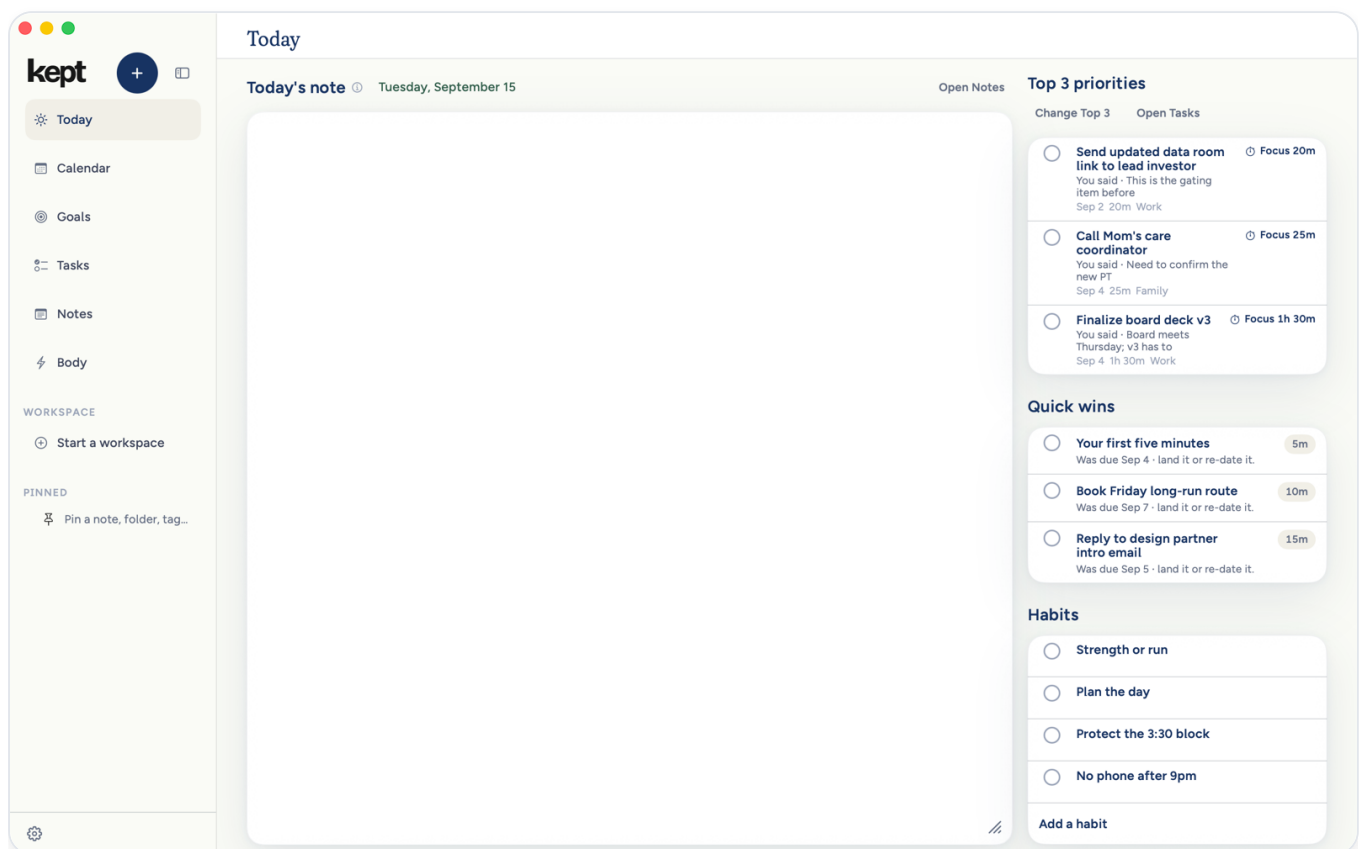
MAC

Kept for Mac

The desktop is the workstation. Same account as your iPhone, with resizable columns, an inspector, a floating timer, and a keyboard that reaches everything.

Kept for Mac is not the phone app stretched wide. It is a native Mac app with a sidebar, resizable columns, menus with real shortcuts, a global capture panel, and a command palette. It shares every task, note, habit, goal, and event with your iPhone.

Download it from kept.do: one universal app for Apple silicon and Intel, macOS 26 or later, unzipped and moved to Applications. That download signs in with Google or an email code; the Mac App Store build adds Sign in with Apple.



Today on Mac: the daily note beside your Top 3, Quick wins, and habits.

The window

Three columns, each of which you can resize or hide:

Sidebar. Today, Calendar, Goals, Tasks, Notes, Body, in that fixed order, then **Pinned**, then Settings at the bottom. Settings → Sidebar can tuck Calendar away; the rest always show. The round button at the top opens Capture. The sidebar button beside it hides the column.

Workspace. The surface you chose. Its title sits at the top beside the sidebar's window controls, and content scrolls under it.

Inspector. Opens on the right when you select a task. **Expand** gives the task the whole workspace; **Collapse** brings everything back. `esc` closes it.

The window remembers the widths you choose. At narrow sizes the columns tighten so all three stay inside the window.

Today as a workspace

On Mac, Today pairs the daily note with a compact rail of Top 3, Quick wins, Habits, and Schedule. Write in the note; check things off in the rail. **View → Today Layout** sets each card Compact or Expanded and hides the ones you do not need; Top 3 always stays. Drag the note's bottom-right grip to resize it; double-click to reset.

Pinned and Library

Right-click any note, folder, or tag, or use the task inspector's ... menu, and choose **Pin to Sidebar**. Pins are one click from anywhere and stay on this Mac for your account. Inside Notes, the sidebar becomes the Notes library and the Pinned group steps aside until you click **Kept** at the top to return. Right-click a note there for **Open note**, **Rename**, **Pin to Sidebar**, **Reveal in folder**, **Share...**, and **Delete note**.

The menu bar

A small Kept item in the menu bar opens a compact window: a capture field, **Start focus** with 25, 45, or an open stopwatch, what is **Up next**, and **Today's protocol** with the first five habits you can check off right there. When a focus session runs, a floating timer sits near the top-right of the screen; drag it where you like, resize it between compact and full, and hide it for the session from its menu.

Capture from anywhere

 **Space** from any app, or whatever chord you record in Settings → Capture. See [Capture on Mac](#).

Services

Select text in any app, right-click, and choose **Services → Save to Kept**. The text lands straight in Notes as a note titled Saved to Kept; a transcript file works the same way.

Appearance

Kept follows your Mac's light and dark setting, or you can pin it to Light or Dark under Settings → Appearance. Every surface, including the capture panel and the floating timer, is designed for both.

What the Mac does not do

The Mac does not read Apple Health; those summaries arrive from your iPhone. It has no camera meal capture; type meals instead. Widgets and Live Activities are iPhone features. The Mac keeps a smaller set of Siri and Shortcuts actions: Capture, Log a meal, Start focus, Complete next habit, and Open Today.

Next: [Keyboard shortcuts](#), the complete reference.

Keyboard shortcuts

Every shortcut in Kept for Mac, grouped by what you are doing. Press Command Slash inside the app for the in-app list.

Press   inside Kept for Mac to open this list in the app. Most shortcuts here are also menu items, so you can find them by browsing the menus too.

Capture and create

Keys	Action
 	Quick capture from any app. Change it in Settings → Capture.
 	New capture inside the window
  ·   ·  	Lock the kind while capturing: Event, Task, Note
 	Commit the capture

Find and navigate

Keys	Action
 K	Command palette: search, jump, capture, or ask
 	From the palette, hand your text to Ask Kept
 F	Open the palette in search, or Find in Note while editing
 1 onward	Today, Calendar, Notes, Goals, Tasks, Body, in Go-menu order, numbered by what is showing
 ,	Settings
  N	New note in the folder you are looking at, while you are in Notes
  F	Put the caret in Search notes
  K	Search notes by meaning, with Cloud AI on
 I	Back, inside Notes

Focus and momentum

Keys	Action
  F	Start focus, or pause and resume the running session
  E	Stop focus and keep the time
   F	Bring the floating timer and its controls forward
  K	Keep the next habit in today's list

Calendar

Keys	Action
 	Taller hour rows
 	Shorter hour rows
 	Default height

In the note editor

Keys	Action
	Block palette
 1 through  9	Insert the numbered row while the palette is open
 F ·  G ·   G	Find in note, next match, previous match
 B ·  I	Bold, italic
  H	Highlight
  E	Inline code
  F	Formatting controls for the selected text
 	Add a row while inside a table
Tab ·  Tab	Next and previous table cell

Tasks

Keys	Action
	Keep an edited step; esc leaves it as it was
esc	Close the inspector, after closing any menu on top of it

Menus without a key

A few useful items live only in the menus: **File → Export Open Document** as Markdown, plain text, or PDF, while a note is open; **View → Today Layout**; **Go → Ask Kept...**; **Help → Connect Kept to your AI...**

Windows and the app

Keys	Action
esc	Back out of the palette, capture, a sheet, or a popover
 /	This list
 W	Close window
 M	Minimize
 H	Hide Kept
 Q	Quit

TIP

Escape backs you out. An overlay or sheet closes with one press, and nothing traps you; while you are composing with an input method, the first press finishes that first.

