



COMPANION TOOLKIT

The Power-User Control Kit

Project templates · Memory hygiene · the connector setup map

This is the toolkit that turns your scattered chats into a system that already knows you, holds your context, and quietly saves you hours every week.

A free companion toolkit for

The Complete Claude AI Bible (7-in-1)

David M. Patel

WHAT'S INSIDE

Your Toolkit, Section by Section

- 01** How to Use This Toolkit

- 02** Artifacts Mastery

- 03** Projects: 5 Ready-to-Paste Templates

- 04** Memory: How It Works + Hygiene Checklist

- 05** Trustworthy Research Workflows

- 06** The Connector Setup Map

- 07** Repeatable Workflows

- 08** Power-User Habits

- 09** Your Next Step

— SECTION 01

How to Use This Toolkit

Book 2 made a promise that is easy to underestimate: that Claude can stop merely answering and start building a system around you. Most people read that chapter, nod, and then go right back to opening blank chats every morning. This kit exists so you don't.

Think of it as the working bench that sits next to Book 2. The book taught you the concepts — Artifacts, Projects, Memory, research, connectors, and workflows. This toolkit hands you the ready-made parts: project templates you paste in once, a memory checklist you run monthly, a connector map you follow step by step, and complete workflows you can adopt this week. You bring your real work; the kit supplies the structure.

Here is how to get the most from it.

- ◆ **Read it once, end to end.** Twenty minutes now saves you the "where was that template?" hunt later.
- ◆ **Do, don't just read.** Every section here is built to be acted on. Set up one Project. Run the memory checklist once. Connect one low-stakes app. The doing is what makes the skill stick.
- ◆ **Steal the templates verbatim, then adapt.** The five Project templates in Section 3 are written to be pasted directly into Claude's custom instructions box. Change the bracketed [placeholders] to your details and you are done.
- ◆ **Keep your own copy.** As Book 2 notes, Artifacts and shared links don't live forever — published Artifacts are kept for roughly ninety days after their last edit. Anything that matters long-term, download.

TIP

Almost everything in this kit works on the free plan, including Projects (up to five) and Artifacts. A few things — larger project knowledge, persistent Artifact storage, deep Research mode, and the connectors in Section 6 — are richer or reserved on paid plans. We flag those as we reach them, exactly as the book does.

A quick map of what's ahead: you'll master Artifacts, paste in five Project templates, learn to keep Memory clean, build research workflows you can trust, follow the connector setup map for Drive, Gmail and Calendar, and finally weave it all into three repeatable workflows. Let's begin where Claude stops talking and starts making.

— SECTION 02

Artifacts Mastery

An Artifact is Claude's way of handing you a finished object instead of a paragraph about one. When Claude produces something substantial — a formatted document, a table, a chart, a piece of code, an interactive tool — it opens a panel beside your conversation and renders the result there, live. The chat stays on one side for talking; the Artifact sits on the other as the thing you are actually making.

That single shift is bigger than it looks. When an answer lives in the chat, you read it and lose it in the scroll. When it lives as an Artifact, it becomes something you own and improve — a draft you keep refining, a tool you keep using, a document you export and send. The conversation becomes the means; the Artifact becomes the product.

What you can build

The range is wider than most beginners expect, and it covers far more than text:

- ◆ **Formatted documents** — résumés, proposals, reports, one-pagers, styled and ready to download as Word or PDF.
- ◆ **Tables and data views** — comparisons, trackers, and summaries you can edit cell by cell.
- ◆ **Diagrams and charts** — flowcharts and simple visualizations that make an idea clear at a glance.
- ◆ **Interactive mini-apps** — calculators, quizzes, simple games, and small tools that run right in the panel.
- ◆ **Web pages** — a one-page site or landing page you can preview live, with no code on your part.

When to reach for an Artifact

Not every answer needs one. Use an Artifact when the output is something you'll keep, refine, reuse, or send — a document, a tool, a page. Stay in the plain chat for quick questions, explanations, and one-off thinking. A good rule: if you can imagine downloading it or coming back to it tomorrow, ask for it as an Artifact.

The core loop: generate, then refine in place

The heart of working with Artifacts is a simple, forgiving loop. You never edit code or wrestle with formatting yourself — you describe the change in plain language and watch the Artifact update.

