

Living Well

Training Manual

Version 1.18.0 • Private Beta • Updated October 2026

Living Well in one sentence

A whole-life planner that helps you notice what is true, choose what matters, make a workable plan, and learn from what actually happens.

<https://livingwell.greatstory.ca>

Use this manual in layers

Start small. The opening sections are enough to begin. Use the later sections only when you need a feature, a device instruction, or a troubleshooting step.

This edition reflects the current private-beta layout, including Sections + Page options on compact screens, formatted printing, revised Events + Tasks, Review history & patterns, and the optional secular Roles & Responsibilities page.

How to use this training manual

Living Well is deliberately deeper than a simple to-do list, but you do not need to learn it all at once. Begin with Today, Events + Tasks, and Week. Add Month, Season, Keep in View, Reflect, Sync, Wellbeing, and optional pages only when they solve a real problem.

If you only have five minutes

Read “What Living Well is,” “The 10-minute start,” and “First setup.” Then use Start Here if you want the guided path. You can ignore Sync, calendars, reminders, Wellbeing, and advanced settings until they are useful.

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1. What Living Well is

Living Well is a whole-life planner. It is designed to help you pay attention to what matters, make realistic plans, and notice how life is actually going.

It is not mainly about fitting more into the day. It is not a productivity scorecard, and it does not use streaks, points, badges, completion percentages, competitive rankings, or pressure to keep using the app.

The basic idea

Part	Plain-language meaning
Notice	What is actually true right now?
Choose	What matters in this Season, month, week, or day?
Prepare	What would make the next step more workable?
Act	Do what belongs now without filling every open space.
Connect	Pay attention to people, support, and relationships.
Experience	Notice good, difficult, meaningful, ordinary, and enjoyable parts of life.
Recover	Leave room for rest, transition, and recovery.
Learn + adjust	Look back without grading yourself, then change what needs changing.

A missed day is not failure

Living Well is meant to be picked up again. You do not lose points, break a streak, or fall behind because you skipped a day.

Learn these first

Learn first	Why it matters	Simple example
1. Today	This is where the planner becomes practical for the day you are actually living.	I have one appointment, one important task, and less energy than expected.
2. Events + Tasks + Anytime Today	These keep commitments from being mixed together.	Dentist = Event; renew insurance = Task; call Dad today = Anytime Today.
3. Week	Week connects the bigger picture to the next seven days.	Protect Wednesday morning recovery time; move one project forward.
4. Month + Season	These keep short-term planning from swallowing the bigger picture.	This month is crowded; this Season needs more recovery and family time.
5. Keep in View	Recurring realities stay visible without becoming an overdue-task	Check furnace filter every three months.

	pile.	
6. Reflect	Looking back helps you adjust without grading yourself.	What helped? What was harder than expected? What should change next week?
Optional later	Sync, calendars, notifications, backups, Wellbeing, Roles & Responsibilities, and customization.	Turn these on when they solve a real problem.

2. The 10-minute start

You do not need to configure the app before using it. This is enough for a first session:

1. Create your private planner with a vault passphrase.
2. Open Start Here if you want the guided path, or go directly to Season and write one or two honest notes about the life you are actually in.
3. Add a few dates you already know: appointments, birthdays, deadlines, or recurring realities.
4. Open Today. Look at the larger picture only if it helps, then decide what belongs today.
5. At the end of the day, write one or two lines in Evening Reflection if you want to.

Example - from the bigger picture to today

Season: My energy has been uneven. I want to protect recovery and spend more unhurried time with family.

Month: Keep three mornings lighter and leave one weekend mostly open.

Week: Protect Monday, Wednesday, and Friday mornings for walking or recovery.

Today: Walk for 30 minutes after breakfast. Leave the evening open.

What can wait

Sync, push notifications, external calendars, holiday imports, backups, Wellbeing, and Roles & Responsibilities are useful only when they solve a real need. None is required before you start planning.

3. First setup and your private vault

The first time you open Living Well, you create an encrypted vault. The vault is the private container that holds your planner writing.

Term	What it does
Vault passphrase	Unlocks and decrypts your private planner. Living Well cannot retrieve it for you.
Sync ID	A private account name used only if you choose cross-device Sync.
Account password	Signs a device into the optional Sync account. It does not decrypt the planner.
Verified email	Used for Sync-account verification, recovery, and security. It does not unlock the vault.
Vault recovery code	A separate way to recover access to the encrypted vault if you forget the vault passphrase.
Account recovery code	Resets the Sync account password only. It cannot unlock the vault.