Next: [The command palette](#).

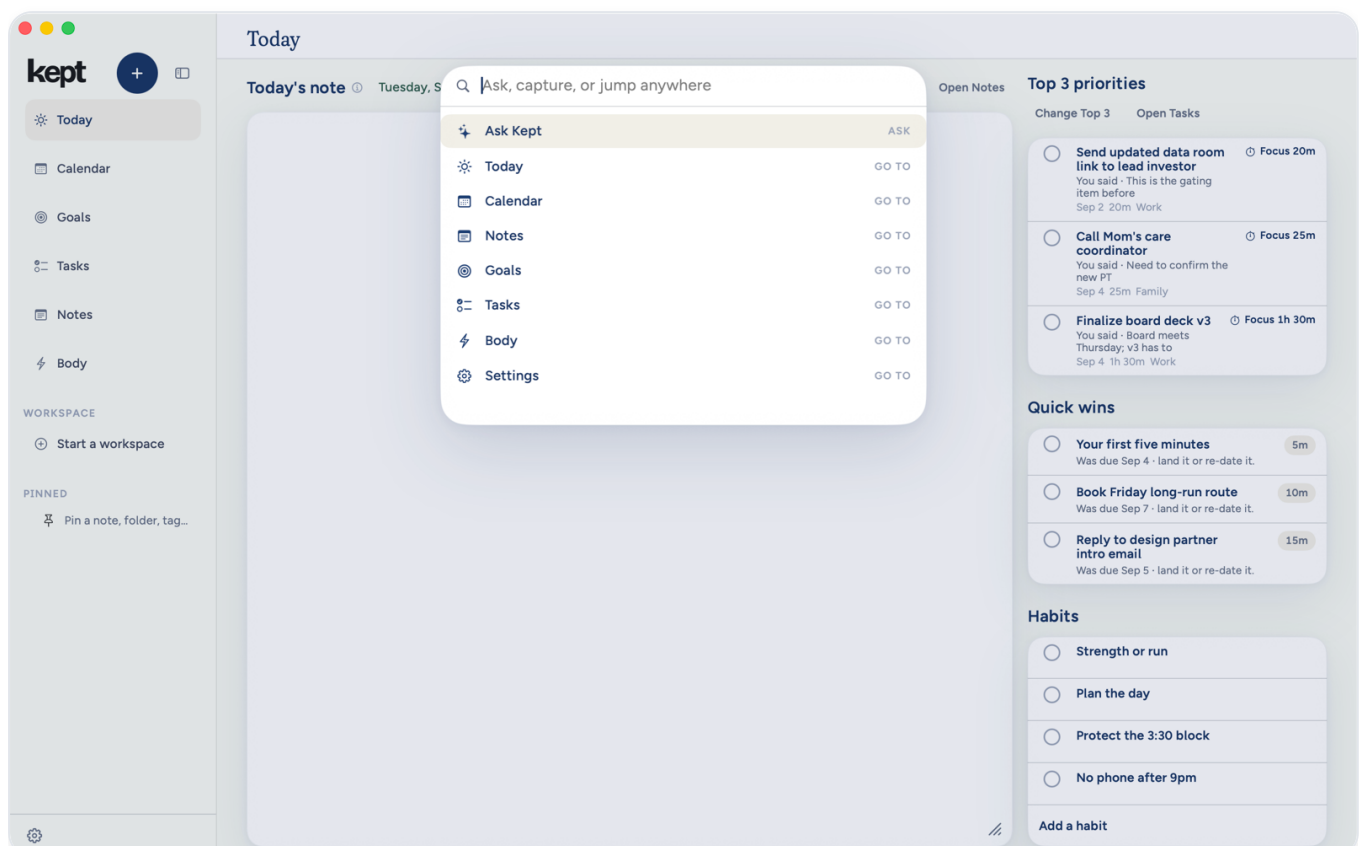
MAC

The command palette

One field that searches, navigates, captures, and asks. Press Command K and start typing.

 **K** opens a single field over the window. What happens next depends on what you type and which key you press to finish.

Search



Command K: ask, capture, or jump anywhere from one field.

Type a few letters and the palette lists matching tasks, notes, events, and goals, each labeled with its kind, under a **Capture** row and an **Ask** row that carry your text.  and  move;  opens the selected row in its home surface. Notes open in Notes, tasks in the inspector, events in Calendar.

Jump

Type the name of a surface, such as "calendar" or "settings", and the palette offers to go there. The numbered rows of the sidebar are one keystroke away without the palette:   onward, numbered in the order they show. A surface you hid from the sidebar can still be reached by name here.

Capture

Whatever you type, the first row offers to capture it.   moves your line into Capture, where   again keeps it, with the same routing as everywhere else. This is the fastest way to add a task when your hands are already on the keyboard inside Kept.

Ask

  hands whatever you typed to Ask Kept. The assistant takes over the palette with your words already sent as the first message.  closes it.

Habit Builder

Where Habit Builder is on for your account, the palette lists **Build a habit with Kept** as a command.

TIP

  opens the same palette from anywhere except a note you are editing, where it is Find in Note instead.

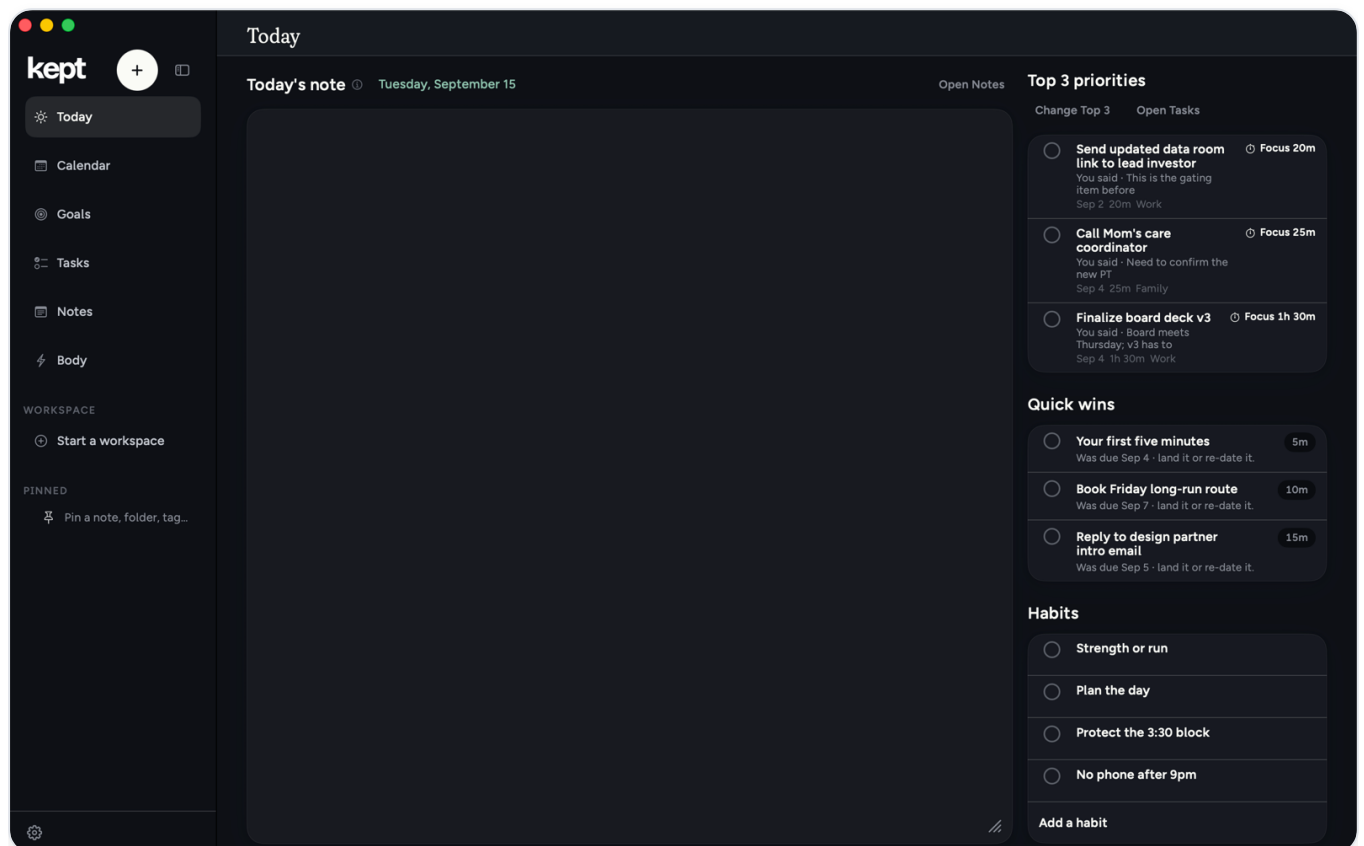
Next: [Mac tips](#).

