

Get Started Cheatsheet

Four steps, in order. Do them once — then it's a slash and a word, every time after.

1 Add your connectors

Give Claude access to your real tools — Drive, Gmail, Calendar, Slack, Notion — or your own MCPs if you already run any.

- Claude Desktop → Settings → Connectors → find the tool → toggle on / Connect → approve the sign-in screen.
- Already run MCPs? Add them the same way — under Connectors, or via your MCP config if you're on Claude Code.

2 Build your CLAUDE.md

YOUR MANIFEST

A CLAUDE.md is the one-page brief you'd hand a sharp new hire on day one — who you are, what you do, what "working" looks like. Claude reads it every time, so you stop re-explaining yourself.

- In Claude Desktop, create a **Project** for Cowork and choose a folder on your disk for it to work in.
- Once you've picked the folder, paste the prompt below — it interviews you and writes the file.

Interview me to build my CLAUDE.md. Ask me one question at a time: my role, the one task eating the most of my time, how I'll know it's working, and the smallest first step I want you to own. When you have all four answers, write them into a CLAUDE.md file and confirm it back to me.

- Save the CLAUDE.md file into the folder you picked — Claude will read it automatically from there on.

3 Install your first skill

NO CODE, NO GIT

A Skill is you teaching Claude your process once, so you never explain it again. Don't start from a blank prompt — copy this starter skill first. It's a skill that helps you build better skills.

- **Copy it:** gist.github.com/iankiku/0366d5701cf8268ee05c24cd30fa366b → click "Raw" → select all → copy.
- **Install it:** Claude Desktop → Settings → Capabilities → Skills → Upload → paste as **SKILL.md**.
- **Run it:** pick ONE task you do often, give it a name and a plain-language description of when it applies — the skill interviews you and hands back a ready-to-use skill.

FILL THIS IN BEFORE YOU START

Task / name: _____
 Applies when: _____
 Steps it should follow: _____

4 Schedule it

Once a skill has run correctly by hand at least once, put it on a schedule so it runs without you.

Take the skill we just built [name the skill, or invoke it with /skill-name] and schedule it to run every [enter time]. Confirm the schedule back to me before you turn it on. I want the output in this format: [describe the format you want].

In Cowork: creates a Scheduled Task — runs unattended, notifies you when done. **In Claude Code:** hand this to /loop [interval] [prompt]. Only schedule a skill you've already tested by hand — no exceptions.

Want the full library later? 94 more templates (finance, legal, sales, ops, and more): github.com/iankiku/agent-skill-factory — you don't need it to get started.