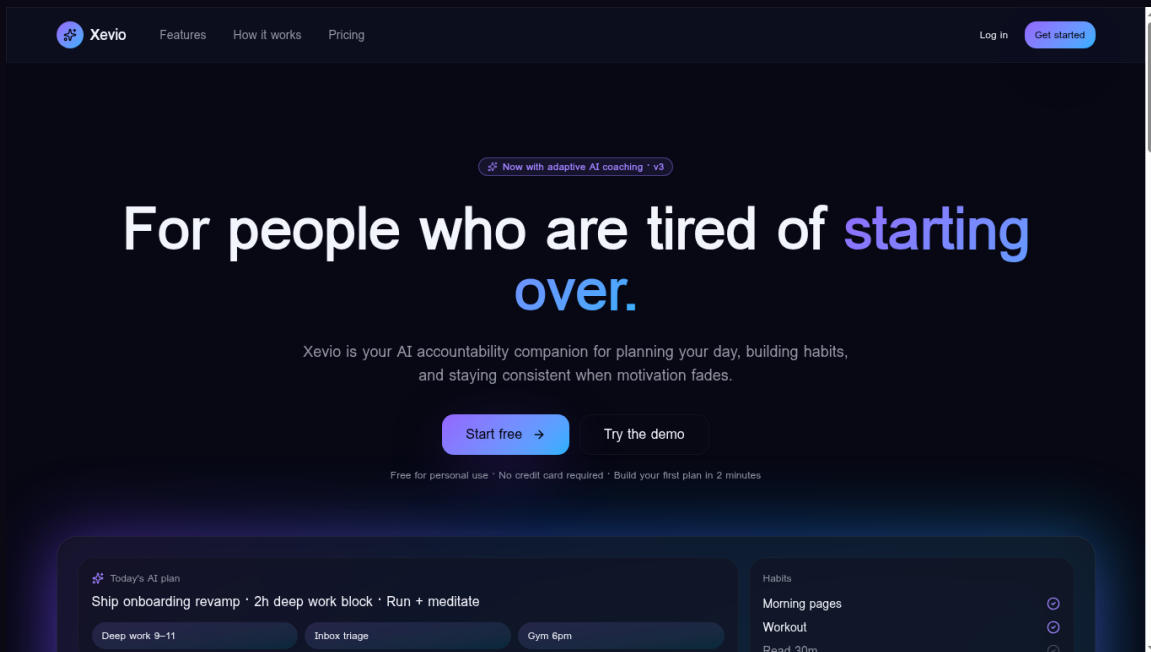


# Xevio

The complete user manual

Your AI accountability companion for planning your day,  
building habits, and staying consistent when motivation fades.



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# What's inside

1.	Welcome to Xevio	3
2.	Visiting the website	4
3.	Choosing a plan	5
4.	Creating your account	6
5.	Logging in	7
6.	Onboarding — telling Xevio about you	8
7.	The Dashboard — your daily home	9
8.	Build my day — your AI plan	10
9.	Tasks — capture and prioritize	11
10.	Habits — stack small wins	12
11.	Focus — deep work sessions	13
12.	Missions — weekly goals	14
13.	Analytics — your momentum data	15
14.	Community — your accountability circle	16
15.	Settings — make it yours	17
16.	A typical day with Xevio	18
17.	Tips, FAQs and support	19

# 1. Welcome to Xevio

Xevio is a personal accountability platform that helps you turn goals into daily action. It plans your day, tracks your habits, protects your focus time, and gives you the gentle nudges you need to keep moving — even on the days you don't feel like it.

This manual walks you through every screen of Xevio, from the moment you open the website to the moment you close your first focus session. Every feature is shown with a real screenshot and step-by-step instructions.

## How to use this guide

Read it cover-to-cover the first time you set up your account, then treat it as a reference. Each section is self-contained — jump to whichever feature you need help with using the table of contents.

## What you'll need

- A modern browser (Chrome, Safari, Firefox or Edge)
- An email address (or a Google account for one-tap signup)
- About 5 minutes for the first-time setup

## 2. Visiting the website

Open your browser and go to [xevio.app](https://xevio.app). The homepage explains what Xevio is and gives you two ways to get started: **Start free** (creates a new account) or **Try the demo** (jumps straight into a sandbox so you can look around without signing up).

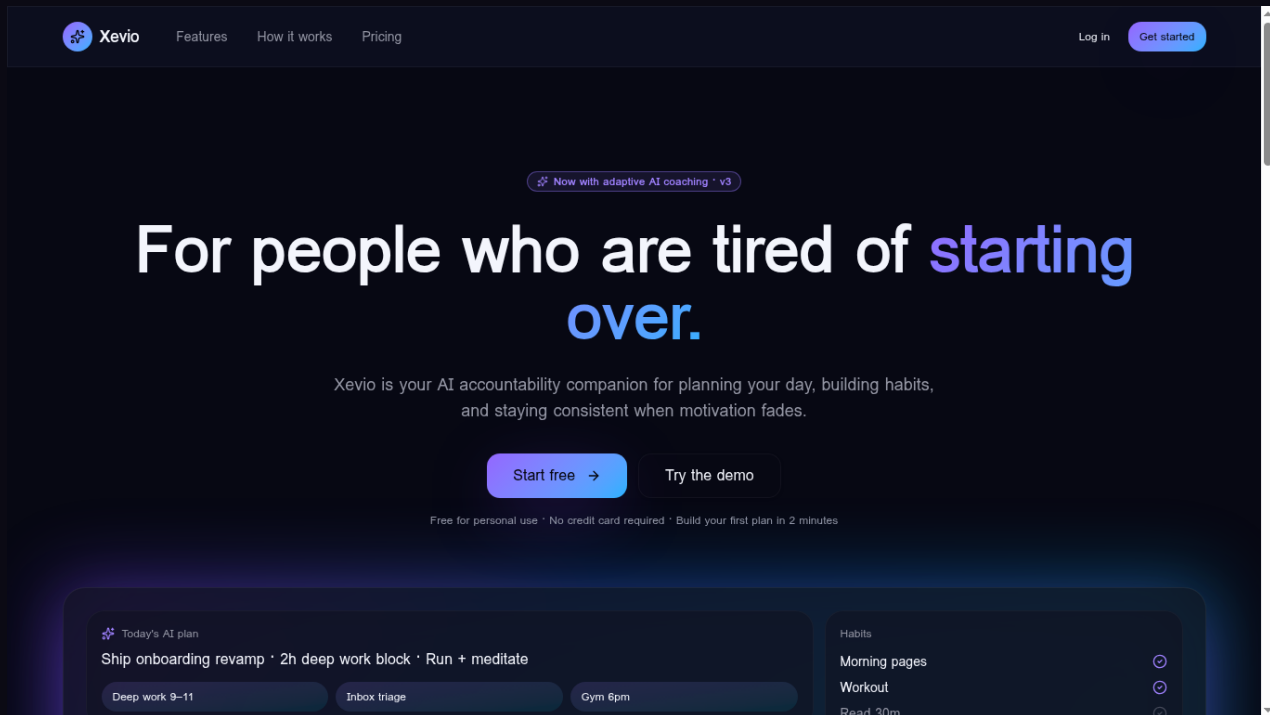


Figure 1 — The Xevio homepage at [xevio.app](https://xevio.app)

- Click **Start free** to create your free account.
- Click **Try the demo** to explore the app with sample data.
- Use the top nav (*Features*, *How it works*, *Pricing*) to learn more before signing up.

