FREE STARTER GUIDE · PREVIEW OF THE CLAUDE POWER USER PLAYBOOK

Claude Skill Finder Starter Sheet

Choose the right Claude capability — skill, project, connector or Claude Code — by the job you need done, not by browsing at random.

For	Level	Time	Next level
Claude users and AI operators	Beginner–Intermediate	45 minutes	Chapter 2 of the full playbook

THE MICRO-PAIN THIS GUIDE FIXES

Claude can do far more than chat. Most people never find the part they need.

Claude now comes with skills, projects, connectors to your apps, artifacts, computer use and Claude Code. Each one is powerful for some jobs and useless for others. Without a map, you either keep using plain chat for everything — and redo the same work every week — or you install everything and drown in options.

The shortcut is to start from the job. Describe what you need done, what sources it uses and what the output looks like; then pick the smallest Claude capability that completes it with visible evidence. Save what works as a reusable skill.

Weekly
How often most users re-explain the same task from scratch in a new chat.

10+
Capabilities and settings to choose from — too many to explore blindly.

0
Reuse when a great result lives only in an old conversation.

When you finish this free guide you will have

- A job brief that points to the right Claude surface in one minute
- A comparison of candidate skills by inputs, permissions and failure behaviour
- A tested skill on a low-risk example
- Your first saved, reusable skill with a quality check

THIS FREE STARTER

- One working route for one problem
- 7 short steps and a copy-and-use prompt
- One worked example and a final checklist

THE FULL PLAYBOOK · $29

- 6 chapters that take the whole job end to end
- 8 ready-to-use templates, a worked case, 124 PDF pages
- **See The Claude Power User Playbook →**

STEP BY STEP

The working method

Job → surface → candidates → test → save. The goal is one reliable skill you'll use every week.

You need: A Claude account (features vary by plan — check what yours includes); Access to Settings → Capabilities/Skills in Claude; One real document or dataset for testing. **Rule:** Pick the smallest capability that finishes the job.

STEP 01 OF 07

Write the job brief

- Outcome: what exists when the job is done?
- Sources: which files, apps or websites does it need?
- Output: format and destination (doc, spreadsheet, message draft, code change).

Example: Outcome: weekly competitor summary. Sources: 5 websites + last week's notes. Output: one-page doc.

Done when: Outcome, sources and output each fit in one line.

Avoid: Starting with 'which skills should I install?'

STEP 02 OF 07

Choose the surface

- **Chat**: one-off thinking, drafting, explaining.
- **Projects**: repeated work over the same reference files.
- **Skills**: a repeatable procedure or file format Claude should follow every time.
- **Connectors**: when the job needs your apps (Drive, Slack, calendar, CRM).
- **Claude Code**: repositories, files, tests, scripted changes.
- **Computer/browser use**: work that needs clicking through apps or websites.

Example: Weekly summary from websites → skill (procedure) + web search; output as a doc.

Done when: One primary surface chosen with a reason.

Avoid: Using Claude Code for a writing task, or chat for a 20-file refactor.

STEP 03 OF 07

Find candidate skills

- Check built-in skills and your organisation's shared skills first.
- Search reputable public skill collections; read the SKILL.md before enabling.
- Shortlist 2–3 candidates.

Example: Candidates: built-in doc/report skill, a team 'competitor brief' skill, a public research skill.

Done when: 2–3 candidates with their instructions read.

Avoid: Enabling skills from unknown sources without reading what they instruct.

STEP 04 OF 07

Compare by inputs, permissions and failure

- Inputs: what does it expect? Does it fit your sources?
- Permissions: which tools, files or connectors does it use?
- Failure behaviour: does it flag missing data or invent it?

Example: Public skill scrapes aggressively; team skill asks for sources and cites them → team skill wins.

Done when: A 3-row comparison with a winner.

Avoid: Choosing by how impressive the description sounds.

> **In the full playbook ·** The Claude Power User Playbook maps every Claude surface — chat, projects, skills, Claude Code, Cowork-style tasks, connectors — to the jobs they do best. See what is inside · Get it for $29

STEP 05 OF 07

Test on a low-risk example

- Run the candidate on last week's data, where you know the right answer.
- Compare the output to your great past result.
- Note what was missing, wrong or better.

Example: Output matched 4 of 5 competitors; missed a price change hidden in a PDF.

Done when: Test result recorded with gaps listed. **Avoid:** Testing on live, high-stakes work first.

STEP 06 OF 07

Save and improve your own skill

- Create or adapt a skill: instructions, input format, output format, one quality check.
- Add what the test missed (e.g. 'check linked PDFs for prices').
- Name it by job: 'weekly-competitor-brief'.

