

# Claude Skills for Boardroom Prep

Cheat sheet: 23 Claude skills for both sides of the board table. Start with **00-plan-your-board-prep-route**.

## Which skill do I need?

| If you're thinking...                            | Use | If you're thinking...                         | Use |
|--------------------------------------------------|-----|-----------------------------------------------|-----|
| "What exactly are we asking the board?"          | 01  | "The board pack just landed."                 | 12  |
| "Who on the board will push back, and why?"      | 02  | "What should I ask at the meeting?"           | 13  |
| "How do I open so they lean in?"                 | 03  | "Something here feels off."                   | 14  |
| "Why is this number going the wrong way?"        | 04  | "I don't understand these financials."        | 15  |
| "Is this a big problem or a small one?"          | 05  | "Do I vote yes?"                              | 16  |
| "What else could we do?"                         | 06  | "Turn my notes into minutes."                 | 17  |
| "How do I word the ask as a motion?"             | 07  | "We're a nonprofit. What's different?"        | 18  |
| "They'll ask: then what, and what will it cost?" | 08  | "I'm chairing the next meeting."              | 19  |
| "What could go wrong?"                           | 09  | "Do the whole thing in the right order."      | 00  |
| "My deck is 60 slides."                          | 10  | "They'll grill me next week."                 | 11  |
| "What's our best guess at the answer?"           | 20  | "What does all this data mean for the board?" | 21  |
| "What order should the deck go in?"              | 22  |                                               |     |

## 5 prompts to copy

*"Use 00-plan-your-board-prep-route. I'm the executive director and our board meets in 3 weeks to decide on a merger."*

*"Use 01-define-the-board-decision. Our CEO says the board wants 'a growth plan.' Here's the email: ..."*

*"Use 10-build-the-board-packet on this draft deck. Make the titles tell the story and write the one-page summary."*

*"Use 12-read-a-board-packet-in-20-minutes. I have 20 minutes. Here's the pack: ..."*

*"Use 17-draft-minutes-and-action-items. Here are my notes from tonight's meeting: ..."*

## Install in 3 steps

1. **claude.ai**: turn on code execution (Settings → Capabilities).
2. Go to **Customize** → **Skills** → **+** → **Create skill** → **Upload a skill**, and upload a zip from the **zips** folder.
3. Ask in plain words, naming the skill.

**Claude Code**: copy the **skills** folders into `~/claude/skills/`.

**Other AI tools**: paste a SKILL.md into the chat, then your request.

## Three rules every skill follows

1. Asks for your facts first, and never invents numbers. Gaps show as [needs data].
2. Checks its own answer before showing it to you.
3. Not legal advice: it tells you what to ask your lawyer or check in your bylaws.