**Pro tip:** If you're undecided, hit **Try the demo** first — nothing you do there is saved, so it's a risk-free way to look around.

### 3. Choosing a plan

Xevio is free forever for personal use. The **Pricing** page lays out the three tiers so you can pick the one that fits your situation. You can change tiers any time from Settings.

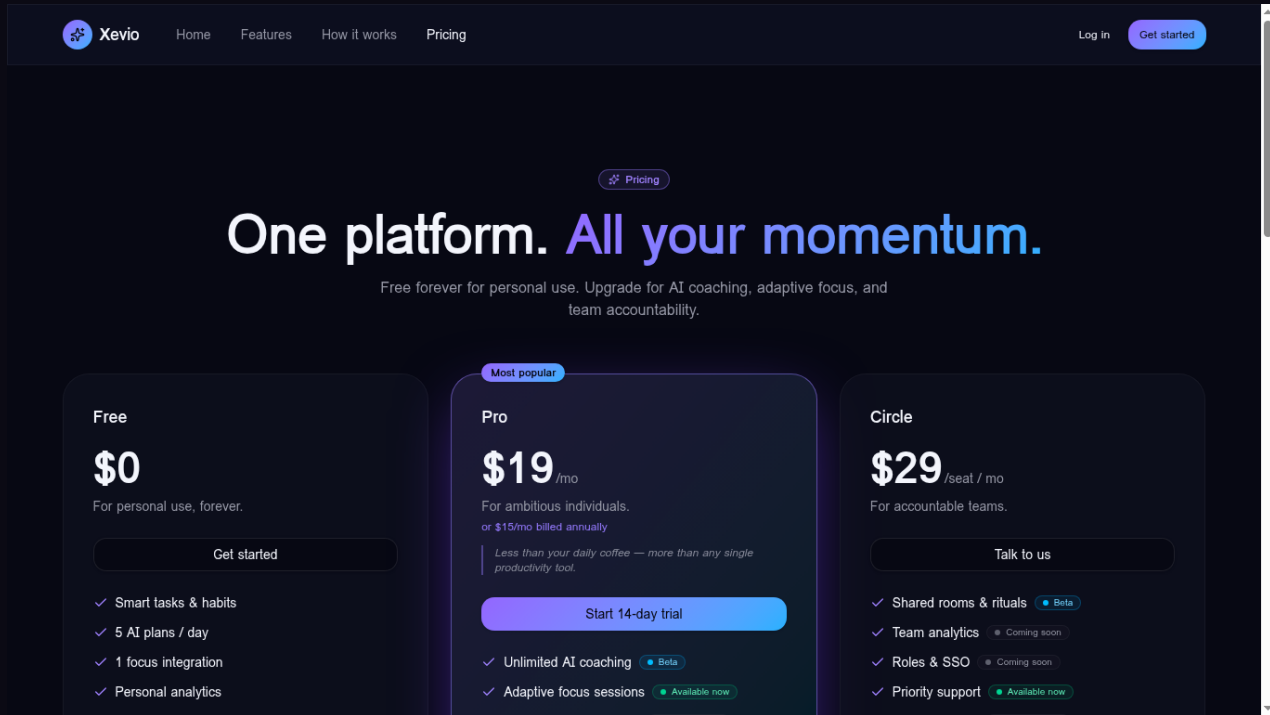


Figure 2 — The pricing page with three plans

- **Free** — smart tasks & habits, 5 AI plans/day, 1 focus integration, personal analytics.
- **Pro (\$19/mo)** — unlimited AI coaching, adaptive focus sessions, advanced analytics. Best for individuals.
- **Circle (\$29/seat/mo)** — shared rooms, team analytics, roles & SSO, priority support.

**Pro tip:** Pro includes a 14-day free trial — you can cancel any time before it ends with no charge.

## 4. Creating your account

When you click **Start free** or **Get started**, you land on the signup screen. You can sign up with email and password, or use **Continue with Google** for a one-tap setup.

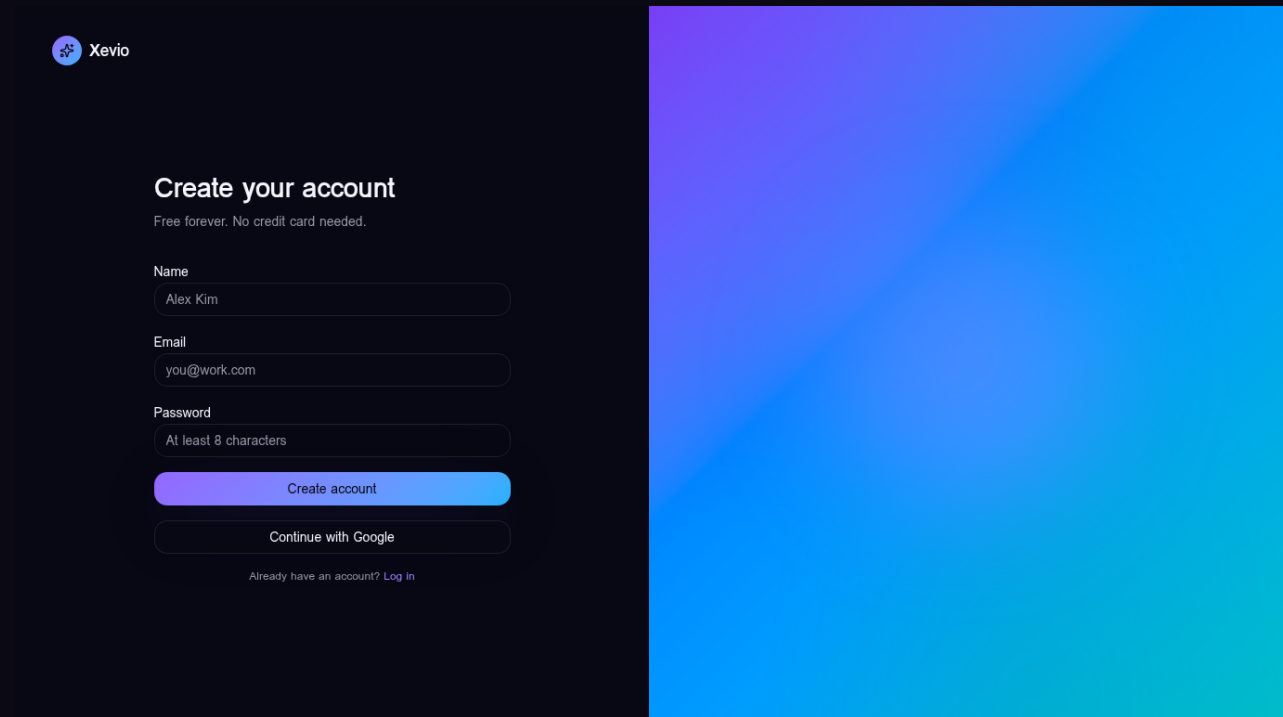


Figure 3 — The Create your account screen

- Enter your **name** (this is how Xevio greets you on the dashboard).
- Enter your **email** — this is your login and where reminders are sent.
- Choose a **password** of at least 8 characters.
- Click **Create account** — or use **Continue with Google** to skip the form.