First-time setup

1. Open <https://livingwell.greatstory.ca> in a normal browser window. Avoid private/incognito mode.
2. Create a vault passphrase of at least 10 characters and confirm it.
3. Use Stay unlocked only on a personal device you trust.
4. Choose Create my private planner and confirm the planner opens.
5. Open Settings → Privacy, recovery & backup and create a vault recovery code. Save the code outside Living Well.

Two passwords are normal

The Sync account password connects devices. The vault passphrase unlocks the private planner. They protect different things.

4. Finding your way: Start Here, Sections, Page options, and Guide

Living Well now uses a simpler navigation pattern so the planner itself gets more screen space. The exact arrangement changes with available width, but the same pages and actions remain available.

Sections

Sections is the main navigation menu. Use it to move between Home, Today, Week, Month, Season, Events + Tasks, Keep in View, Special Dates, Reflect, Settings, and any optional page you have enabled.

Page options

On phones, tablets, iPads, and narrow Windows/browser windows, Page options collects the actions that apply only to the page you are on into one vertical list. This prevents the top of the screen from filling with buttons.

Stays visible	Moves into Page options on compact screens
Current date, week, month, or Season plus previous/next navigation	Create actions, Print current view, Jump to Today, Full/Digest view, Create brief, and other page-specific actions.
Page title and purpose	Useful actions that do not need permanent screen space.

Compact layout

Living Well uses the compact Android/iPad-style layout when the available window is about 1180 CSS pixels wide or narrower. A narrow Windows app window therefore behaves like a tablet instead of squeezing desktop controls until they break.

Start Here

Start Here is an optional guided first pass through the planner. It follows Season → Special Dates → Keep in View → Events + Tasks → Month → Week → Today → Reflect. Treat it as a guide, not a checklist.

Start Here can be hidden

Settings includes “Show Start Here in navigation.” Turning it off removes only the shortcut. It does not delete any planner data.

Guide, Help site, and Manual

The in-app Guide remains available inside the combined learning area. The separate Help site and Manual (PDF) links are utility links. On compact screens they move into Sections to keep the top of the planner quieter.

Editable fields vs read-only examples

Editable fields use a clearer tinted background and border before you click them. Read-only examples and static information stay quieter. When a field receives focus, the focus treatment becomes stronger.

5. Plan from big to small

The planning levels are connected, but they are not copies of each other. Write at the level where the thought belongs, then let the smaller view use it as context.

Level	Think about	Example
Season	The bigger picture across life for the next three months.	Recovery needs more room, and I want more time with family.
Month	The shape, pressure points, priorities, relationships, recovery, and margin of the month.	Leave the second weekend open; finish the insurance renewal.
Week	What happened, what you learned, and what deserves protection or movement next week.	Protect three exercise mornings; call Mark; finish one report.
Today	What is true today, what you can realistically carry, and how the hours should work.	Appointment at 9; focus block at 1:30; walk at 4.

Page guidance

Supported planning pages keep a short purpose and time-period control visible while longer coaching lives inside Page guidance. Settings can show/hide Page guidance and choose whether it opens automatically.

Completed examples

Completed examples are fictional and read-only. They are intentionally short and imperfect. Settings can hide them everywhere if they stop being useful.

Today can look upward without copying

The Larger picture area in Today can show Week, Month, and Season as read-only context. Expand only the level that helps. Season can similarly show Last Season beside current fields without copying it forward.

6. Home

Home is a quick orientation page. It is not another place where you have to fill in information. It brings together useful cards and actions from elsewhere in the planner.

Home card / element	What it helps with
Why I Want to Live Well	An optional meaningful image and caption. It is not a profile photo.
Today's Rhythm	Timed and Anytime items for the day.
Tasks in View	A small group of unfinished dated Tasks, including earlier items that still need a decision.
Keep in View	Recurring or future realities reaching their current occurrence.
Midday Reset	A short invitation to adjust the rest of the day.
Evening Reflection	A compact look at what you noticed at the end of the day.
Recent Learning	Recent reflection/learning without turning it into a score.
Week Schedule / This Week / This Month / This Season	Read-only context from the larger planning levels.
Not Today	A reminder that not everything needs to be carried today.

Home actions

On a full-width desktop, the main Home controls fit on one row. On compact screens they move into Page options so the actual content begins higher on the screen.

Print current view

Home supports a clean formatted current-view report. The report contains useful Home information rather than the navigation, buttons, and other app chrome.

7. Today

Today is where you orient to the day, notice what is happening inside and around you, make a workable plan, and then notice what the day actually held.

