

Steal These Skills

Find them. Vet them. Don't get burned.

Quick Start Guide
Friday AI Workshop | Skills Series, Week 2 of 4

Jay the AI Guy

Why You Need a Shortlist

There are more than two million AI skills sitting in public directories right now. One catalog alone indexes over twenty three thousand. The ecosystem went from a single registry to eight major marketplaces in about two quarters.

That sounds like an opportunity. It is actually a problem.

Pull up any of the big directories and look at the categories. Frontend. Backend and APIs. DevOps. Testing. Security. Mobile development. Databases.

It is a warehouse built by programmers, for programmers. That is not a criticism. It is just not your store.

So instead of sending you in there with a flashlight, we built twelve. They are at the back of this guide.

You still need to know how to check a skill, because sooner or later you will go looking. That is what the next two pages are for.

The Five-Point Check

Run this before you install anything. It takes about ten seconds once you know it.

1. Can I read it?

Open the file. If it is plain English instructions, you are fine. If you cannot tell what it does, stop there.

2. Does it run code?

Look for script files or blocks of code. Instructions are low risk. Code that executes on your behalf deserves more scrutiny.

3. Does it ask for anything?

Passwords. Keys. Account access. A skill that writes emails does not need your login. If it asks for credentials, that is your answer.

4. Where did it come from?

A named person or company you can look up is very different from an anonymous upload. Not a guarantee, but a real signal.

5. Does the description match the file?

If the description says it writes blog posts and the file is doing something else entirely, delete it. Mismatches are the loudest warning sign there is.

This is the same check you would run on a contractor. You would not hand somebody your house keys because their van looked professional.

Run it on ours too

The twelve in this guide were built for you, and you still should not take anyone's word for it. Open one. Read it. It takes a minute and it is the habit that protects you everywhere else.

The One Rule

If you cannot read it and understand what it does, do not install it.

Both of the biggest AI companies scan these files for problems. Both also tell you in writing not to rely on the scan.

That sounds alarming until you understand why. These files are plain English. There is nowhere for anything to hide. Your own eyes are the last line of defense, and they are a surprisingly good one.

How to Read a Skill in Ten Seconds

Every skill has the same parts. Once you know where to look, checking one is fast.

The name	Right at the top. Should be obvious and specific.
The description	Tells the AI when to use the skill. Should describe a situation, not just a topic.
The steps	Plain English, the way you would explain the job to a new hire.
The rules	What the skill should never do. Good skills have these. Skills without them tend to make things up.
The example	What good work looks like. Not required, but the best skills have one.

If you can find those five things and they make sense together, the skill is probably fine.

The Library

Twelve skills built for small business and the assistants who support them. Every one is a single file in plain English. No code, no scripts, nothing to vet.

01 Follow-Up Writer	Messy call notes into a send-ready follow-up, a CRM recap, and next steps.
02 Inbox Triage	Sorts email into urgent, reply today, delegate, archive. Drafts the first two.
03 Review Responder	Public review replies, with different rules for good, bad, and unfair.
04 Request Clarifier	Turns a vague instruction into a scoped task with a definition of done.
05 New Client Welcome	A signed agreement into a welcome message, checklist, and first week.
06 Weekly Client Report	Raw numbers and activity into a client-ready update with one recommendation.

The Library, continued

07 Escalation Check	Decides handle it, handle and report, or stop and ask. Drafts both messages.
08 SOP Writer	A task you just did into documentation, with the judgment steps flagged.
09 Handoff Note	End-of-shift summary: done, in progress, blocked, watch for.
10 Payment Follow-Up	The four-stage overdue invoice chase without sounding hostile.
11 Prospect Brief	A company and website into a call brief, facts separated from guesses.
12 Social Post Writer	One piece of source material into platform-specific posts in the client's voice.

Start with three

Installing twelve at once is how people end up using none. Start with 01 Follow-Up Writer, 03 Review Responder, and 06 Weekly Client Report. Those are the three where inconsistency costs you money.

Four of them need the business owner to fill in a settings block: 03, 07, 10, and 12. Those four encode judgment, not process, so they run on cautious defaults until the owner fills them in.

Why Most Beginner Skills Fail

There is one mistake that kills more first skills than everything else combined.

The description.

People treat the description like a name tag. It is not. It is the trigger. It is how the AI decides whether to reach for this skill at all.

A description that fails

Helps with writing.

A description that works

Turns rough meeting notes into a follow-up email. Use this when the user pastes messy notes, mentions a call or meeting they just had, or asks what to send someone after a conversation.

See the difference? The second one describes situations. It names the phrases someone would actually type.

Write it like you are telling a new employee when to grab this binder off the shelf. Not what the binder is called. When to grab it.

If a Skill Is Not Firing

- **Is it actually installed?** Check your skills list.
- **Is the description specific enough?** Rewrite it to name the situations and phrases that should trigger it. This fixes most cases.
- **Try calling it by name.** Type the skill name directly. If it works that way, the description is the problem, not the skill.
- **Is the task too simple?** Very short one-step requests sometimes get handled directly without reaching for a skill. That is normal.

Your Homework

Install one skill from the library that Jay did not demo on the call.

Run the five-point check on it first, even though it came from us.

Then post in the group which one you picked and why.

Join the group: facebook.com/groups/jaytheaiguy

What Is Coming

Week 3: Build Your Own

Two ways to build a skill from your own business, both under twenty minutes. One of them you do not type anything. You do the task while it watches and it writes the skill for you.

Week 4: From Instructions to Action

Connect your skill to JourneyBuilder so the work gets done instead of handed back to you.

Teach it once. Use it forever.

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