MAC

Mac tips

A handful of moves worth learning once, from the shortcuts sheet's own tips list.

One key runs the whole app



Dark follows your Mac, or pin it under Settings > Appearance.

⌘ Space is the point, or whatever chord you record in Settings → Capture. From any app, summon capture, type one line, press Return. It routes itself and you never switch windows. Mid-capture, **⌘ 1**, **⌘ 2**, **⌘ 3** lock Event, Task, or Note.

The palette does double duty

K opens to capture, Ask Kept, and navigation. follows the selected row; opens the assistant; keeps a capture.

Slash writes the structure

In any note, type for blocks. Type to filter, inserts. `/task Call the vet` turns the line into a to-do that already says Call the vet, and Kept creates the linked task when the note saves. Watch the line settle mint when it lands.

Hold Command and the blocks number themselves

With the slash palette open and nothing typed, a muted number sits beside the first nine rows. **1** keeps the top row, **2** the next, down to **9**.

Abbreviations find the block

The palette reads initials: `h1` `h2` `h3` for headings, `td` for To-do, `dt` for Date and time, `nl` and `bl` for lists. `ul`, `ol`, `hr`, `bq` work too.

Numbers walk the app

1 Today, **2** Calendar, **3** Notes, **4** Goals, **5** Tasks, **6** Body, with everything showing. Hide a surface and the numbers close up. The Go menu shows the live list.

Pin the folder you file into daily

Right-click it, **Pin to Sidebar**, and it is one click from any surface.

Shape Today

View → Today Layout sets each card Compact or Expanded and hides the ones you never read. Drag the daily note's corner grip to resize; double-click to reset.

Escape always backs you out

An overlay or sheet closes with one press, and inside a note the innermost control closes first. Nothing traps you.

Capture from a selection

Select text in Safari or Mail, right-click, **Services → Save to Kept**.

Next: [Connect Kept to your AI](#).

Connect Kept to your AI

One sentence connects Claude, ChatGPT, Claude Code, Codex, Cursor, or any MCP agent to your Kept. Sign-in happens in your browser, and your agent never sees a password.

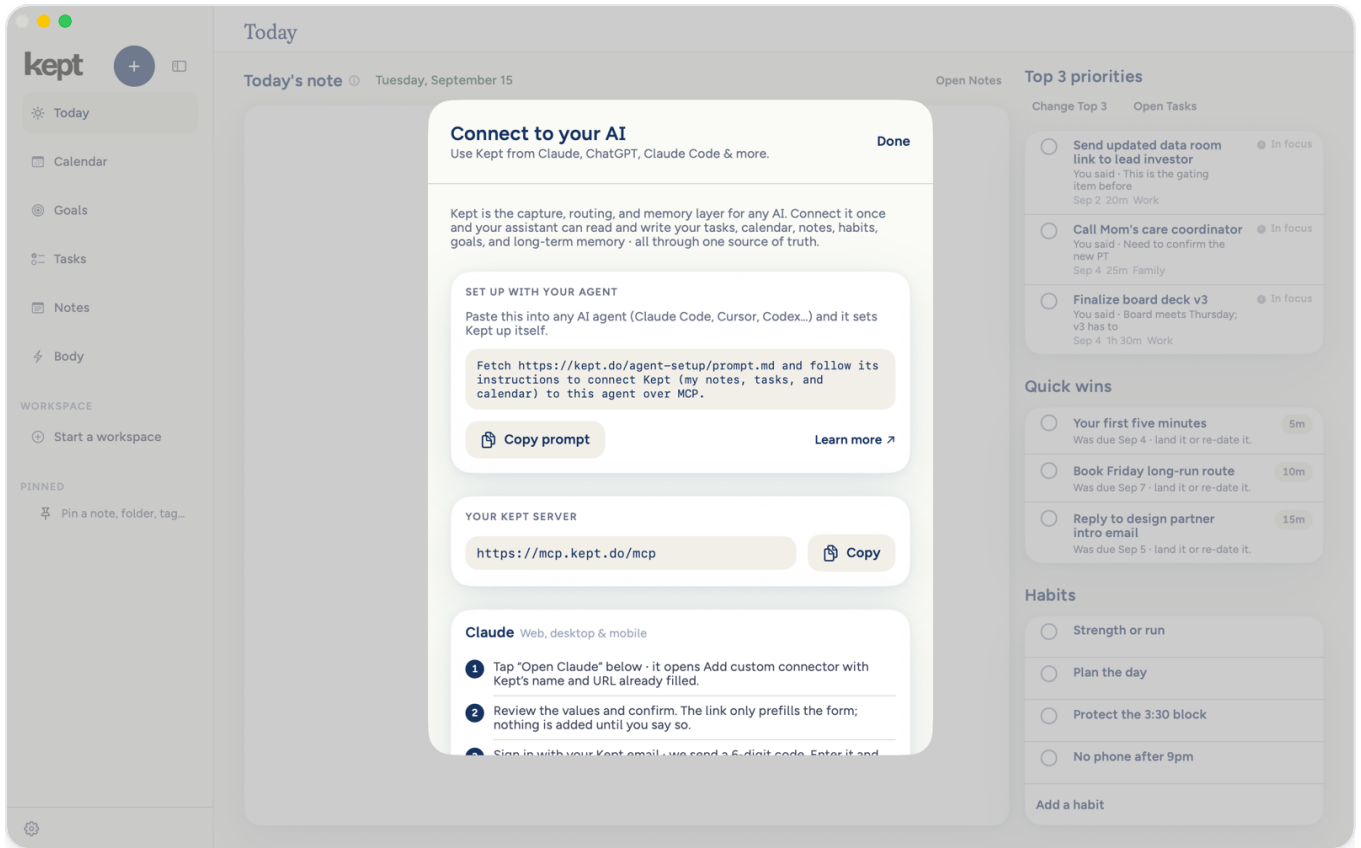
Kept speaks MCP, the open protocol that Claude, ChatGPT, Claude Code, Codex, Cursor, and most other agents use to reach tools. Connect Kept once and your agent can read your tasks, notes, calendar, habits, goals, and memory, and write to them with your permission, all through one address:

```
https://mcp.kept.do/mcp
```

The one-sentence setup

Paste this to any agent that can fetch a web page:

```
Fetch https://kept.do/agent-setup/prompt.md and follow its instructions to connect
```



Connect to your AI on Mac: the one-line setup, your server address, and per-client steps.

The agent reads the instructions, adds Kept as a server, and walks you through sign-in. Both apps carry the sentence with a copy button beside it: **Settings → Connect to your AI** on iPhone, **Settings → Connect to your AI (MCP) → Set up** on Mac, or **Help → Connect Kept to your AI...** in the Mac menu bar.

Sign in once, in your browser

When the agent first calls Kept, a browser page opens: *The organizer your agent can use*. Enter your Kept email and tap **Email me a code**. The code arrives with the subject line ending *is your Kept sign-in code*, works once, and expires in an hour. On the **Approve access** page, paste it, choose whether tasks this agent creates are **For me** or **Its own work**, review the permissions, and tap **Approve and connect**. Kept mints a short-lived token for that agent and hands it back. The agent never sees your password, because Kept has none, and never receives a Kept session token.

Client by client

Claude (web, desktop, mobile). On a Pro or Max plan, open **Settings → Customize → Connectors**, press +, choose **Add custom connector**, name it Kept, paste the server address, and sign in. On Team and Enterprise plans an owner adds it from organization settings. The apps offer an **Open Claude** button that prefills the form; you still review and confirm.

Claude Code. Run these two lines, then `/reload-plugins --force` in the same conversation, then `/mcp` and choose kept to finish sign-in.

```
claude plugin marketplace add keptdo/skills
claude plugin install kept@kept
```

If you added Kept before with `claude mcp add`, run `claude mcp remove kept` first; a directly added server of that name hides the plugin's own.

ChatGPT. Turn on Developer mode under **Settings → Security and login**, then **Settings → Plugins → +** and create a developer-mode app for the server address. Authorize with your Kept email and code.

Codex.

```
codex mcp add kept --url https://mcp.kept.do/mcp
codex mcp login kept
```

Cursor, Copilot, Windsurf, OpenCode. Add an HTTP MCP server pointing at the address. The exact JSON for each lives at kept.do/agent-setup.

What to ask once connected

"Capture: call the plumber Tuesday." Filed as the right thing, same as in the app.

"What's on my plate today?"

"What does Kept remember about my training?"

"Add a strength day before the half marathon."

"Export my open tasks as markdown."

"Search Kept's docs for how habit groups work."