**Pro tip:** Use a personal email rather than a work one — Xevio is your space, and you'll want it to follow you between jobs.

## 5. Logging in

Returning users land on the **Welcome back** screen. Enter the same email and password you signed up with, or use **Continue with Google** if that's how you registered.

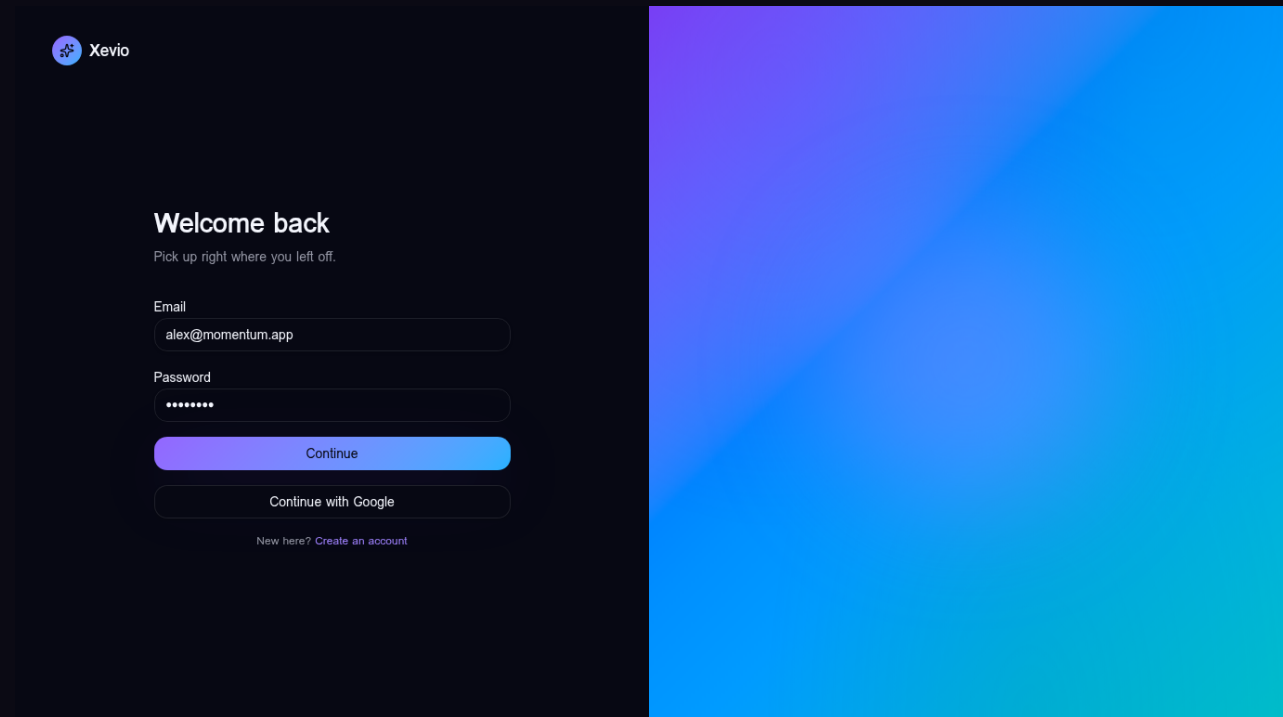


Figure 4 — The login screen

- Type your email and password, then click **Continue**.
- Forgot your password? Use the link below the form (sent via email).
- New here? Click **Create an account** to switch to the signup form.

## 6. Onboarding — telling Xevio about you

First-time users are guided through a 5-step onboarding flow. Xevio uses your answers to personalize your AI plan, suggest the right habits, and choose the best times to focus.



Figure 5 — Step 1 of onboarding: pick your focus areas

- **Step 1 — What you want to improve:** pick any combination of Work, Health, Studying, Business, Faith, Money, Consistency.
- **Step 2 — Your daily rhythm:** tell us when you're most alert (morning, afternoon, evening).
- **Step 3 — Existing habits:** list anything you already do daily.
- **Step 4 — Your goals:** write 1–3 things you want to be different in 90 days.
- **Step 5 — Notifications:** choose how often Xevio nudges you.

**Pro tip:** You can skip onboarding and come back later from **Settings**. None of these answers are permanent — change them any time.

## 7. The Dashboard — your daily home

After login, you land on the Dashboard. It is intentionally simple and answers one question only: “**What do I do today?**” The most prominent button is **Build my day**. Below it sit today's habits (a quick checklist) and a single AI nudge. Everything else lives in the sidebar.