Part	What it is for
Larger picture	Expand Week, Month, or Season context when you need it. It is read-only here.
Orient to today	Write only what helps you face the day you actually have. Custom Daily questions can appear here.
Today's Rhythm	Appointments, focused work, meals, travel, care, rest, Anytime Today items, and open margin.
Practical notes	Optional waiting, follow-up, decisions, dependencies, or progress. If it actually needs doing, make it a Task.
Pause + Notice	Optional space to name what you are feeling or noticing and what is within your influence. It is not a score or diagnosis.
Midday Reset	Change the rest of the day without rewriting the morning.
Evening Reflection	Notice what was good, hard, learned, connected, carried forward, or ready to release.
Full / Digest view	Full view is for planning/reflection. Digest view is a shorter read-only summary.
Create brief	Build an editable sharing draft from items you choose. Personal reflections are not included automatically.

Date navigation

On compact layouts, the previous arrow, date picker, and next arrow stay together as one control. The date itself and the calendar icon use the device's native date picker where supported.

Print current view

Today prints a clean document-style summary of the selected day. Empty prompts, on-screen coaching, examples, and navigation controls are left out.

Phone and tablet printing

On Android, iPhone, and iPad, Living Well first opens a readable formatted preview. You can scroll or pinch to zoom, then choose Print / Save PDF.

8. Events, Tasks, and Anytime Today

These are deliberately different. The easiest way to decide is to ask whether the item has a time, a due date, or simply belongs today.

Type	Use it when...	Example	Time?
Event	Something happens at a set date/time.	Dentist - 10:00 a.m.	Usually
Task	Something needs doing on or by a date.	Renew insurance by Friday.	Optional
Anytime Today	It belongs today but does not need an exact hour.	Call Dad.	No

How the Events + Tasks page is organized

Group	What appears there
Needs attention	Unfinished Tasks or Anytime items from an earlier date. Decide whether to complete, move, edit, release, or delete them.
Today	Items dated today, including the next occurrence of a repeating Event.
Coming up	Future Events, Tasks, and Anytime items. Repeating Events show their next occurrence rather than the original series date.

Past Events are history, not overdue Tasks

A one-time Event whose date has passed leaves the active Events + Tasks page automatically. It remains available in history. Events are not marked complete the way Tasks are.

Useful actions

- Completed - you did the Task or Anytime item.
- Move to tomorrow - keep it active, but move it to the next day.
- Release - deliberately stop carrying it; released items can still appear in Looking Back.
- Repeating Events - repeat daily, weekdays, weekly, or monthly, with an optional end date.
- Delete future - for a repeating Event, remove later occurrences while keeping earlier occurrences in past views.
- View past & completed - look back without mixing history into the active list.

Print current view

Events + Tasks prints a formatted report organized as Needs attention, Today, and Coming up. It includes useful titles, dates/times, context, notes, and recurrence information instead of printing the entire webpage.

A due date is not automatically a time block

A Task can stay dated without taking up a specific hour. Add a time only when you actually want it placed into the day schedule.

9. Keep in View

Keep in View is for recurring or future realities you want to notice before they become urgent. It is intentionally not another task list.

Action	What it means
Done until next time	Records the current occurrence as addressed and advances a repeating item.
Skip this time	Moves past the current occurrence without calling it done.
Schedule time for this	Opens Create Event with the item title. The occurrence advances only after the Event is saved.
Pause for now	Stops the item from surfacing until you resume it.
Resume	Turns a paused item back on.
Remove	Deletes the Keep in View item.

Use Keep in View for realities, not guilt

Good examples include maintenance, renewals, seasonal preparation, recurring conversations, or reviews. If it is a concrete job with a real due date, a Task is usually clearer.

10. Special Dates, holidays, and Plan with Margin

Special Dates

Use Special Dates for birthdays, anniversaries, memorial dates, yearly traditions, or other dates that matter to you. They repeat yearly and can help you notice the date before it arrives.

Holidays

- Canada - built in: use the built-in Canadian holiday dates.
- Import holiday calendar (.ics): for another country or region, import a holiday calendar file.
- None: turn holiday markers off if you do not want them.

For an international holiday file, the Guide points to

<https://holidays.readthedocs.io/en/latest/downloads/>. The file is read locally and normalized holiday names/dates are stored inside the encrypted vault.

Plan with Margin

Plan with Margin can invite you to prepare or protect space around a meaningful date. It never changes your calendar automatically.

Example - a birthday weekend

Special Date: Lisa's birthday - October 18. Plan with Margin: protect Friday evening and keep Saturday morning light. It does not cancel meetings or move Events for you.