- 1 Ask Claude to create something — a document, a table, a tool — and it appears in the panel.

- 2 Read it or try it, then tell Claude what to change in plain words.
- 3 Claude updates the Artifact in place; the panel refreshes with the new version.
- 4 Repeat until you're happy, then download or share the result.

KEY IDEA

Every revision is saved. The panel keeps a version history you can step back through, so if a change makes things worse, you simply return to the earlier version. Nothing is lost. This is why you should experiment boldly — try the big rewrite, ask for the unusual layout. If it works, you've leapt forward; if not, you step back one version.

Here are prompts that drive the loop cleanly:

PROMPT[edit the brackets](#)

Create a clean, modern one-page [résumé / proposal / report] from the details I'll give you. Use clear sections and a professional, readable layout. [Then paste your details.]

PROMPT[edit the brackets](#)

Build me a simple [tip splitter / savings-goal calculator / unit converter] I can use right in the panel. Keep it clean and obvious to use.

Then refine with plain requests like:

PROMPT[copy & send](#)

Tighten the summary to two lines. Move education below experience. Add a field for the number of people, and show the final result in bold.

An example: a reusable client one-pager

Imagine you send the same kind of service one-pager to new clients, and you rebuild it from scratch every time. Turn it into an Artifact once.

EXAMPLE

You ask, "Create a clean one-page service overview for my freelance design business — sections for what I offer, my process, and how to get started. Warm, confident tone." An Artifact appears, formatted and ready. You refine it in place: "Make the headline shorter," then "add a short pricing band at the bottom," then "warm it up a touch." You preview each change live. When it's right, you download it as a PDF. Next month, a new client arrives — you open the same Artifact, change two lines, and send. The hour you used to spend is now five minutes.

NOTE

Artifacts are a brilliant workshop for drafts, personal tools, and ideas made visible. They're not built to handle thousands of users or sensitive data the way professional software is — complex apps still need a developer. And because shared links expire after about ninety days of inactivity, download your own copy of anything that matters.

— SECTION 03

Projects: 5 Ready-to-Paste Templates

A Project is a workspace that carries its own context, so every conversation inside it begins with Claude already knowing your background — no pasting, no reminding, no repetition. Its power comes from two things you set once: custom instructions (a standing brief of up to roughly two thousand words) and knowledge files (documents Claude can draw on in any chat within it).

To use any template below: open the Projects section in Claude's sidebar, click **New Project**, give it a clear and specific name, and paste the prompt block into the instructions field. Replace the [brackets] with your details, then upload the suggested knowledge files. That's the whole setup — and it pays off in every conversation that follows.

TIP

Projects are available on every plan, with free accounts allowed up to five. Choose your five deliberately. Name them specifically — "Bakery - Social Media," not "Work."

Template 1 — Personal Assistant

When to use it: Your everyday catch-all for planning, drafting, errands, and thinking-out-loud — the Project you live in day to day.

● PROJECT INSTRUCTIONS

paste into the instructions field

You are my personal assistant. Your job is to help me plan, draft, decide, and stay organized across my daily life.

About me: My name is [name]. I work as [role / situation]. My main commitments right now are [work, family, study, side projects]. I value [e.g. clear thinking, brevity, getting things done].

How to respond: Be warm, direct, and practical. Default to short answers; expand only when I ask. When I'm deciding something, lay out the trade-offs plainly rather than hedging. When I'm drafting, match a natural, friendly-but-professional tone. Ask me one clarifying question only when it genuinely changes your answer.

Always keep in mind: [recurring constraints – e.g. I'm in the [timezone] zone, I prefer mornings for deep work, I'm trying to spend less time on email]. When I give you a task with no format, give me the most useful format for acting on it (a checklist, a draft, a short plan).

Upload as knowledge: a short "about me" note, any recurring templates you reuse (email signatures, standard replies).

Template 2 — Writing Studio

When to use it: Any sustained writing — a book, a blog, a newsletter, a thesis — where keeping a consistent voice matters.

● PROJECT INSTRUCTIONS

paste into the instructions field

You are my writing partner for **[project: e.g. my newsletter / my book on X / my blog]**. You help me draft, sharpen, restructure, and edit.