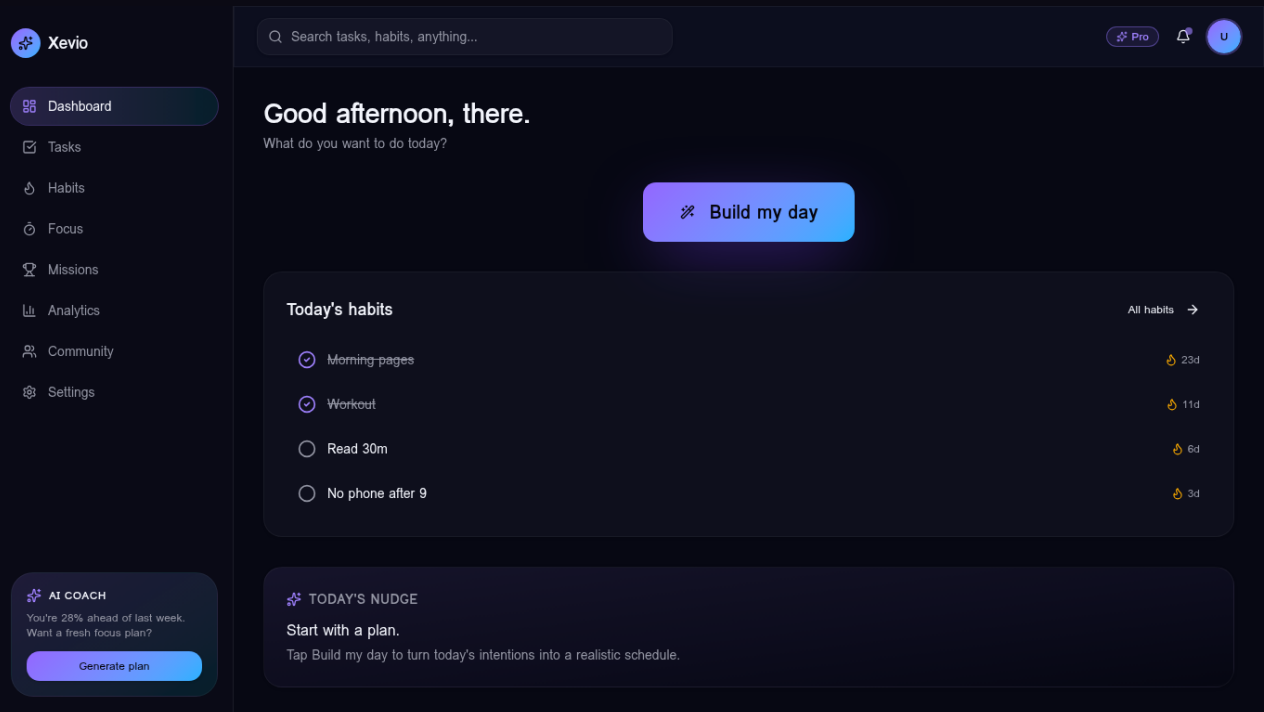


Figure 6 — The simplified Dashboard

- **Greeting** — a friendly hello using the name you entered at signup.
- **Build my day** — generates your AI-powered schedule (see Section 8).
- **Today's habits** — tap a circle to mark a habit done; streaks update instantly.
- **Today's nudge** — one focused AI tip relevant to right now.
- **Sidebar** — Tasks, Habits, Focus, Missions, Analytics, Community, Settings.
- **AI Coach card** (bottom-left) — quick stat & one-click new plan.

**Pro tip:** Make the dashboard the first tab you open every morning. The whole product is designed around that one habit.

## 8. Build my day — your AI plan

Tapping **Build my day** opens a 4-step wizard. Xevio asks what you need to accomplish, checks your energy, factors in your habits, and produces a realistic time-blocked schedule for the day. The whole thing takes under a minute.

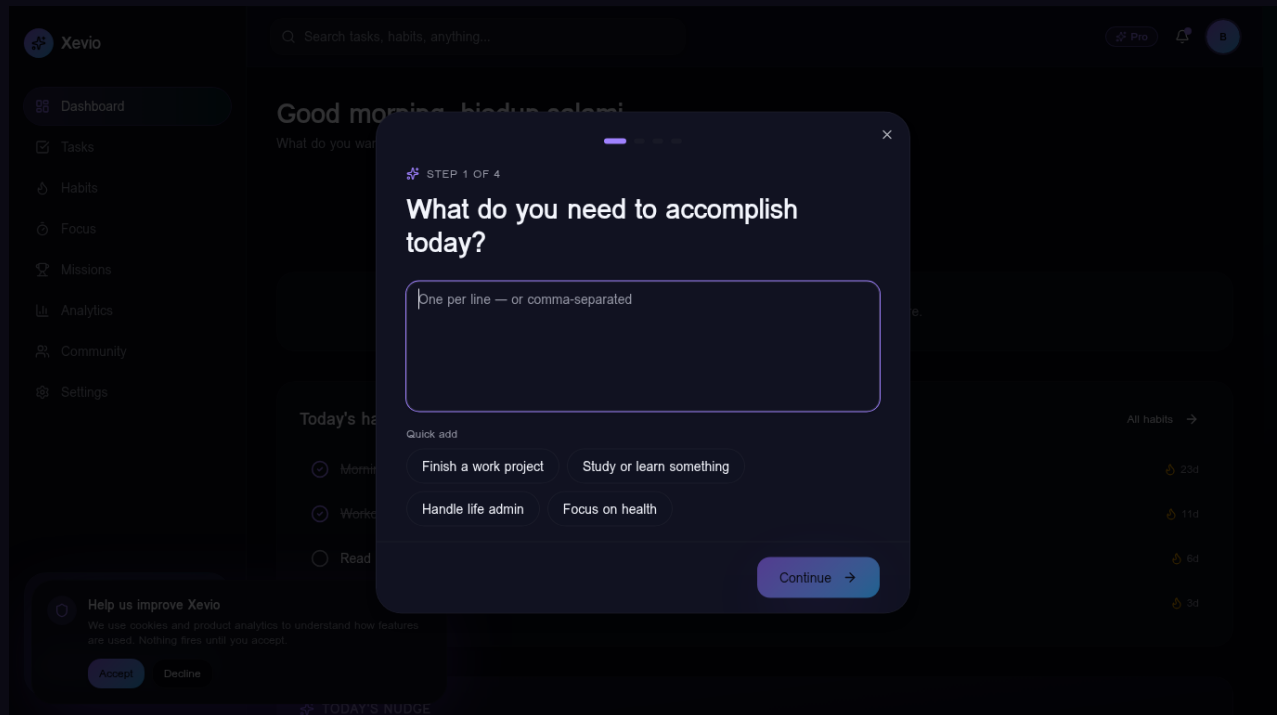


Figure 7 — Step 1: tell Xevio what you need to accomplish today

- **Step 1:** type your tasks (one per line, or comma-separated). Use the **Quick add** chips for common goals.
- **Step 2:** rate your energy (low / medium / high).
- **Step 3:** pick anything you want to protect (workout, meal, meeting).
- **Step 4:** review the proposed schedule, edit any block, then **Confirm plan**.
- Once confirmed, the plan replaces the dashboard placeholder with a live timeline.

**Pro tip:** Be honest about energy. Marking yourself as “high” when you're tired causes Xevio to over-schedule you and you'll fall behind.

## 9. Tasks — capture and prioritize

The **Tasks** page is a four-column board: **Today**, **Next up**, **Waiting on**, and **Done**. Drop anything that's on your mind into the right column and Xevio will help prioritize it by energy and urgency.