11. Month

Month helps you see the calendar and name the shape of the month before individual days take over. It can also help you notice relationship patterns, capacity, recovery, limits, and what deserves room without turning the month into a scorecard.

Month area	How to use it
Shape / theme	What is already true about energy, commitments, change, or uncertainty?
Protect	Health, relationships, and margin you do not want the month to crowd out.
Known pressure points	Deadlines, travel, transitions, difficult dates, workload, or predictable stress.
Well lived	What quality would make the month worthwhile even if plans change?
Projects	Only projects that genuinely deserve progress.
Relationships	People you want to see, call, help, celebrate, repair with, or simply be present with.
Health + recovery anchors	Sleep, movement, appointments, food, rest, nature, or other supports.
Experiences	Fun, hobbies, meals, outdoors, learning, celebration, or unstructured time.
Margin / Not this month	Protect open space and explicitly postpone worthwhile things that do not belong now.
Month-end review	Notice what gave life, what consumed, what changed, what to carry, and what to stop carrying.

Print current view - calendar format

Month printing now creates a seven-column calendar table with weekday headings and dated boxes. Events and Tasks appear inside the appropriate day. Month intentions and month-end reflection print below the calendar. The first day of the printed week follows your Sunday/Monday setting.

12. Week

Week has two jobs: look back just enough to learn, then make the next week more workable.

Weekly Review + Reset

- Three things you are glad happened.
- The main struggle.
- What gave energy and what drained it.
- What kept showing up inside you - feelings, reactions, energy, needs, capacity, strengths, limits, or relationship patterns.
- Where you lived your values, and what needs repair, clarity, a boundary, support, or another step.
- A simple evidence scan across life - not a score.

Next week

- What would make the week feel well lived.
- One thing to protect and one thing to move forward.
- One relationship, one experience, and one body/recovery need.
- One uncomfortable but worthwhile action.
- A likely obstacle and an if-then response.
- What to release and what is simply not for this week.
- A seven-day week-at-a-glance for practical notes.

Week navigation

On phones, iPads, tablets, and narrow Windows windows, the Week control uses previous arrow → week range → next arrow. This keeps the selector usable instead of squeezing it into a desktop layout that no longer fits.

Custom Weekly questions

Settings → Everyday choices can add your own Weekly questions. They appear in Week without replacing the built-in prompts.

Print current view

Week prints a clean summary of the selected week's writing and relevant schedule information, not the app controls.

13. Season

Season

Season is Living Well's three-month planning and reflection cycle: Jan-Mar, Apr-Jun, Jul-Sep, and Oct-Dec. The point is not to rate each area or prove progress. Describe what is true, what helps, and what may need care.

Whole-life areas include Body + Physical Health; Emotional + Inner Life; Partner / Closest Relationship; Family; Friends + Community; Purpose + Contribution; Joy, Play + Experience; Values + Meaning; Money + Resources; Learning + Curiosity; Home + Environment; Time + Attention; and Rest, Recovery + Margin.

Nothing has to change because the quarter changed

A new Season is an invitation to notice, not a demand for growth. Something can stay exactly the same, be lightly adjusted, receive more attention, be released, or be left blank. Continuing what already fits is a valid choice.

Move between Seasons

Use Previous Season and Next Season to browse quarterly history. Go to current Season returns to the present. Browsing another Season does not change Today, Week, or Month.

Use Last Season as context, not a template

Where previous writing exists, open Last Season to see it read-only beside the current area. It is there to support reflection: What still fits? What changed? What can stay exactly the same? Living Well does not automatically copy the old answer into the new Season.

14. Optional Roles & Responsibilities

Roles & Responsibilities is a fully secular optional page adapted from the useful role-clarity ideas in the former Shared Ministry edition. It can be used for work, caregiving, family responsibilities, volunteering, teams, boards, or any ongoing role where responsibility becomes unclear.

Off by default

Turn it on under Settings → Everyday choices → Optional pages. When it is off, it disappears completely from Sections and normal workflow. Turning it off later hides the page without deleting what you wrote.

Area	Questions it helps with
Role + purpose	What is this role for? What am I actually responsible for?
Decision-making	What decisions are mine? What requires agreement or someone else's decision?
Dependencies + expectations	Who do I depend on or work with? What expectations are unclear?
Limits + support	What am I carrying that may not be mine? What support would help? Where do I need a clearer limit?
Clarification + sustainability	What needs a conversation? What would make this role sustainable? What is one useful next step?