My voice: **[describe it – e.g. warm, plain, conversational; short sentences; concrete examples over abstractions; light humor, never hype]**. Avoid **[jargon / clichés / em-dash overuse / whatever you dislike]**.

My audience: **[who they are and what they care about]**.

How to work with me: When I share a draft, first tell me the single biggest improvement, then the smaller fixes. When I ask for new copy, give me one strong version, not five mediocre options. Preserve my voice above all – never make me sound generic. If a sentence is weak, rewrite it and show me the before and after.

Upload as knowledge: a style guide, two or three pieces of your best past writing (so Claude matches your proven style), and any structural template you follow.

Template 3 — Research Desk

When to use it: Whenever you need to understand a topic properly — for a decision, a report, or to brief someone — and want sourced, trustworthy output every time.

● PROJECT INSTRUCTIONS

paste into the instructions field

You produce concise, well-sourced research for me. Trustworthiness is the priority.

How you research: Use web search for anything recent, specific, or that changes (prices, news, rankings, statistics). Cite every claim with its source so I can check it. When sources disagree, say so. Never present a guess as a fact — if you're uncertain, flag it plainly.

How you present: Default to a clear structure — a short summary, then sections, then a recommendation, then a list of "things to double-check." When comparing options, use a table. Keep it scannable.

My standing context: I research topics in [your fields]. I care most about [accuracy / recency / specific angle]. When the topic is health, legal, or financial, remind me to confirm specifics with a professional.

Upload as knowledge: any reference PDFs, past briefs whose format you liked, a list of sources you trust.

Template 4 — Business Operator

When to use it: Running a small business, a team, or a side venture — updates, plans, customer replies, and operations in one consistent place.

● PROJECT INSTRUCTIONS

paste into the instructions field

You are my operations assistant for [business name], a [what it is and who it serves].

About the business: We offer [products/services]. Our customers are [audience]. Our tone with customers is [warm and professional / playful / formal]. Our priorities this quarter are [goals].

What I'll ask you to do: Draft customer messages and updates in our voice, turn rough notes into clean documents, summarize and organize information, and help me think through decisions. When you draft anything customer-facing, match our tone exactly and keep it concise.

Always know: [key facts — pricing, policies, what we never say, our positioning]. When you're unsure of a fact about the business, ask rather than invent it.

Upload as knowledge: a one-page brand/voice guide, your product or service list with descriptions, examples of past customer messages, key policies.

Template 5 — Learning Coach

When to use it: Studying anything — a language, a skill, an exam — where you want steady, structured help that meets you at your level.

● PROJECT INSTRUCTIONS

paste into the instructions field

You are my learning coach for **[subject]**. Your job is to help me actually understand and retain, not just get answers.

About me as a learner: My current level is **[beginner / intermediate / etc.]**. My goal is **[pass X / be conversational by Y / build skill Z]**. I learn best with **[examples / analogies / practice problems / step-by-step]**. I have about **[time per week]** to study.

How to teach me: Explain in plain language with concrete examples before abstractions. After explaining something, give me a short check — a question or a small exercise — to confirm I've got it. When I get something wrong, show me why, gently. Don't just hand me answers to my homework; walk me toward them. Keep me motivated without flattery.

Upload as knowledge: your syllabus or learning plan, materials you're working from, a list of topics you find hardest.

KEY IDEA

These are not competitors with one another or with Memory — they layer. Memory carries the broad facts about you everywhere. A Project adds focused context for one body of work. A chat is the individual task inside that frame. A writer might keep her general style in Memory, a Project per book, and a fresh chat per chapter.

— SECTION 04

Memory: How It Works + Hygiene Checklist

Where a Project gives Claude context for a body of work, Memory does something more personal: it carries what Claude knows about you across every conversation, everywhere. Tell it once that you prefer short answers, that you run a small consultancy, or that you're learning Spanish, and it remembers — so you stop repeating yourself not just within a Project, but everywhere.

How Memory works

Memory doesn't record your conversations word for word. It distills them into a running summary of durable, useful facts, which tend to fall into a few categories: your preferences (formatting, tone, length), your work and study, your ongoing projects, and your stated goals. It builds this quietly as you talk, and carries it forward.