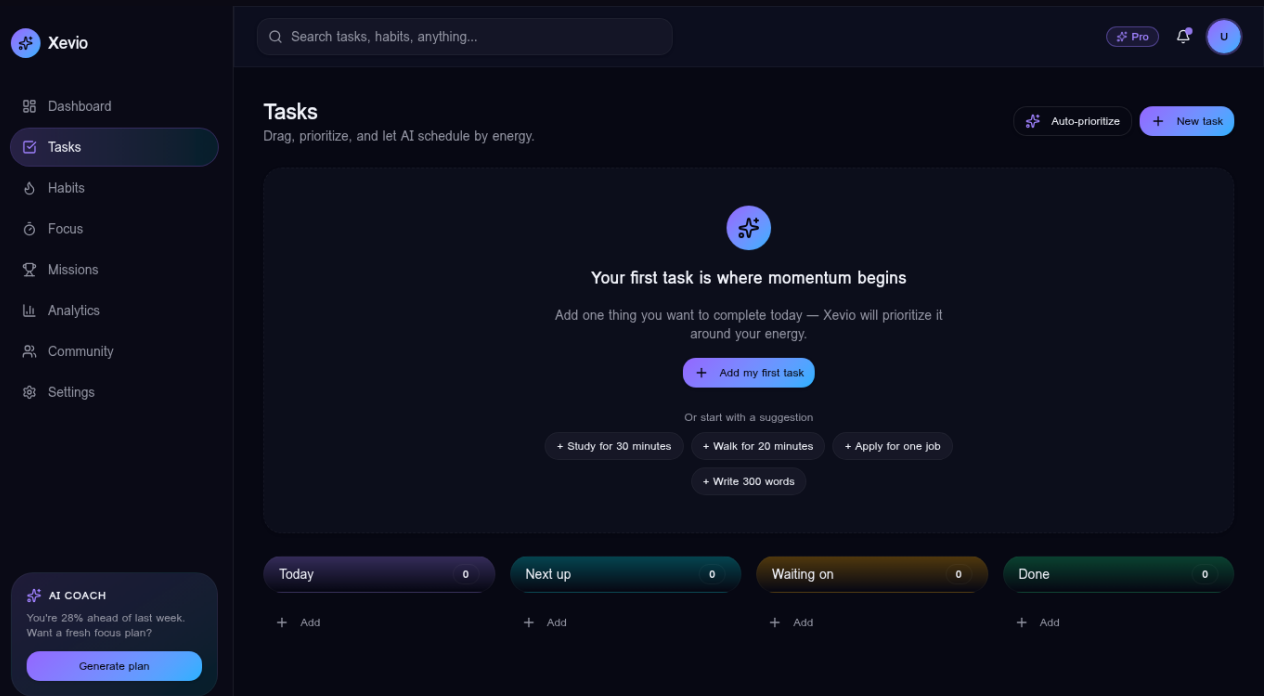


Figure 8 — Tasks board with the empty-state suggestions

- **+ New task** (top-right) — add a task with title, tag, priority, and energy.
- **Auto-prioritize** — Xevio reorders Today's tasks using your AI plan.
- **Drag and drop** — move a task between columns at any time.
- **Quick suggestions** — for empty boards, click any chip to add a starter task.
- **Done column** — completed tasks live here so you can see what you shipped.

**Pro tip:** Capture first, organize later. Even a messy inbox of tasks beats trying to remember everything in your head.

## 10. Habits — stack small wins

The **Habits** page tracks your daily routines and shows your streaks. Three stat cards at the top tell you your consistency score, active streaks, and how many habits you've completed today.

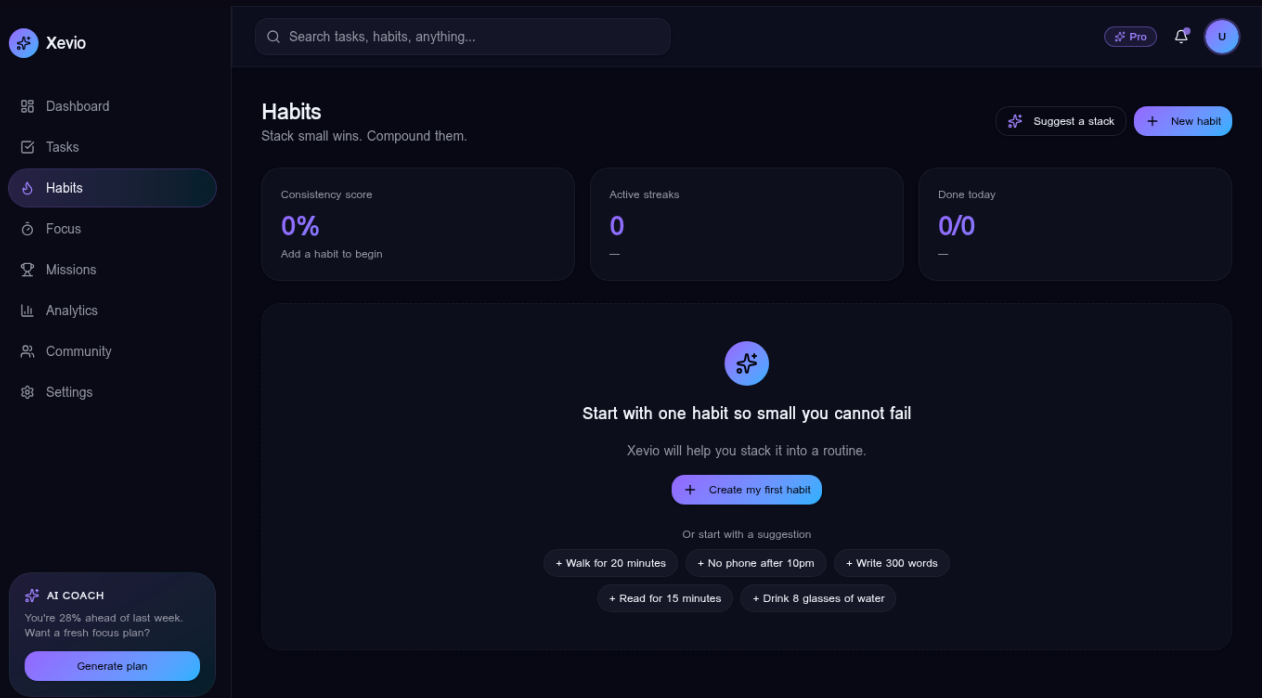


Figure 9 — Habits page with starter suggestions

- **+ New habit** — name it, pick a category (Mind, Body, Discipline, Work, Social), save.
- **Suggest a stack** — let Xevio AI propose a habit stack that fits your goals.
- **Quick-add chips** — start with a tested habit like “Walk 20 minutes”.
- **Mark today** — tap the button on a habit card to mark it complete; streak +1.
- **28-day grid** — each card shows a heatmap of your last 4 weeks at a glance.

**Pro tip:** Start with one habit so small you cannot fail (e.g., *read one page*). Once it's automatic, stack the next one.

## 11. Focus — deep work sessions

The **Focus** page is your distraction-free deep-work timer. It defaults to a Pomodoro (25 min work / 5 min break) and tells you the optimal time of day to focus based on your patterns.