This page is not a job-description builder or performance review. Use only the questions that create useful clarity. It also has Page guidance, a fictional completed example, and formatted Print current view.

15. Reflect, review history & patterns, and shareable briefs

Reflect is for looking back without grading yourself. It brings together schedule history, reflection writing, and optional sharing tools so you can learn from what actually happened.

Looking Back

Looking Back is read-only. It can show past scheduled Events, completed Tasks/Anytime items, Keep in View occurrences that were addressed, and other recent activity for Today, Week, or Month.

Review history & patterns

Review history & patterns is the main place to gather your own past information in a meaningful way. Choose a time range, choose the kind of record, and optionally search your own history.

Control	Choices
Range	Last 30 days • Last 90 days • Last year • All saved history
Show	Everything • Events + completed items • Daily reflections • Weekly reviews • Monthly reviews • Seasons
Search	Search your own saved records for a word or phrase.
Print / Save this review	Create a formatted report of the filtered history you are currently reviewing.

This is for noticing, not scoring

Use the review to look for context, repeated themes, changes, unfinished threads, or things worth discussing. Living Well does not calculate a life score or send the review anywhere.

Recent reflections

Recent writing from Today, Week, Month, Season, and other reflection areas stays available even when an older prompt is no longer active.

AI reflection package

Living Well can prepare temporary text you can copy to an AI service of your choice. It does not send the package automatically and does not save the finished AI response. Read the package first and decide whether you want it to leave the planner.

Shareable briefs

A brief is a practical sharing tool. You choose the items, build an editable draft, then copy or save it. Personal reflections are not included automatically.

16. Optional Wellbeing

Wellbeing Check-in is hidden by default. Turn it on only if private symptom and functioning records would be useful to you.

What it is - and is not

Wellbeing helps you record your own observations over time. It does not diagnose, calculate a mental-health score, replace professional care, or send information to anyone automatically.

A check-in can record

- Low/depressed mood, loss of interest/enjoyment, hopelessness, anxiety/worry, irritability/agitation, fatigue, sleep problems, concentration/decision difficulty, social withdrawal, guilt/self-blame/worthlessness, appetite change, physical symptoms, and difficulty with normal responsibilities or self-care.
- Optional activation changes such as unusually high energy, reduced need for sleep, racing thoughts, fast speech, unusual confidence, or risky behaviour.
- Optional safety observations, kept separate and never turned into a calculated risk score.
- How much symptoms interfered with daily life and how the day compared with your usual self.
- Hours slept and optional context such as treatment change, major stressor, substance-use change, illness/pain, or notes.
- What helped today and what went reasonably well.

Symptom levels use: Not present • Mild • Moderate • Strong • Very strong.

History, Patterns, Share & Reflect

Tool	Purpose
History	See individual check-ins over time.
Patterns	Compare periods without creating a combined wellness score.
One-page clinician summary	A formatted report with main concerns, changes, functioning, sleep/context, safety observations, and signs of improvement / what helped.
AI reflection package	A short prompt that asks for grounded observations and questions you could bring to a healthcare conversation.

17. Sync and more than one device

Sync is optional. If you use Living Well on one device, you can remain local-only. If you want the encrypted planner on several devices, create a Sync account.

1. Create a Sync ID, verified email, and account password under Settings → Account & devices.
2. Verify the email when asked.
3. On another device, choose “Already use this on another device?” and sign in with the same Sync ID + account password.
4. The encrypted vault downloads. Unlock it with the separate vault passphrase.
5. Wait for Sync to show that it is up to date before making a large set of changes.

If two devices changed the same planner before syncing

Living Well pauses instead of silently choosing a winner. You can save encrypted copies first, then choose either Keep this device or Use synced copy.

Action	What happens
Sign out of Sync	Disconnects the account. The local encrypted vault can remain on that device.
Delete Sync account	Deletes the Sync account and encrypted server copy. The local vault remains until you deliberately remove it.
Remove local encrypted vault	Deletes the local planner from that browser/device and returns to setup/login. Back up first if you may need the data.
Offline use	The installed/cached app can open and save locally without a connection. Normal Sync can resume when connection returns.

18. Backup and recovery

A backup is different from Sync. Sync keeps devices aligned; a backup gives you a separate safety copy that you control.

You can save the encrypted backup anywhere your browser/device offers: a computer folder, Files/iCloud Drive, Google Drive, OneDrive, Dropbox, or another storage provider. Living Well does not automatically upload the backup to those services.

Recommended safety setup

1. Create a vault recovery code under Settings → Privacy, recovery & backup.
2. If using Sync, create the separate account recovery code under Account & devices.
3. Save an encrypted .livingwell backup somewhere outside the device.
4. Label the recovery codes clearly so Account recovery and Vault recovery are not confused.