Make it a habit your agent keeps

The connection persists across sessions. The habit of using it does not, unless it lives in your agent's standing instructions. Paste this where your agent keeps its rules:

When you work with my Kept account:

- Every todo, follow-up, or commitment goes to `kept_create_task`. I have one list,
- Meetings and dated events go to `kept_create_event`.
- Durable facts and preferences go to `kept_remember`.
- Before answering from guesses about my life or work, call `kept_get_today` and, f
- You are a guest in my memory. The full skill: <https://kept.do/agent-setup/memory>

See and disconnect connected agents

Both apps list your connected agents under **Connected agents** on the same Settings screen, with when each was last used. **Disconnect** revokes that agent immediately on the server, with no confirmation and no undo; connect again from the agent if you change your mind. You can also remove the connector inside the agent's own settings.

PRIVACY The tools that think, capture routing, recall, remember, and the day's plan, need Cloud AI on in Kept's Settings; with it off they answer *Turn on Cloud AI in Settings to use this feature*. Everything an agent does is audited, scoped to what you approved, and attributed to the agent, so your Record can tell your own completions from an agent's.

Next: [What your agent can do](#).

What your agent can do

The tool catalog in plain words. About eighty tools, grouped by what you would actually ask for, and the few things that are deliberately impossible.

Once connected, your agent sees a catalog of Kept tools. You never call them by name; you ask in plain words and the agent picks. This is what is in the box.

Read your day

Get today: events, habits, plan, sleep and mood if present. Get what is happening now. Read the daily briefing. List focus sessions. The same tools are how "what's on my plate" gets answered.

Capture and route

Capture a line and let Kept file it, exactly as the app does. Or ask for a routing preview without writing anything, to see how Kept would classify a line before committing.

Tasks

List, search, and export tasks; search includes finished ones unless the agent asks otherwise. Create a task with an area, priority, due date, and a why. A task created this way can thread to the goal in its life area when there is exactly one, so an agent's tasks land where the app would file them. Complete, reopen, and update. Add and check steps. Read and add comments. A connection that acts as you can also hold a task out of Top 3 until a date.

Notes

Search by keyword or by meaning. Read a note in full. Create one, update one, move it to a folder, link it to a task. Read and append today's daily note. Ask what your notes say about a topic, which decisions you made about it, and which notes relate. Read and edit a note's blocks directly.

Calendar

List calendars and events. Search events by name. Check a window for conflicts. Find free slots that respect your connected calendars and Kept events. Read an event's details and guests. Create an event, update it, move it to another calendar. Inviting a guest or replying to an invitation only stages a confirmation card inside Kept; nothing is emailed until you confirm it in the app.

Habits and goals

List habits and habit groups; complete or uncomplete a habit for a date; create, update, and archive habits; create, rename, reorder, and archive groups. List goals, read one, create one, update it, set declared progress, archive it. Read habit history.

Memory and profile

Recall what Kept remembers about a topic. Remember a new fact. Forget one, which archives it reversibly. List memories. Read your life areas, name, and time zone.

Health history

Weight trend, sleep range, mood range, habit history, and defined metric series, bounded to a window. These sit behind a separate **health:read** permission that no one-click preset includes.

Asks from this agent

An agent can list the things it has asked of you, hand a task it created back to you or take it on itself, and withdraw an ask it no longer needs.

Kept's own documentation

Search this guide. An agent that hits a question about how Kept works can look up the answer from the same articles you are reading, where that switch is on for your account.

Cloud Agents jobs

Create a job, read it, list jobs, read a run's events, and submit an approval. These are gated behind their own permissions and are off in every default grant. High-consequence approvals cannot be approved over MCP at all; the app asks you to type them back.

What is deliberately impossible

No deletes. Nothing in the catalog destroys data. Forget and archive are reversible.

No emailing on your behalf. Inviting a guest or replying to an invitation stages a confirmation in Kept; the email goes only when you confirm it there.

No thinking without Cloud AI. Capture routing, recall, remember, and the day's plan answer with a plain refusal while Cloud AI is off in Settings.

No identity switching. Every call acts as you, from the token. A tool that is handed a user id ignores it.

No recurrence over MCP. An agent creates single events; repeating series are made in the app.

No Health rule setup. Apple Health habit rules are configured in the native apps only.

Next: [Permissions and safety](#).

Permissions and safety

What each permission means, what the defaults include, how every call is contained, and how to shut it all off in one tap.

When you approve an agent, you approve a specific set of permissions. Kept enforces them on the server, so a tool you did not grant is refused, not merely hidden from the model.

The permissions

Permission	Lets the agent
capture	File a line the way the app does
tasks:read, tasks:write	Read and change tasks, steps, and comments
notes:read, notes:write	Read and change notes, folders, and the daily note
calendar:read, calendar:write	Read events and free time; create, edit, and reply
habits:read, habits:write	Read and change habits and groups; check in
goals:read, goals:write	Read and change goals and declared progress
memory:read, memory:write	Recall, remember, and forget
plan:read	Read the day's plan and briefing
profile:read	Your name, time zone, and life areas; also unlocks documentation search
health:read	Weight, sleep, mood, and metric history. Never in a preset.
jobs:read, jobs:write, approvals:write	Cloud Agents jobs, while that rollout is on for your account. Never in a preset. The heaviest approvals cannot be granted over MCP at all; they wait for you in the app.

What the presets include

When an agent asks for nothing in particular, the consent page offers two one-click choices. **Read and capture**, marked Recommended, grants the everyday read permissions plus capture. **Full organizer access** adds the ordinary write permissions. When an agent names the permissions it wants, you see a checklist instead. Neither

preset includes health history or Cloud Agents; an agent that wants those must ask, and you must say yes to them by name.

The same page asks whose tasks this agent creates: **For me**, so they are your captures and can lead your day, or **Its own work**, so they stay with the agent unless it asks for your help. Change the answer later beside the agent in Settings, where that control is on for your account.

How every call is contained

Each request passes through one gate that checks the tool exists, rate-limits the agent and your account, enforces the permissions you granted, strips any identity argument the model may have supplied, validates the arguments, runs the tool as you, normalizes the error, and records the outcome. There is no second path.

Tokens are short-lived, bound to Kept, hashed at rest, and rotated. If a refresh token is ever reused, Kept treats that as a sign of trouble and revokes the family. Calls are rate-limited per agent and per account, and an agent that runs hot is told how long to wait rather than cut off.

Attribution

Work an agent does is labeled as the agent's. When an agent completes a task or checks in a habit, the Record shows it as agent work waiting for you to accept, so your own completions stay yours.

Turn it off

In Kept, **Settings** → **Connect to your AI** → **Connected agents** → **Disconnect** on iPhone, or **Settings** → **Connect to your AI (MCP)** → **Set up** → **Connected agents** → **Disconnect** on Mac. Immediate, server-side.

In the agent, remove the Kept connector or server.

In Kept, turn off **Cloud AI** and the tools that think go quiet; reads and typed writes still work within the permissions you granted.

What agents never see

Your password, because there is none. A Kept session token. Another person's data. Health measurements without health:read. Telemetry, secrets, or raw provider traces in a tool response; record identifiers are included so an agent can follow up on what it just read.

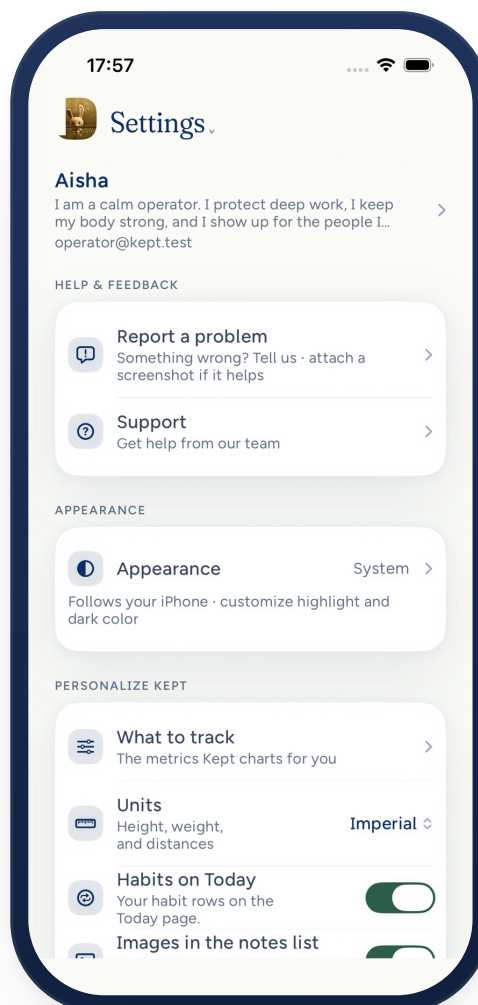
Next: [Settings, explained.](#)

Settings, explained

Every row in Settings on iPhone and Mac, what it changes, and where it syncs.

Settings is one long scroll on iPhone and a list of sections on Mac. Most choices belong to your account and follow you between devices. A few belong to the device you set them on, and this page says which.