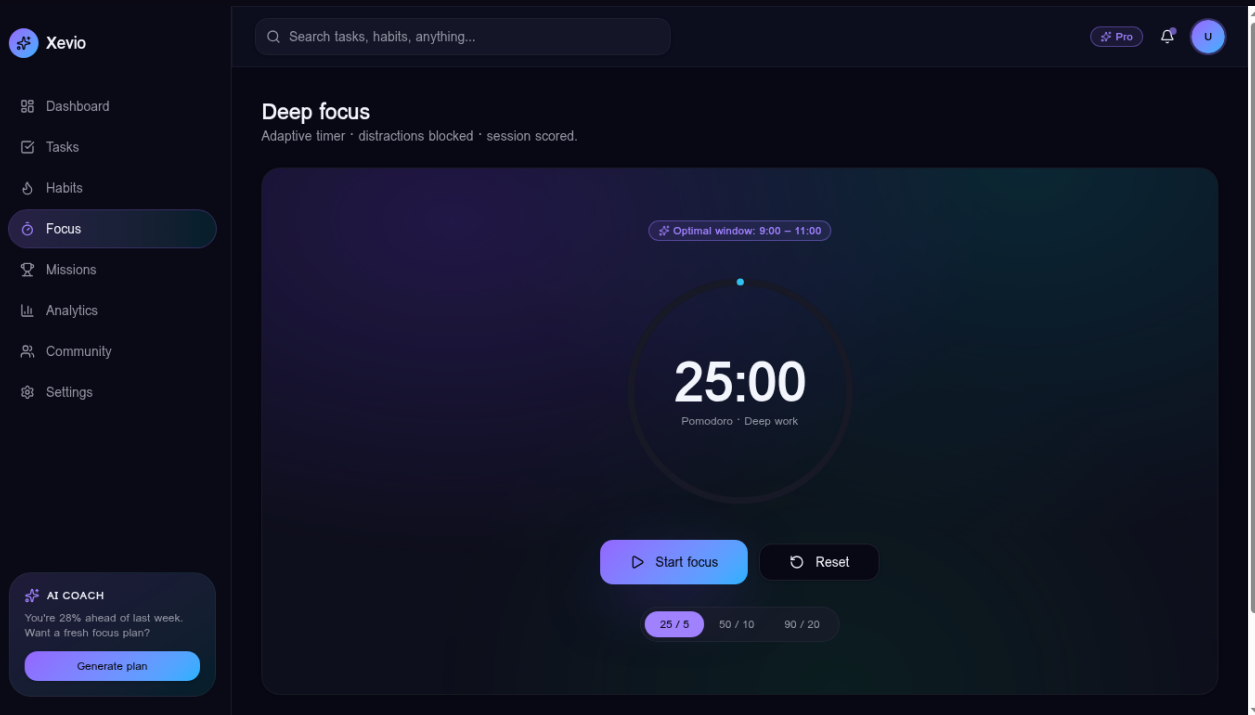


Figure 10 — The Focus timer with the optimal-window banner

- **Start focus** — begins the timer and (optionally) blocks distracting sites.
- **Reset** — resets the current session if you need to restart.
- **25/5, 50/10, 90/20** — switch between session lengths.
- **Optimal window banner** — Xevio's suggested window for your best focus.
- Each completed session is scored and counts toward your weekly focus hours.

**Pro tip:** Pair Focus with one specific task from your Tasks board. “Work on the deck” is too vague; “Draft slides 1–5” will get done.

## 12. Missions — weekly goals

**Missions** is where you track the bigger thing you're shipping this week. A mission has milestones, a progress bar, and a “Continue mission” shortcut that drops you straight into the next milestone.

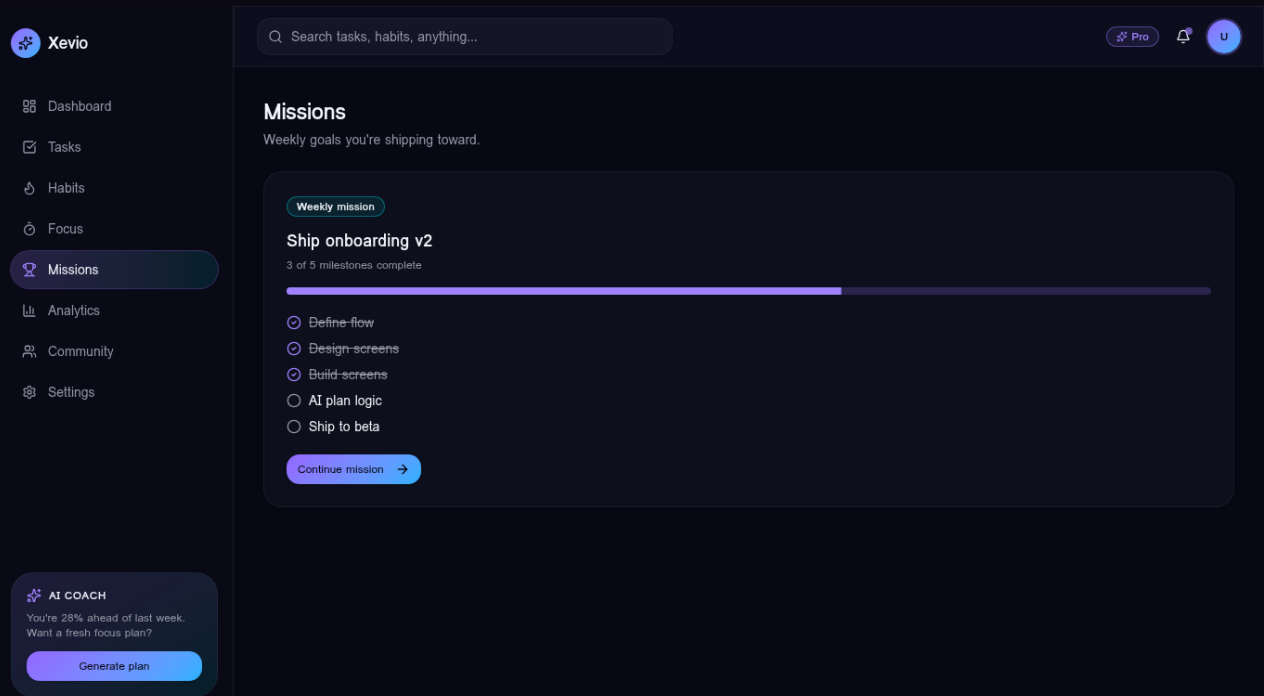


Figure 11 — A weekly mission with milestones

- Each mission has a **title**, a **milestone list**, and a **progress bar**.
- Check off milestones as you finish them; the bar fills automatically.
- **Continue mission** — opens the next unchecked milestone in your task list.
- Use missions for week-long goals; use tasks for today's actions.