Two things make it trustworthy. First, it's not automatic-only — you can direct it. In any chat you can say "Please remember that I prefer British spelling" or "Remember I'm preparing for a marathon in October," and you can just as easily ask it to forget something that's changed. Second, it's fully visible. Open **Settings → Capabilities → Memory**, make sure the toggle is on (it must be active before Claude starts building memory), and you'll see a plain-language list of everything Claude currently holds. From there you can review, edit, or delete anything.

WATCH OUT

Keep genuinely confidential details — passwords, financial account numbers, other people's private data — out of Memory and out of any AI tool, exactly as you would anywhere online. For a sensitive one-off you'd rather not have shape future chats, start a temporary conversation, which is kept separate from your Memory and history and leaves no trace.

What to store vs. what to keep out

GOOD FOR MEMORY — DURABLE, ABOUT YOU	KEEP OUT OF MEMORY
How you like answers formatted and how long	Passwords, PINs, account numbers
Your preferred tone and reading level	Other people's private details
What you do for work or study	Sensitive one-offs (use a temporary chat)
Tools and topics you regularly work with	Work-specific facts that belong in a Project
Long-term goals you want help staying aligned with	Anything you'd be uncomfortable seeing on the Memory screen
Standing preferences (e.g. British spelling)	Confidential client or financial data

The rule of thumb: if a fact is about you in general, it belongs in Memory. If it's about one particular slice of your work, it belongs in that Project. When in doubt, ask which it is.

Your monthly Memory hygiene checklist

Outdated memory is the one way this feature can quietly mislead you — and it's trivial to fix. Run this five-minute check once a month.

- 1

Open the Memory screen. Settings → Capabilities → Memory. Confirm the toggle is on.
- 2

Read the whole list. Does it still describe you accurately today?
- 3

Correct what's changed. New job, finished course, shifted goal — edit it.
- 4

Delete the stale. Remove ended projects, old preferences, anything you'd rather it didn't hold.
- 5

Add one missing fact. Teach it one durable preference it hasn't picked up yet: "Remember I prefer concise answers with a short summary first."
- 6

Scan for anything sensitive. If something slipped in that shouldn't be there, delete it now.
- 7

Check the division of labor. Did a work-specific fact land in Memory that really belongs in a Project? Move it.

TIP

Think of Memory like a garden. A little pruning now and then keeps the useful things healthy and clears away what has had its season. The first few weeks are when it's most worth a glance.

— SECTION 05

Trustworthy Research Workflows

Claude's core knowledge has a training cutoff — a point beyond which it simply wasn't taught about the world. Web search removes that ceiling: Claude can find current information and, crucially, show you where it came from. A searched answer comes with links to its sources, so you're never asked to take it on faith. That single feature is what separates trustworthy research from confident guessing.

The four-step research recipe

Good research is a small sequence, not one question. Run these four steps in a single conversation so Claude builds on each one.

- 1 Frame the question clearly** — state what you want and why, so Claude searches for the right thing.
- 2 Gather with sources** — ask Claude to search and summarize, with citations.
- 3 Organize into a comparison** — turn the findings into something scannable.
- 4 Produce the brief** — ask for a short, decision-ready summary that notes what to double-check.

Here it is as prompts you can paste in turn:

● PROMPT 1

[edit the brackets](#)

I'm choosing a **[small-business accounting tool]**. Compare the leading options on **[price and ease of use]**. Search the web and summarize the main options, citing every source.

● PROMPT 2

[edit the brackets](#)

Now put these into a table comparing **[price, key features, and who each is best for]**.

● PROMPT 3

[copy & send](#)

Give me a one-page recommendation with the trade-offs, and clearly note anything I should double-check before deciding.

Prompts that force sources and confidence

The habit that protects you is making Claude help check its own work. Keep these in your prompt pack and use them whenever the stakes are real:

● PROMPT

[copy & send](#)

Which of these claims are best supported by your sources, and which are weakest?

● PROMPT

[edit the brackets](#)

Quote the exact line from the source that backs up **[this specific claim]**.

● PROMPT

[copy & send](#)

Tell me plainly where you're not confident, or where your sources disagree with each other.