Example: Skill instructions include source list, output template and 'flag any claim without a link'.

Done when: Skill saved; second test passes. **Avoid:** Writing a long, vague skill full of personality adjectives.

STEP 07 OF 07

Review monthly

- Once a month, run the skill on a known example and compare.
- Remove skills you haven't used in 60 days.
- Share proven skills with your team.

Example: Monthly check found one competitor redesigned their site → updated the source note.

Done when: A monthly calendar reminder exists. **Avoid:** Collecting skills like apps you never open.

COPY AND USE

Prompts and template

Paste into your AI tool and replace everything in [brackets].

PROMPT 1 · MATCH MY JOB TO A CLAUDE SURFACE

```
Here is a job I repeat: [description].
Outcome: [ ]. Sources: [ ]. Output: [ ]. Frequency: [ ].
Which Claude surface fits best (chat, project, skill, connector, Claude Code, computer/browser use)?
Explain why, what I'd need to set up, and what could fail. Recommend the smallest option that works.
```

PROMPT 2 · TURN THIS SESSION INTO A SKILL

```
We just completed [task] successfully in this conversation.
Draft a SKILL.md that lets you repeat it reliably. Include: when to use it, required inputs, step-by-
step procedure, output template, and one quality check. Keep it specific; no personality
instructions.
```

WORKED EXAMPLE

From 90-minute Mondays to a 10-minute review

Tom compiled a competitor summary every Monday by hand in a fresh chat.

1. Brief: weekly summary from 5 websites + last notes → one-page doc.
2. Surface: a skill plus web search; output as a document.
3. Compared three skills; the team skill cited sources and flagged gaps.
4. Test on last week: missed a PDF price list → added instruction.
5. Saved as 'weekly-competitor-brief'; second test matched his manual version.

RESULT

Mondays now start with a 10-minute review of a cited summary instead of 90 minutes of copying.

FINAL CHECKLIST

Before you call it done

- [ ] Job brief written (outcome, sources, output)
- [ ] Surface chosen with a reason
- [ ] 2–3 candidate skills shortlisted
- [ ] Instructions of each candidate read
- [ ] Compared by inputs, permissions, failure
- [ ] Tested on a known example
- [ ] Gaps fixed in your own skill
- [ ] Skill named by job
- [ ] Second test passed
- [ ] Monthly review scheduled

In the full playbook · The full playbook includes ready-to-adapt skills for research, reporting, writing and data work. See what is inside · Get it for $29

WHEN IT GOES WRONG

SYMPTOM	LIKELY CAUSE	FIX
Skill output is generic	Instructions too vague	Add input format, output template and a quality check
Claude doesn't use the skill	Description doesn't match how you ask	Rewrite the skill description in your own words for the job
Wrong or invented facts	No citation rule	Require a link for every claim; flag gaps
Too many overlapping skills	No review	Monthly cleanup; merge or delete

LOCKED IN THE FULL PLAYBOOK · TOOLKIT PREVIEW

This free starter shows the method. The Claude Power User Playbook ships the ready-to-use files:

- CLAUDE.md template
- Claude code power tips
- Claude quality checklist
- Cowork setup checklist
- Prompt library
- Second brain obsidian setup
- Session brief template
- Skill starter template

Unlock all templates — $29 one-time →

WHERE THIS FREE GUIDE STOPS

You fixed one problem. The full system fixes the job around it.

This starter gave you one route through one step. It deliberately leaves out what makes the result hold up at work:

- **The steps before and after this one.** The Claude Power User Playbook covers the whole job in six chapters, not one slice of it.
- **Ready-to-use templates.** 8 copy-and-use files, so you do not rebuild the structure every time.
- **A full worked case** that shows every decision on a realistic project, start to finish.
- **Checks for when it fails**, so a result you ship tomorrow is still right next month.

YOUR NEXT STEP · THE CLAUDE POWER USER PLAYBOOK

Build your personal library of Claude power moves

What you will be able to do:

- Brief Claude so the first draft is usable, not generic
- Pick the right surface for each job: chat, Projects, Cowork or Claude Code
- Give Claude persistent context with CLAUDE.md and project files
- Turn repeated tasks into skills and gate important outputs with a quality check

6	8	1	124
chapters	templates	worked case	PDF pages

You just read a preview of **Chapter 2: Route each job to the surface built for it, because the surface sets what Claude can see, touch and remember**.

~~$49~~ **$29** one-time · instant access in your CosynkAI Library

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