**Pro tip:** One active mission at a time. Two missions = neither gets done.

## 13. Analytics — your momentum data

**Analytics** shows the hard data behind your week: focus hours, tasks shipped, average session score, and a burnout-risk indicator. Charts beneath show your focus hours over the last 7 days and how your time was allocated across categories.

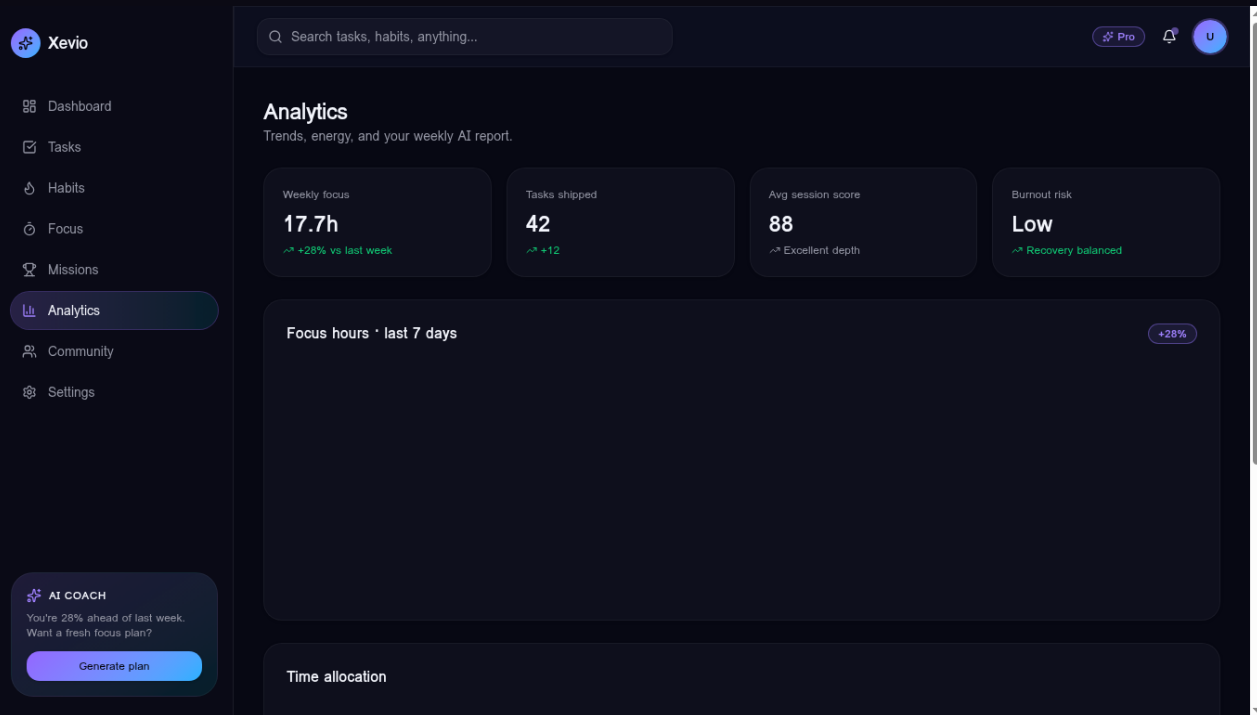


Figure 12 — Analytics dashboard with weekly stat cards

- **Weekly focus** — total hours spent in focus sessions, with week-over-week change.
- **Tasks shipped** — count of tasks moved to Done.
- **Avg session score** — quality of your focus sessions on a 0–100 scale.
- **Burnout risk** — Low / Medium / High based on patterns in your data.
- **Focus hours chart** — 7-day trend so you can spot dips early.
- **Time allocation** — see where your hours actually went.

**Pro tip:** Glance at Analytics every Sunday. A 5-minute weekly review compounds faster than any productivity hack.

## 14. Community — your accountability circle

**Community** is where Xevio becomes social. You join (or create) a small accountability circle, see what other members are working on, cheer their progress, and compete on a friendly leaderboard.

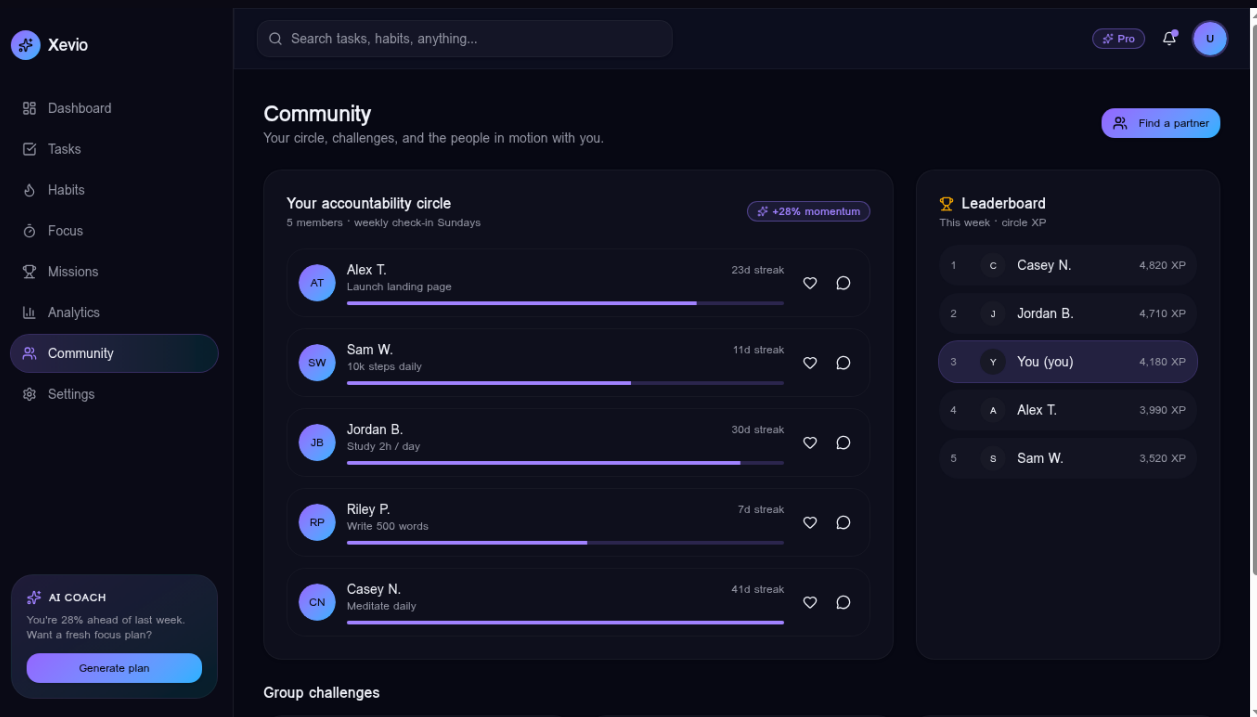


Figure 13 — Your accountability circle with the leaderboard

- **Your circle** — up to 5 members; weekly check-ins on Sundays.
- Each member shows their current focus, streak, and progress bar.
- **Heart icon** — send a quick cheer; **chat icon** opens a 1:1 message.
- **Leaderboard** (right) — circle XP for the current week.
- **Find a partner** (top-right) — Xevio matches you with someone who has similar goals.
- **Group challenges** below — shared weekly missions for the whole circle.