Open it from the bottom of the drawer on iPhone, from the gear at the bottom of the sidebar on Mac, or with  .



Settings starts with you, then Help & feedback, Appearance, and Personalize Kept.

You

The card at the top shows your name, your mantra, and your email. Tap it to open **Profile**.

Profile holds your photo or avatar, your name, your mantra, up to three active **Goals** with **Build a goal** beneath them, your **Life areas**, your **Body metrics**, and **Your record**. Tap the avatar to upload a photo and frame it, or pick one of Kept's twenty avatars. The mantra is the line that appears under your name in the drawer and on the Identity widget.

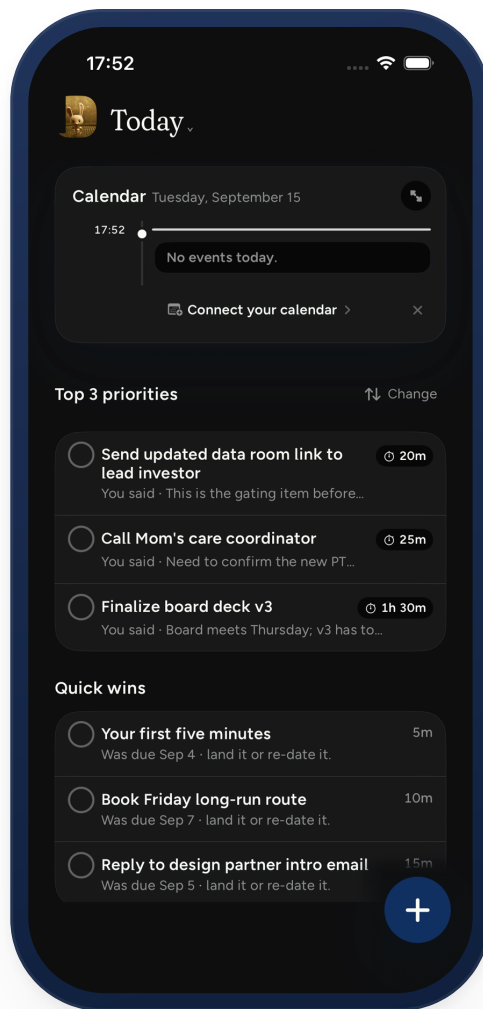
Life areas are the broad domains your work threads through. Add, rename, or remove them here, and give each a line of detail that helps Kept file captures into the right one.

Help & feedback

Report a problem opens the report sheet. **Support** opens kept.do/support. If a report could not send, a row shows how many are waiting and offers **Try now**.

Appearance and preferences

Appearance follows your iPhone by default. Inside, choose a highlight color, choose System, Light, or Dark, and pick Graphite or Deep navy for dark mode. **What to track** chooses the metrics Trends charts. **Units** switches imperial and metric. **Habits on Today** shows or hides your habit rows on the Today screen; the Habits page keeps everything either way. **Images in the notes list** shows a thumbnail on notes with a photo. **Task properties** chooses which details appear on a task.



Dark mode follows your iPhone or your own choice, in Graphite or Deep navy.

Notifications

Whether the system currently allows Kept to notify you, quiet hours, then the daily rhythm: **Daily briefing**, **Briefing time**, **Midday refocus**, and **Nightly reflection**. See [Briefings and reminders](#).

Health & wellness

Body metrics are the birth date, gender, height, and weight that drive your calorie guide. **Nutrition principles** shapes how meals are scored, with an optional diet and principles to fine-tune. **Body goals** holds a weight, race, or strength goal you set in onboarding. **Apple Health** connects, syncs, and disconnects. See [Apple Health and Kept](#).

Calendars

Google Calendar accounts and their calendars, Apple Calendar on this device, the default calendar for new events, calendar colors, **Smart calendar** for merging duplicate rows, and which layers the calendar shows: Events, Habits, Tasks, Workouts, Daily notes. See [Connect calendars](#).

Connect to your AI

The one-sentence setup for any MCP agent, per-client steps for Claude, Claude Code, and ChatGPT, and **Connected agents** with **Disconnect** for each. See [Connect Kept to your AI](#).

AI & your data

What Kept should know is a page of notes you write for the assistant, up to two thousand characters, with the reminder that these are notes, not commands. **People Kept knows** lists contacts the assistant has confirmed with you, with **Forget**. **Memories** shows what Kept remembers, grouped by kind, with **Remember something**, **Correct this**, **Forget**, and **Keep**. **Trends** opens the same charts as the Body tab. **Skills** appears where the skills library is on for your account.

Privacy

Cloud AI is the account-wide permission for OpenAI and Anthropic; turning it on opens the permission sheet that names who receives what and why. **Help improve Capture** is a separate opt-in to share the corrections you make to capture routing. See [Cloud AI, explained](#).

Tools

Tips & shortcuts holds the hidden moves. **Automations** holds Shortcuts recipes and an **Open Shortcuts** button. See [Siri, Shortcuts, and automations](#).

Feedback

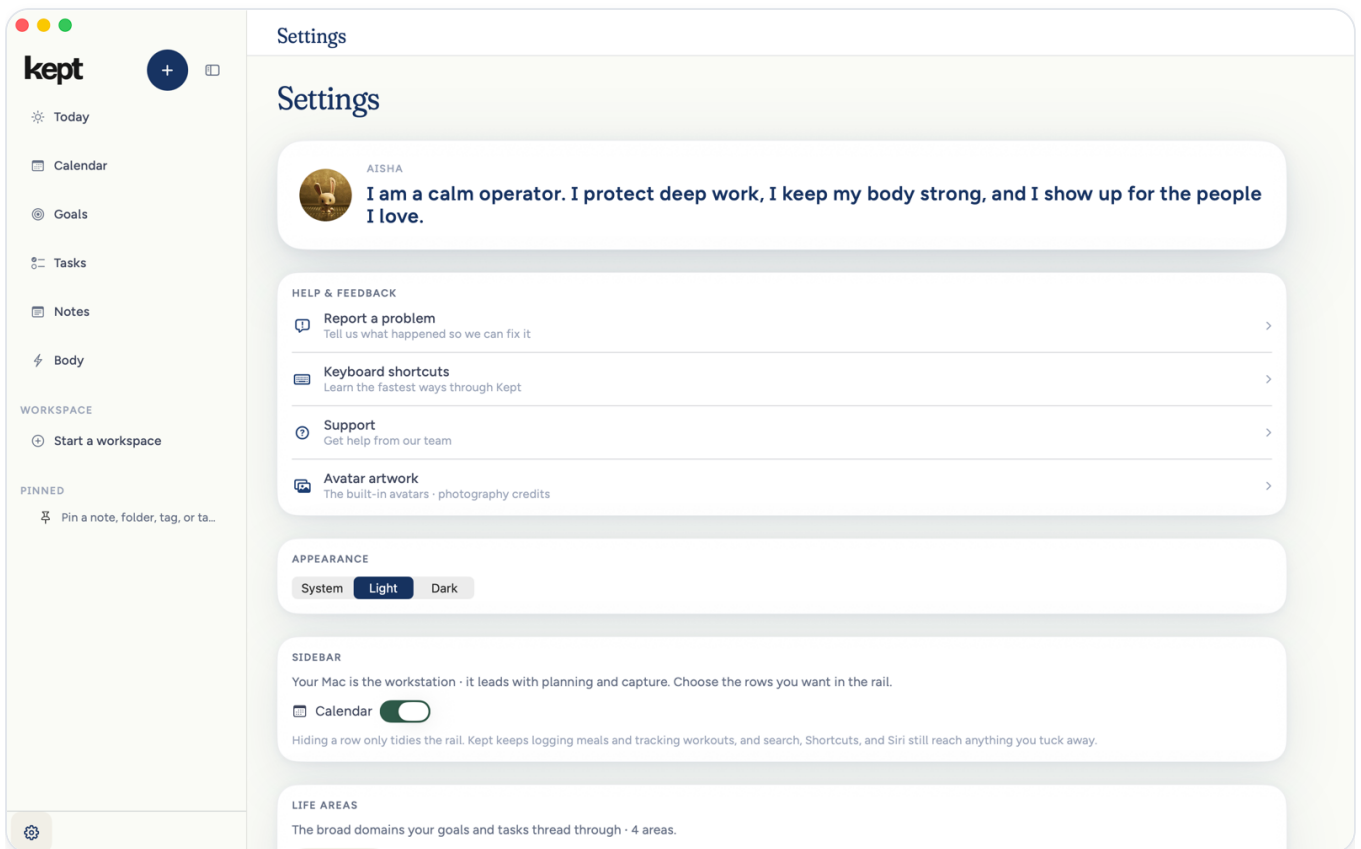
Shake to report is on by default; turn it off if you shake your phone for other reasons. **Show feedback button** adds a small always-on button at the edge of the screen that opens the report sheet.