Privacy in plain English

- Your planner writing is stored inside the encrypted vault.
- Sync stores an encrypted copy for cross-device use.
- Readable JSON export is intentionally unencrypted; handle it carefully.
- External calendar services can read only the calendar information you deliberately connect or publish to them.
- Temporary reflection packages leave the planner only if you choose to copy them elsewhere.

19. Calendars and reminders

Calendar features are optional. Living Well remains the source of truth for its own Events and Tasks. External calendar overlays do not change Living Well data.

External Google/Microsoft calendar connections require a signed-in Sync account because provider authorization tokens are held securely on the server. Living Well does not use those connections to read Gmail or Outlook email.

Connect an external Google or Microsoft calendar

1. Make sure you are signed into the optional Living Well Sync account.
2. Go to Settings → Calendar & reminders → External calendars.
3. Choose Google Calendar or Microsoft / Outlook and start the connection.
4. Read the provider permission request and continue only if you are comfortable with it.
5. Return to Living Well and choose the calendars you want displayed.
6. Open Today / Week / Month and confirm the external events appear as a read-only overlay.

Private calendar subscription

Living Well can publish a private one-way calendar feed. External changes do not flow back into the planner. Keep the private calendar URL protected because anyone with the URL may be able to read the published calendar content.

Calendar time zone and week layout

Settings lets you choose the calendar time zone used for timed Events, publishing, and reminder times, plus Sunday-first or Monday-first week layout. User-facing times use 12-hour AM/PM format.

20. Settings explained

Settings is intentionally an accordion page. Open the section you need and leave the others closed. More than one section can stay open. Each details row uses the same Open / Close control and the whole heading is clickable.

Settings area	What belongs there
Account & devices	Sync account, email/password, account recovery, installation, and another device.
Everyday choices	Guidance & visibility, custom questions, planning behaviour, optional pages, Tasks, and Events.
Home	Home cards, appearance, theme, and Why I Want to Live Well.
Calendar & reminders	Notifications, external calendars, private calendar feed, time zone, and week layout.
Holidays & special dates	Holiday source, Special Dates, and Plan with Margin.
Wellbeing	Optional private check-ins and sharing tools.
Privacy, recovery & backup	Vault passphrase, vault recovery, encrypted backup/restore, and local data.
Advanced	Readable export, older/manual tools, app information, and beta feedback.

Guidance & visibility

Preference	What it changes
Show Start Here in navigation	Shows or hides the optional Start Here shortcut.
Show examples inside empty fields	Shows faint example wording inside editable fields.
Show Page guidance	Shows or removes Page guidance on supported pages.
Open Page guidance automatically	Controls whether Page guidance starts expanded when it is shown.
Show completed examples	Shows or hides fictional read-only completed examples.
Show earlier choices inside planning	Keeps prior context visible where supported.
Show carry-forward invitations on Home	Shows optional reminders to reconsider earlier choices.
Show Roles & Responsibilities	Turns the optional secular role-clarity page on or off. Off by default.

Hiding is not deleting

Turning off Start Here, Page guidance, completed examples, Wellbeing, or Roles & Responsibilities only changes visibility unless the control explicitly says it deletes data.

Home

- Color theme: choose from the curated calm themes.
- Why I Want to Live Well: choose a meaningful image and optional caption.
- Home widgets: turn optional cards on/off and change their order.
- Reset personalization: return Home appearance/personalization to defaults.

Calendar & reminders

- Choose individual push categories and reminder times.
- Connect selected Google or Outlook calendars as read-only overlays.
- Create/manage the private one-way calendar feed.
- Choose calendar time zone and Sunday/Monday week layout.

Privacy, recovery & backup

- Change auto-lock timing or vault passphrase.
- Create/replace/disable vault recovery.
- Save or restore an encrypted backup.
- Remove local data only when you intentionally want to; back up first.

Advanced

Most people can leave Advanced closed. It contains readable JSON export, legacy/manual calendar tools, technical app information, and private-beta feedback.

21. Install, responsive layout, printing, notifications, and offline use

Living Well works in a normal browser tab, but installing it as a web app gives you an app icon, a cleaner window, easier everyday access, and the best notification experience.

Quick install summary

- Windows / macOS / Android - use the browser's Install / Add app option when offered.
- iPhone / iPad - open the site in Safari → Share → Add to Home Screen → turn on Open as Web App if shown → Add.