**Pro tip:** Pick a circle of 3–5 people you actually respect. The wrong circle is worse than no circle at all.

## 15. Settings — make it yours

**Settings** is split into Profile and Preferences. Profile holds your name, email and avatar. Preferences control what Xevio does in the background — daily plans, push notifications, and the distraction shield.

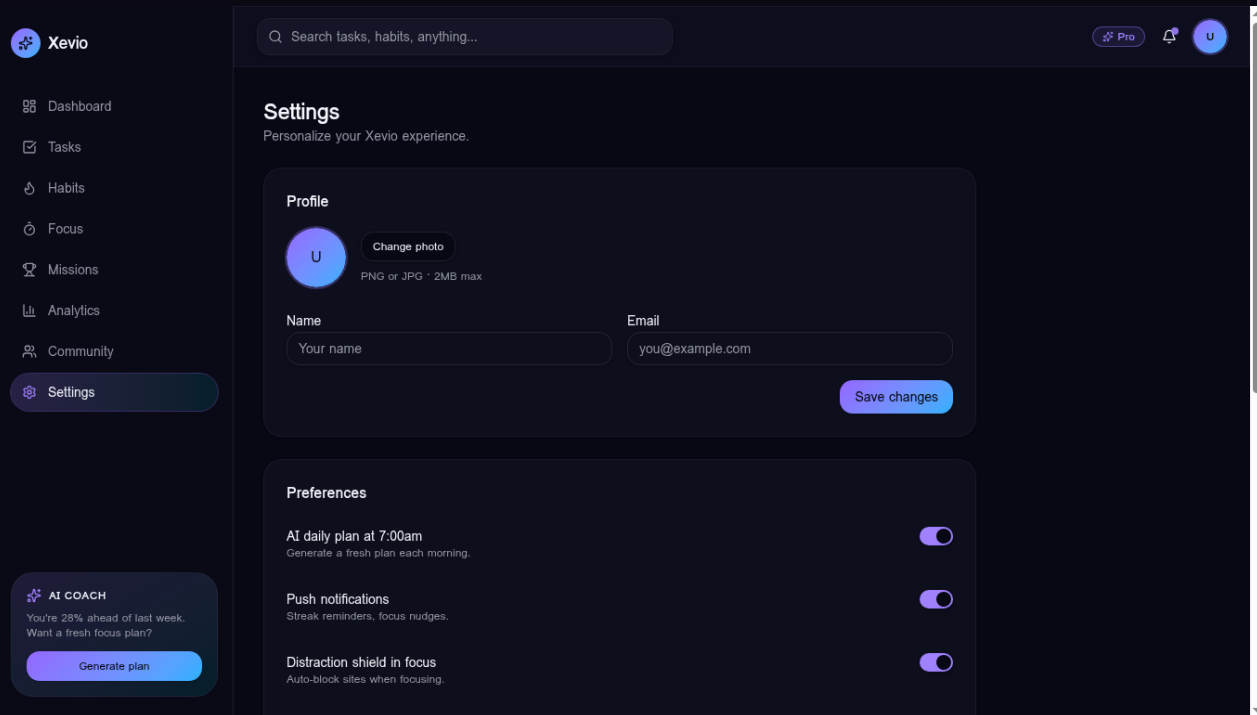


Figure 14 — Settings: profile and preferences

- **Profile** — change your name, email, and avatar (PNG or JPG, 2 MB max).
- **AI daily plan at 7:00am** — Xevio drafts your day before you wake up.
- **Push notifications** — streak reminders and focus nudges.
- **Distraction shield in focus** — auto-blocks distracting sites during focus sessions.
- Click **Save changes** after editing your profile.

**Pro tip:** Turn the 7am plan on for one week. Waking up to a ready schedule is the single biggest behavior change Xevio enables.

# 16. A typical day with Xevio

Here's how a power user moves through Xevio in 24 hours.

<b>7:00 am</b>	Notification: your AI plan is ready. Open the Dashboard, glance at the schedule.
<b>7:30 am</b>	Tap the first habit (e.g., Morning pages) and mark it done. Streak +1.
<b>9:00 am</b>	Open <b>Focus</b> , choose 50/10, click <b>Start focus</b> . Distraction shield activates.
<b>11:00 am</b>	Two focus sessions complete. Check <b>Tasks</b> , drag a finished task to <b>Done</b> .
<b>1:00 pm</b>	Quick check on <b>Community</b> . Cheer a circle member. Reply to a chat.
<b>3:00 pm</b>	Energy dip. Tap <b>Build my day</b> again to re-plan the afternoon around lower energy.
<b>6:00 pm</b>	Mark remaining habits done. Open <b>Missions</b> , check off one milestone.
<b>9:30 pm</b>	Glance at <b>Analytics</b> . See today's stats. Close the laptop.

# 17. Tips, FAQs and support

## Tips for getting the most out of Xevio

- Open the Dashboard **first** every morning — it sets the tone for the day.
- Build your day even when you feel you don't need to. The act of planning is the win.
- Keep your habits ridiculously small for the first 30 days. Volume comes later.
- Use Focus sessions for one specific task, not “work in general”.
- Review Analytics every Sunday for 5 minutes. Adjust one thing for next week.
- Don't add a second mission until the first one is shipped.

## Frequently asked questions

### Is Xevio really free?

Yes. The Free plan is free forever for personal use. Pro and Circle add advanced AI and team features.

### Does Xevio replace a therapist or coach?

No. Xevio is a productivity tool. It is not a medical or mental-health service. If you're struggling, please speak with a qualified professional.

### Where is my data stored?

On secure cloud infrastructure. See the Privacy Policy at [xevio.app/privacy](https://xevio.app/privacy) for details.

### Can I export my data?

Yes — go to Settings → Account → Export. You'll receive a downloadable JSON file with everything.

### Can I use Xevio on mobile?

Yes. Xevio is fully responsive — open [xevio.app](https://xevio.app) in any mobile browser. A native app is on the roadmap.

### How do I cancel?

Settings → Billing → Cancel subscription. Your account stays on Free; nothing is deleted.

## Getting support

Need help? Use the **Contact** page at [xevio.app/contact](https://xevio.app/contact), or email [support@xevio.app](mailto:support@xevio.app). We aim to reply within one business day. For policies and disclaimers see *Privacy Policy*, *Terms of Service*, and the *AI Disclaimer* in the website footer.

**Thank you for using Xevio.**

Now close the manual and go ship something.