About

Avatar artwork credits the photographers behind Kept's built-in avatars. **Privacy Policy** and **Terms of Service** open the web pages. The version and build number sit at the very bottom; you will be asked for them when you write in.

Account

Sign out and **Delete account**. See [Your account](#).



Mac Settings is one scrolling page of cards, starting with you.

Open Mac Settings from the gear at the foot of the sidebar, from **Kept → Settings...**, or with  . It is one scrolling page of cards, in this order: your identity card (click the portrait to change your avatar; name and vow are edited on iPhone), **Help & feedback** with Report a problem, Keyboard shortcuts, Support, and Avatar artwork, **Appearance** (System, Light, or Dark), **Sidebar**, **Life areas**, **Time & units**, **Notifications** with the briefing rhythms, **Coaching & cadence** with quiet hours, **Integrations** for Apple and Google calendars, **Connect to your AI (MCP)**, **Capture** with the global hotkey and **On-device routing**, **Keyboard**, **Meeting import**, **Privacy** with Cloud AI and Help improve Capture, **Assistant** data (What Kept should know, People Kept knows), **Memories**, **Insights** when Body is on, **About**, and **Account**. There is no Apple Health section on Mac; those summaries arrive from your iPhone.

TIP

Signing out on Mac with unsynced changes shows how many, and offers **Wait for sync** instead of **Sign out and discard**. A clean sign-out asks nothing.

Next: [Modules and layout](#).

Modules and layout

Which parts of Kept appear, where that is decided, and what a switched-off part leaves behind.

Today, Capture, Notes, Tasks, and Calendar are the core of Kept and always present. Body is optional, and the way habits appear is yours to shape.

Body

Body is chosen during setup, where the reveal asks whether you want to **Track health**. Choose yes and Body appears in the drawer with meals, sleep, and training. Choose no and the drawer skips it, Capture drops its Meal kind, and the Log meal and Snap a meal controls explain themselves rather than opening an empty room.

Your meals and workouts are never deleted by that choice. A later build adds a **Body module** switch to Settings under Health & wellness; in this build it is switched on account by account.

Habits

Settings → Habits on Today shows or hides your habit rows on the Today screen. Off, the Habits page still keeps everything, the Habits widget still works, and Siri still checks habits off. Only Today gets quieter.

Sidebar rows on Mac Mac

Settings → Sidebar can tuck the Calendar row away. The rows stay in a fixed order: Today, Calendar, Goals, Tasks, Notes, then Body when it is on.  **1** through  **6** follow the Go menu: Today, Calendar, Notes, Goals, Tasks, Body.

Today layout on Mac Mac

View → Today Layout sets Top 3, Quick wins, Habits, and Schedule to Compact or Expanded and hides the optional ones. These choices live on this Mac for your account and reset when you sign out.

Task properties

Settings → Task properties on iPhone, or the **Show** menu in the Mac inspector, chooses which details a task displays: Priority, Due, Area, Goal, Estimate, Reminder, Not today, Labels, and Created. Device-local.

Next: [Cloud AI, explained](#).

Cloud AI, explained

Which features send text to OpenAI or Anthropic, what they send, what stops when Cloud AI is off, and the separate switch for helping improve Capture.

Kept does two kinds of thinking. Some of it happens on your device: detecting whether a line is a task or an event, pulling out a date, comparing a sleep measurement with a target, building the day's first plan. Some of it needs a large model on a server: routing a hard capture, answering a question about your notes, coaching a goal, reading a meal photo.

The second kind is Cloud AI. It is off until you turn it on, and it stays exactly as on or off as you leave it.

Allow it, or do not

Setup asks once. Settings → **Cloud AI** holds the same choice afterwards. The sheet names the two providers, OpenAI and Anthropic, and lists the features that use them. **Allow Cloud AI** turns them on for your whole account, on every device. Kept works without it: capture, notes, tasks, calendars, habits, sync, and the device-built plan all carry on.

What uses the cloud, and what it sends

Feature	Sends	To
Capture routing	The line you typed, with your areas, time zone, and calendars	OpenAI
Ask Kept	Your question and a bounded slice of your tasks, notes, events, habits, goals, and memories	Anthropic
Top 3, briefings, and the midday refocus	Open tasks, today's events, goals, and your standing guidance	Anthropic
Goal coach	The goal and the conversation	Anthropic
Daily goal read, task enrichment, running plans	The goal or task and the work linked to it	OpenAI
Meal photos and typed meals	The photo or the words	OpenAI
Overnight reflection	Recently changed tasks, notes, habits, meals, workouts, sleep, calendar	Anthropic, with OpenAI for memory search
Note organizing and tags	Unfiled notes and their text	OpenAI

The permission sheet in Settings says the same thing in Kept's own words: who receives data, how it is protected, what may be shared, and why. Provider content is not used to train their general models. Nothing goes anywhere in the background that is not on this list, and the apps never hold provider keys; every request goes through Kept's server as you.

With Cloud AI off

Cloud AI off is on-device only. Every cloud path stops: routing, the assistant's cloud answers, briefings, coaching, meal analysis, skills, overnight reflection, and the

thinking tools an agent uses over MCP. Account sync and the minimal product events that keep the app working continue to use Kept's own servers. Screens say so when they meet the limit: *Cloud AI is off · from what's on this phone*.

On Mac, **Settings → Capture → On-device routing** is a different thing: it reports whether Apple Intelligence is available on this Mac to route captures privately, and offers **Open System Settings** if it is not.

Help improve Capture

A separate, optional permission under Cloud AI. When it is on, Kept keeps a sample only when you correct a capture: the line, the on-device and cloud proposals, and the fields you changed. Unchanged and abandoned captures are never kept. Samples live up to a year and are deleted the moment you turn the switch off; on Mac, turning it off asks you to confirm **Turn off and delete shared samples**. It starts off and stays off until you choose **Allow and help improve**. Capture works the same either way.

Withdraw

Turn Cloud AI off in Settings on any device. It stops on that device at once, and the account-wide withdrawal follows; if it has to wait for a connection the screen says *Cloud AI stopped on this iPhone. Account-wide withdrawal is waiting to sync* with a **Try now**. Turning it back on works the other way round: nothing starts until your account confirms the permission.

PRIVACY Your Ask Kept transcript is not stored as ordinary telemetry. Bug reports never carry note bodies, capture text, or health details. Kept never puts your content in a URL. The full statement is at kept.do/privacy.

Next: [Your account](#).

Your account

One account, two devices. Sign out safely, delete everything when you mean to, and know what the Founding Practice actually promises.

Your Kept account is the email or Apple or Google identity you signed in with. Everything you keep belongs to it, not to a device.

Sign out

Settings → **Sign out**. Kept clears this device's copy of your data so two accounts never mix. If changes are still waiting to sync, a sheet says *3 changes haven't synced* and offers **Wait for sync** or, when some were refused, **Go back and review**, beside **Sign out and discard**. Wait when you can; pending changes finish within moments online, while refused ones need a Try again or a Discard. Signing out also clears this account's scheduled reminders and pending Undo offers on the device.

You do not need to sign out to switch devices. Sign in on the second device and both stay signed in.

Delete your account

On iPhone, **Delete account** sits at the very bottom of Settings. On Mac, open **Account** → **Account & data**, then **Delete account...** Read the sheet: everything personal in your account goes, on the server and on every device. Records that belong to an organization you worked in may be retained under its policies, and if you still hold shared work there, Kept asks you to hand it over first. It cannot be undone. If something blocks deletion, the message names the reason and privacy@thesis.do is the person to write to.

If you signed in with Apple on an older build, Kept may ask you to **Confirm with Apple** once so it can revoke Apple's credential as part of deletion. No Apple password or

token is stored in the app.

Deleting the account does not cancel an App Store subscription if you ever have one; Apple manages that.

The Founding Practice

Some beta accounts receive an invitation to the Founding Practice. Accepting it reserves a benefit that is recorded on your account and stated in the invitation; the in-app page that shows it is not in this build:

The first twenty-four months of Kept Pro are included when Kept Pro launches for founding members.

Beta time does not count against that period.

Published practice milestones can add six complimentary months, and a carry-forward milestone can reserve half off the first paid year after that.

A day without a mark, skipping feedback, not referring anyone, and not filing bugs remove nothing.

The benefit is attached to the eligible account. Feedback is always optional, and bug reports never change it.

Plans and billing today

There is no charge. Creating an account, installing the beta, and using Kept cost nothing, and the app contains no purchase flow. If a paid plan arrives later, Apple will show the product, price, and period before you confirm anything. See [Plans and billing](#).

Next: [Privacy and your data](#).

Plans and billing

There is nothing to pay for yet. What the beta costs, what the Founding Practice promises, and how any future plan would be presented.

Kept costs nothing today. The beta has no purchase flow, no card on file, and no trial clock.

Now

Creating an account, installing the app, and using every part of Kept is free. If you answered a pricing question on kept.do or in the founding application, that was research; the screen said so, and nothing was locked in.