Responsive layout

Phones, tablets, iPads, and narrow desktop windows use the compact Sections + Page options layout. The date/week selector remains visible with previous/next arrows. This is the same planner, not a reduced mobile version.

Printing and saving views

Print current view creates a formatted report instead of printing the raw app screen.

View	Printed result
Home	Clean Home overview based on useful current cards.
Today	Selected day's useful planner content.
Week	Selected week's planning/reflection and relevant schedule information.
Month	Seven-column calendar table plus month planning/reflection.
Season	Formatted selected-quarter summary.
Events + Tasks	Needs attention, Today, and Coming up.
Roles & Responsibilities	Only the role information you entered.
Review history & patterns	The filtered history review selected in Reflect.

Phones and tablets

Living Well first opens a readable formatted preview with Close and Print / Save PDF. You can scroll or pinch to zoom before handing the report to the device's print/PDF system.

Desktop formatted reports open directly in the browser print flow. Supported views use a single print dialog; the older raw-page path is bypassed.

Install with Google Chrome - Windows, Mac, or Linux

1. Open Chrome and go to <https://livingwell.greatstory.ca>.
2. If an Install icon appears in the address bar, click it. Otherwise open the Chrome menu.

3. Choose the available Install page as app / Install Living Well option.
4. Choose Install, then open Living Well from the new app icon.

Install with Microsoft Edge - Windows or Mac

1. Open Edge and go to the Living Well site.
2. Use the App available / Install icon if shown, or open Settings and more.
3. Choose Apps / Install this site as an app.
4. Choose Install and keep only the shortcuts you want.

Install with Brave - Windows or Mac

1. Open Brave and go to the Living Well site.
2. Use the Install icon if shown, or open the Brave menu.
3. Look for Install Living Well / Install page as app.
4. Choose Install and open the app from its icon.

Install on Android with Chrome

1. Open Chrome on Android and go to the Living Well site.
2. Tap the menu beside the address bar.
3. Choose Install / Install app and follow the on-screen instructions.
4. Open Living Well from its icon once installation is complete.

Install on Android with Brave or Firefox

- Brave: open the site, open the menu, and choose Install app / Add to Home screen when offered.
- Firefox for Android: open the site, tap the menu, then choose Install when available. Add to Home Screen can still create a shortcut.
- If you are unsure which Android browser to use, Chrome is the simplest documented path.

Install on iPhone or iPad - Safari

1. Open Safari and go to <https://livingwell.greatstory.ca>.
2. Tap Share. If you do not see it, use the Page Menu and then Share.
3. Choose Add to Home Screen. If it is missing, use Edit Actions to add it.
4. Turn on Open as Web App if shown, then tap Add.
5. Close Safari and open Living Well from the new Home Screen icon. Use this icon for normal use and push notifications.

Install on Mac with Safari

1. Open Safari and go to the Living Well site.
2. Choose File → Add to Dock, or Share → Add to Dock.
3. Confirm the app name and choose Add.
4. Open Living Well from Dock, Applications, or Spotlight.

Turn on push notifications

Push is optional and enabled separately on each device. Living Well does not use badges, streaks, scores, or engagement nudges. Turn on only the reminder types that are useful to you.

1. Unlock Living Well.
2. Go to Settings → Calendar & reminders → Reminders & notifications.
3. Choose the reminder types and times you want.
4. Enable push notifications on this device.
5. When the device asks for permission, choose Allow.
6. Use the built-in test option to confirm a notification arrives.

If notifications are blocked

Check both the site/app permission and the operating system notification permission. On iPhone/iPad, Living Well must be installed as a Home Screen web app before Web Push can be enabled. Focus / Do Not Disturb can also delay or hide alerts.

Offline use

Living Well is local-first. After the app has been loaded and cached, you can open it and save planner changes locally without Internet. If you use Sync, syncing simply waits until the connection returns.

Update Living Well

When Living Well shows Update Ready, save what you are editing and choose Refresh now. The older Later button has been removed: it never rolled back an update; it only postponed the refresh. Do not clear site data just to force an update.

22. Common examples: where should I put this?

I need to remember...	Best place	Why
Dentist appointment at 10:00	Event	It happens at a particular time.
Renew insurance by Friday	Task	It needs doing on or by a date.
Call Dad sometime today	Anytime Today	It belongs today but has no exact hour.
Change furnace filter every three months	Keep in View	It is a recurring reality, not an overdue task.
Birthday / anniversary	Special Date	It repeats yearly and may deserve preparation or margin.
I am carrying a responsibility that is unclear	Roles & Responsibilities (optional)	It helps separate your responsibility, shared decisions, support, and limits.
A private symptom pattern over time	Wellbeing (optional)	It is designed for private check-ins and summaries, not ordinary planning.
What I learned from the last few months	Reflect → Review history & patterns	It can bring schedule history and reflection writing together across time.