The Founding Practice

Some accounts receive an invitation to the Founding Practice by email. Accepting it records a benefit on your account, and the page that shows it in the app is not in this build: the first twenty-four months of Kept Pro included when Pro launches for founding members, beta time not counted against it, and published milestones that can add complimentary months or reserve half off the first paid year after. Nothing you skip removes anything. Your invitation is the record until the in-app page arrives; see [Your account](#).

If a paid plan arrives

Kept's Terms already allow for a future App Store subscription. If one launches, Apple presents the product, price, billing period, and confirmation before you buy, and Apple handles renewal, cancellation, and refunds through your Apple Account. Deleting the app or your Kept account would not cancel such a subscription on its own; Apple would.

Kept will not infer a price from a survey, and neither should you. If a screen names a benefit for your account, that screen is the record.

Privacy and your data

What stays on your device, what syncs to your account, what reaches a model provider and when, and how to take it all back.

Kept is built on a simple rule: one choice never quietly authorizes another. Granting calendar access is not a Google connection. Allowing Cloud AI is not permission to share health measurements. Connecting an agent is not permission for it to delete your notes or tasks; the most it can do is archive a goal or a habit, or edit inside a note it may write to. This page says where each kind of information lives.

On your device

Each device keeps an account-scoped cache so Kept opens instantly and works offline: your tasks, notes, habits, goals, events, meals, and plan, plus a durable queue of changes waiting to sync, widget snapshots, and scheduled reminders.

Two things are read on the device and never copied into your account as raw data: Apple Calendar events you did not create in Kept, and Apple Health measurements. Health becomes daily summaries and habit check-ins; Apple events inform your free windows and the assistant's sense of when you are busy.

Widgets, controls, and Shortcuts read a minimized snapshot. They carry no keys of any kind.

In your account

Your tasks, notes, habits and check-ins, goals, events you create, connected Google calendars and their events, meals, workouts, focus sessions, plans, memories, and settings sync through Kept's servers, hosted on Supabase. Every row is scoped to your account and protected by row-level security, so even a bug in a query cannot reach another person's data.

With a model provider

Nothing reaches OpenAI or Anthropic until you choose **Allow Cloud AI**. When you do, specific features send specific things, all through Kept's server as you. [Cloud AI, explained](#) lists every feature and what it sends. Turning Cloud AI off stops all of it.

Raw capture text is used to improve Kept only under a separate opt-in, **Help improve Capture**, which starts off.

What Kept measures

Kept records product events to keep the app working and to know what is failing: a screen was opened, a capture was committed, a sync was refused with a code. Events carry names and codes, never your content. Kept does not put your content or secrets in a URL, and does not use advertising SDKs or session replay.

Bug reports

A bug report carries your description, the screen you were on, your build and device, and a small pack of non-content facts that help reproduce the state: which modules are on, which rollout switches are on, how many changes were waiting to sync. An optional activity trail, off by default, adds event names and timestamps. Never note bodies, capture text, tokens, health details, or meal contents. Screenshots are attachments you can remove before sending. See [Report a bug](#).

Connected agents

An agent you connect over MCP acts as you, within the permissions you approved, and every call is audited. Agents never see a password or a session token, never receive Health history without a separate permission, and have no delete tools. See [Permissions and safety](#).

Notifications

Kept notifies you about your own briefings, reminders, goals, and agent work, and never about anyone else's. A notification never carries a note body or a task's private details beyond its title. Settings shows whether the system currently allows Kept to notify you.

Take it back

Disconnect a Google account, Apple Health, or an agent from Settings at any time.

Withdraw Cloud AI and every cloud path stops, on every device.

Sign out and the device's copy is cleared.

Delete your account and everything personal is removed from the server, from every device, and from the providers Kept connected on your behalf. Records that belong to an organization you worked in may be retained under its policies, and older Apple-created accounts confirm once more with Apple first. See [Your account](#).

The full legal statements are at kept.do/privacy and kept.do/terms.

Report a bug

Shake the phone, or open Help and feedback. Say what you expected and what happened. Here is what travels with the report and what never does.

You are one of a hundred people using Kept before anyone else. When something is wrong, a report from you is the fastest way it gets fixed. Reports go to a private inbox that a person and our triage agents read every day.

Send one

iPhone. Shake the phone (outside Capture and the camera, and while you are not typing). A short sheet asks **Report a problem?**; tap **Report** and a screenshot of the screen you were on rides along. Or tap your avatar, **Settings**, then **Help & feedback** → **Report a problem**; from Settings no screenshot is attached, so add one if you have it.

Mac. **Settings** → **Help & feedback** → **Report a problem**. Attach an image by dragging it in, choosing a file, or pasting.

Write what went wrong, pick the closest kind, **Wrong data**, **Sync**, **Frozen**, **Layout**, **AI result**, or **Other**, and, if you like, what you expected instead. A sentence like *I checked the second habit on Today and the ring did not move* is worth more than a paragraph about the app being off.

Up to four screenshots or a short video can ride along. Look at every pixel first: a screenshot can show a note title or a task name that the rest of the report never would. **Remove screenshot** if you would rather not. If the phone is offline, the report waits in Settings with a **Try now** and sends itself when you are back.

What travels with the report

Always	Never
Your description, category, and the screen you were on	Note bodies or capture text
App version, build, OS, device	Health details or meal contents
Locale, time zone, network state	Authentication tokens
Which modules and rollout switches are on	Request or response bodies
How many changes were waiting to sync	Raw URLs
Accessibility, thermal, and low-power flags	Anything from another account

The pack is versioned so a reviewer can trust exactly what is in it.

The optional activity trail

Include recent activity trail, off by default, adds the names and times of the last fifty app events: *task_completed*, *capture_committed*, that kind of thing. No content, ever. It helps enormously with bugs that involve timing. Leave it off if you prefer. If Kept crashed recently, the crash record, where the code stopped and never anything you wrote, is included without asking.

Shaking is on by default and off in **Settings → Shake to report. Show feedback button** adds a small always-on button at the edge of the screen for people who would rather tap than shake.

What happens next

A reviewer reads the screenshot first, checks whether the report matches one already open or a bug already fixed, and separates defects from wishes. Fixes ship in the next build, and we close a report only once the fix has been verified on the build it rides in. Wishes go to a product list where they wait for enough people to want them.

Reports and feedback never affect a Founding Practice benefit. Sending one, or never sending one, changes nothing about what your account was promised.

TIP

If Kept lost your place, showed stale information, or made an action hard to trust, that is a bug even if nothing crashed. Send it.

Common questions

The questions beta testers ask in their first week, answered plainly.

Getting in

I have an invitation but the app says I need access. The beta is invite-based. On that screen tap **Have an access code?** and enter the code from your invitation email. If your invitation did not include one, reply to it and we will send one.

Where do I get the app? Kept for iPhone is on the App Store; testers on a pre-release build get it through TestFlight. Kept for Mac downloads from kept.do as one universal app for Apple silicon and Intel, macOS 26 or later. Unzip it and move it to Applications.

Can I use Kept on both my iPhone and my Mac? Yes, with the same account. Sign in on the second device and your data is there. There is no limit on devices.

Do I need to sign in with the same method on both devices? No. Apple on your phone and an email code on your Mac reach the same account if the email matches.

Is there an iPad or Android version? Not in this beta. Kept is an iPhone and Mac app. The Mac app runs on any Mac with macOS 26.

Capture

Kept put my capture in the wrong place. Open the item and change its kind, area, or date. Your correction is the record. Next time, lock the kind before you add it: tap the kind on iPhone, or press  **1**,  **2**, or  **3** on Mac.

Why did my task arrive with no due date? Because your words did not name one. Kept never invents a date or a priority. Say "Friday" and you get Friday.

Does Kept send what I type to a model? Only when you have allowed Cloud AI, and only the capture line with the context needed to file it. Turn Cloud AI off in Settings and capture stays on the device. See [Cloud AI, explained](#).

Option Space does not open Capture on my Mac. Another app probably owns that chord. Change Kept's hotkey in **Settings → Capture**, or change the other app's.

Today and Tasks

Why does Today show fewer than three tasks? A task leads your day only when something on it says so: a due date, a reminder, a goal link, critical priority, or your own words. Give a task one of those and it qualifies.

Why is a high-priority task not in my Top 3? High priority on its own does not seat a task, because Kept may have inferred the priority. Critical does. So does a due date.

A task I do not want to see keeps coming back. Swipe its Top 3 row left and choose **Not today**. Do it twice in a week and it stays out for seven days. Or give it the due date you actually mean.

Where did my completed tasks go? On iPhone, open **Kept today** at the bottom of Tasks. Everything you finished today is there, with Reopen.

Notes

Where are my old daily notes? In **Daily Notes**, so a year of journal entries never buries your other writing. All notes shows today's daily note plus everything else.

A note I know I wrote is not in the list. If it is a daily note with nothing in it, Kept hides it. Search finds words inside notes; try a phrase you remember.

Can I share a note? Yes. **Share** in the note's menu (**Share...** on Mac) previews the page before your first link, then creates a view, comment, or edit link that you can copy, change, or revoke later. Search engines are kept out unless you switch that on.

Habits and goals

Why is my new habit not marked late? Because it is new. A habit you just made is never already late, and an evening habit belongs to the evening.

Kept did not link my task to my goal. It never does that on its own, even when the task and the goal share a life area. Open the task or the goal and link it deliberately.

Where are goals on iPhone? In your Profile: tap your avatar, then your name. On Mac, Goals is a sidebar destination.

Sync

My Mac shows something my iPhone does not. Give it a moment, then leave the app and come back. If the sync status shows **Retry** or **Review**, read [Sync, offline, and pending changes](#).

I signed out and it warned me about pending changes. Wait a moment while they finish. If some are refused, each needs a Try again or a Discard before sign-out will move them.

Privacy

What does Kept know about my health? Only what you allowed in Apple Health, summarized by day, read on your iPhone. Nothing goes to a model. See [Apple Health and Kept](#).

Can a connected AI delete my data? No. There are no delete tools over MCP. Forget and archive are reversible, and anything that would email another person asks you first.

How do I delete everything? Settings → **Delete account**. It removes everything personal from the server and every device and cannot be undone. See [Your account](#).

The beta

Something is broken. What do I do? Shake your iPhone, or open **Settings → Help & feedback → Report a problem** on either device. Say what you expected and what happened. See [Report a bug](#).

A feature this guide describes is not in my app. Some features arrive gradually across beta accounts. The guide marks those. If the guide says nothing about a switch and you still do not see it, that is a report worth sending.

Does using the beta cost anything? No. See [Plans and billing](#).

What changed in 1.8

The changes in Kept 1.8 that you will notice, in the order you will notice them.

Kept 1.8 is the build your invitation points at. This is what moved since 1.7, described the way you will meet it.

Capture that finishes the thought

Bring a thought into Capture and turn it into a task or a note in the same motion. Type "Dentist Thursday 3pm" and the event lands on Thursday at three; a date with no time becomes an all-day event and the sheet says so. Type "two eggs and toast" and Kept looks each food up in a nutrition database.

Deadlines with a clock

A task's due day can now carry a time. Tap **Add time** in Capture, in the task on iPhone, or in the inspector on Mac, and the deadline shows beside the day wherever the task is listed. Planning still runs on the day; the clock is the promise. A due time is not a reminder, so it never asks to notify you.

Kept for Mac, downloaded Mac

Kept for Mac now comes straight from kept.do as one universal download for Apple silicon and Intel, macOS 26 or later. The Mac is at 1.8.1. Sign in with Google or an email code there; Sign in with Apple stays on iPhone and the Mac App Store build.

Goals you can point at

Link tasks and habits to a goal, see what comes next, and choose what counts as progress. Suggestions stay separate until you link them, so a goal only ever holds work you chose to put there.

Notes that keep up

Every letter lands, no matter how fast you type, and if a shared edit cannot be placed Kept keeps a private copy of your words. Press  on any line for a heading, a to-do, a quote, a list, a table, an image, or a callout. Find the notes you recently opened. If a shared edit cannot be applied, Kept keeps a private copy of your words before it reloads the shared note.

Reminders you choose

Pick which briefings you want and when the morning one arrives. On iPhone, connect a supported Apple Health rule to a habit, including minutes from walking workouts, and let the walk check itself in.

Mac

Resize Today's note. Preview a note before you link it to a task. Reorder a task's steps by dragging. Choose which task properties the inspector shows. Browse editor commands with the keyboard, and dismiss an event by clicking outside it.

Getting around

Tap your avatar to open the drawer; tap the title for the same drawer, or in Notes for the lens menu. Find your notes the way you think: one title, one menu, pick All notes, a folder, or a tag. Pin what you keep coming back to.

Widgets

The Today widget leads with the day: the small size shows what is next, and the medium and large sizes add your date, your three, and your habits. The Tasks widget can show your Top 3.

Arriving gradually

Some of 1.8 is switched on account by account while we watch it: the Record, suggested tags when a capture becomes a note, the skills library, the habit builder, and multi-item capture. The guide marks each one.

For the full history, the release folders live in the repository at `docs/releases` .

Known limits in the beta

The rough edges we know about, so you can tell a limit from a bug.

Kept 1.8 is a beta. These are the edges we already know about. If you hit something not on this list, that is a [bug report](#) worth sending.

Capture

Several thoughts in one line file as one item unless multi-item capture has reached your account, Cloud AI is on, and you are online. Split by hand if it happens.

Mac Capture offers Event, Task, and Note. Log meals on the Body page.

Calendar

Repeating events can be created only on a writable Google calendar. Editing an existing series, or one occurrence of it, is not in this build.

Apple Calendar events edit in place; a guest list on an Apple event changes only in Apple Calendar.

Google's consent screen may describe Kept as unverified during the beta. The connection works the same way.

Habits and Health

Deleting a walk in Apple Health does not clear that day's walking check-in yet. Use **Undo** on the habit.

A calorie deficit is not a Health measurement and cannot drive a habit rule.

The Mac does not read Apple Health. Sleep and Health workouts arrive from your iPhone.

Notes

Suggested tags on the capture sheet are arriving gradually. Notes keep their tag control either way.

A note's automatic tags come only from your own words. Kept does not tag from other notes or your areas, so some notes stay untagged until you tag them.

The Record

Arriving gradually across beta accounts. Every completion is already counted for the day it reaches you.

The return notice for coming back after a gap is parked in this build.

Ask Kept

Cloud answers need Calendar, Notes, Tasks, Habits, and Body all on. With Body chosen off at setup, Ask Kept answers from what is on the device and says so.

The Mac panel cannot attach photos or copy a reply.

AI agents

Agents create single events; repeating series are made in the app.

Agents cannot set up Apple Health rules at all, and read Health history only with the separate health:read permission.

Kept documentation search inside an agent is switched on account by account.

Sign-in

An email code signs you in to an account that already exists. New accounts start with Apple or Google.

The Mac app downloaded from kept.do does not offer Sign in with Apple; Apple's direct-distribution channel does not carry it. Use Google or an email code there.

The Mac App Store build has all three.

Platforms

iPhone and Mac are the apps. No iPad layout and no Android. The older web app at kept.do/web still signs in but is not where new work lands.

We update this page with each build. The build number at the bottom of Settings tells you which one you have.

Power user tips

Twelve habits of people who get the most out of Kept, gathered from the first months of the beta.

Not features. Habits. These are the ways the people who love Kept actually use it.

1. Capture before you decide

The moment you start thinking about where a thought belongs, you have lost the thought. Type it, add it, move on. Kept's guess is right most of the time and takes one tap to fix when it is not.

2. Say the date, skip the rest

"Call the school Thursday" is a complete capture. Kept does the calendar arithmetic. You do not have to type "next" or the month.

3. Let Top 3 be honest

If a task is not leading your day, it is because nothing on it says it should. Rather than fight the card, give the task a due date, a goal, a critical priority, or a why. The card is a mirror.

4. Two Not today's and it is gone for a week

A task you keep swiping away is telling you something. Swipe **Not today** on iPhone, or choose it from the row's menu on Mac, twice within a week and Kept holds it for seven days; **Show in Top 3** on the task brings it back. Use the quiet to decide whether it deserves a date or a delete.

5. Write the day in one place

The daily note is the one note you do not have to name or file. Meeting scraps, a sentence for later, a `/task` for the thing you just promised someone. On Mac it is already open on Today.

6. `/task` inside a note

A checkbox in a note is a real task. Write your meeting notes as you always do, and every `/task Send Dana the draft` becomes a task in Tasks, linked back to the note that explains it.

7. Pin the three things you open every day

On Mac, right-click a folder, a tag, or a note and **Pin to Sidebar**; a task pins from its inspector menu. On iPhone, **Pin to Menu** lives in the menu of a note, a folder, or a tag. Your daily surfaces stop being three taps away.

8. Let Health check the habit in

Sleep seven hours. Walk twenty minutes. Those are measured already. Give the habit an Apple Health rule and stop checking boxes for things your phone can see.

9. Link work to a goal on purpose

Kept refuses to guess that a Health task belongs to your Health goal. Take the ten seconds to link the work that serves the goal, and the goal's Next action becomes trustworthy.

10. Ask Kept instead of scrolling

"What did I decide about the vendor contract?" is faster than opening four notes. The assistant searches by meaning and names the notes it drew on.

11. Put Capture on the Action Button

Settings → Action Button → Controls → Capture. One press from your pocket to a line in Kept. Or give it to Back Tap in Shortcuts.

12. Connect the AI you already use

If you spend your day in Claude, ChatGPT, Codex, or Cursor, connect it to Kept. "Add a task to Kept" from the tool you are already in beats switching apps every time.

Next: [Common questions](#).