Which password/code does what?

Thing	Use it for
Vault passphrase	Unlock the encrypted planner.
Vault recovery code	Recover vault access if configured.
Sync ID + account password	Connect a device to the optional Sync account.
Account recovery code	Reset the Sync account password only.

23. Troubleshooting and private-beta feedback

Try these simple checks first

- Check the date/week/month at the top of the page. You may simply be looking at another period.
- If the planner is locked, unlock it with the vault passphrase.
- Refresh the app if a screen looks stale. The current view should return after refresh.
- If you use Sync, wait for the Sync status to settle before making a large change.
- If Sync reports a conflict, do not guess. Save encrypted copies if helpful, then choose the copy you recognize.
- If a custom Daily question is missing, check Settings → Everyday choices and Today → Full view → Orient to today.
- If Wellbeing is missing, check Settings → Wellbeing. It is hidden until enabled.
- If Roles & Responsibilities is missing, check Settings → Everyday choices → Optional pages. It is off by default.
- Before clearing browser/site data, save an encrypted backup.

Common problems and the first thing to try

Problem	Try this first
Living Well will not install	Use the exact Living Well URL in a normal, non-private window. Look for Install app / Add to Home Screen. On iPhone/iPad use Safari.
Push notification never arrives	Confirm the reminder type is enabled, site/app permission is Allow, system notifications are allowed, and Focus/Do Not Disturb is not suppressing it. Then send a test.
Sync says offline	Check the Internet connection. Keep working locally if needed; Sync can catch up later.
Another device does not show a change	Wait for the first device to reach Up to date, then Sync/refresh the second device.
App looks like an old version	Use Refresh now if offered, close/reopen the installed app, or open the Living Well URL in the browser and refresh once.
Forgot account password	Use Sync account recovery. This does not unlock the vault.
Forgot vault passphrase	Use the vault recovery code if configured. Account recovery cannot decrypt the vault.
Calendar events are missing	Confirm the external calendar is still connected and selected, then check calendar time zone and date.
Print opens twice	Current formatted-print pages should open only one preview/dialog. Refresh to the current build; do not repeatedly click Print current view.
A past Event is still on the active Events + Tasks page	Refresh the current build. Past one-time Events should move to history; unfinished Tasks may correctly remain under Needs attention.

I am about to clear browser/site data	Stop and save an encrypted backup first. Clearing site data can remove the local vault.
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Good beta feedback

You do not need to test every feature. Use the app normally and report the moments that get in the way.

Include	Example
What I was trying to do	I was adding a Task for Friday.
What I expected	I expected it to appear under Coming up.
What actually happened	It saved but did not appear until I refreshed.
Device/browser	Windows 11, Edge; Android Chrome; iPad Safari/PWA; etc.
Screenshot if useful	Do not include private information you do not want to share.

The main rule

Do not remove the local vault just to fix a display problem. Make an encrypted backup first.

Browser help sources

Browser menus change. If a future update changes the wording, use the browser vendor's current help page rather than forcing an older sequence of clicks.

- Google Chrome web apps: <https://support.google.com/chromebook/answer/9658361>
- Google Chrome notifications/site permissions: <https://support.google.com/chrome/answer/114662>
- Microsoft Edge install/manage apps: <https://support.microsoft.com/edge/install-manage-or-uninstall-apps-in-microsoft-edge>
- Microsoft Edge website notifications: <https://support.microsoft.com/edge/manage-website-notifications-in-microsoft-edge>
- Apple iPhone web apps: <https://support.apple.com/guide/iphone/open-as-web-app-iphea86e5236/ios>
- Apple iPad web apps: <https://support.apple.com/guide/ipad/ipad8f1f7a29/ipados>
- Apple Safari web apps on Mac: <https://support.apple.com/104996>
- Apple notification settings: <https://support.apple.com/guide/iphone/change-notification-settings-iph7c3d96bab/ios>
- Mozilla Firefox web apps on Windows: <https://support.mozilla.org/kb/web-apps-firefox-windows>
- Mozilla Firefox web apps on Android: <https://support.mozilla.org/kb/use-web-apps-firefox-android>
- Brave site permissions: <https://support.brave.com/hc/en-us/articles/360018205431-How-do-I-change-site-permissions>

Start small. Use what helps. Leave the rest closed until you need it.