Deep Research mode

For a big, consequential topic — a major purchase, a career move, a market overview — you don't have to drive every step. Claude's dedicated Research mode breaks your question into parts, investigates them in parallel across many sources, cross-checks what they say, and returns a structured, citation-rich report. It takes several minutes and is richer on paid plans. Use it for breadth and depth; stick with a normal search for a single current fact.

EXAMPLE · A CITED BRIEF, IN SHAPE

You ask the Research Desk Project: "Compare the two leading project-management tools for a five-person team on price, ease of use, and integrations. Cite sources." Claude returns something like — **Summary:** Both fit a small team; the choice turns on whether you value simplicity or depth. **Price:** Tool A is \$X/user/month; Tool B is \$Y/user/month on its standard tier [source 1, 2]. **Ease of use:** Reviewers rate A easier for non-technical teams; B has a steeper learning curve but more power [source 3]. **Comparison table:** price · key features · best for. **Recommendation:** For a five-person team new to these tools, start with A. **Double-check:** current pricing (it changes often) and whether B's integration with [your tool] is on the standard tier.

WATCH OUT

Web search reduces but does not remove the need for judgment. Trust Claude's reasoning and structure freely, but verify specific facts in proportion to the stakes. For health, legal, or financial specifics — and for exact numbers, dates, and quotes — confirm with a professional or a second strong source. A confident tone is not evidence; Claude sounds equally assured whether it's right or wrong.

— SECTION 06

The Connector Setup Map

A Connector is a secure, controlled bridge between Claude and another app — your Drive, your Gmail, your calendar. Once connected, Claude can read and work with the information in that app as part of a conversation, without you copying anything across by hand. You're not handing over the keys; you're opening a specific door you can close again at any time.

All connectors are managed the same way: open **Settings → Connectors**, choose an app, sign in, and review the permission screen before approving. That screen is the most important moment in the whole process.

WATCH OUT

The guiding principle is **grant the least access that gets the job done**. Read every permission screen and grant only what the task needs. A connection that asks merely to read is low-risk; one that asks to send, delete, or pay on your behalf deserves far more scrutiny. Connect only what you'll actually use, start low-stakes, and review your connections periodically — remove any you no longer need. Never connect an account holding information you're not willing to have an AI tool read.

Google Calendar — the ideal first connector

- 1 Open Settings → Connectors, find Google Calendar, click Connect.
- 2 In the Google sign-in window, choose the account whose calendar you want Claude to see.
- 3 Read the permission screen — for a calendar you want Claude to view your events, and nothing more. Approve it.
- 4 Google returns you to Claude, where Calendar now appears as connected.

● TEST PROMPT

[copy & send](#)

What's on my calendar this week?

Good for: morning planning, meeting prep, finding gaps. It's the best first connector precisely because it's read-only — the worst case is that Claude sees your schedule, which is the whole point.

Google Drive

- 1 In Settings → Connectors, find Google Drive and click Connect.

- 2 Sign in and review the permissions — typically the ability to find and read your files.
- 3 Approve only if you're comfortable, then return to Claude.

● TEST PROMPT

edit the brackets

Find my [project proposal] in Drive and summarize the budget section.

Good for: pulling the right document into a conversation, summarizing long files, and building on work you already have — without hunting it down and pasting it in.

Gmail

- 1 In Settings → Connectors, find Gmail and click Connect.
- 2 Sign in and read the permission screen with extra care — email is more sensitive than a calendar. Decide consciously whether you're comfortable before approving.
- 3 Approve and return to Claude.

● TEST PROMPT

copy & send

Draft a reply to the latest message in this thread, keeping the same friendly tone and answering both of their questions.

Good for: replies grounded in the real exchange rather than a generic template, and quick inbox summaries. Because email can be sensitive, connect it only after you've built trust with something lower-stakes.

A note on other connectors

Many connectors are built on an open standard called the Model Context Protocol (MCP) — think of it as a universal socket that defines exactly what Claude is allowed to see and do in a connected app. Beyond Google's apps you'll find notes tools and others in the same Connectors settings, and the setup pattern is always the same: choose, sign in, read the permission screen, grant the least access, test with a small request. The book builds with MCP in Book 5; here you simply benefit from the connections others have already made.

CONNECTOR	TYPICAL ACCESS	GOOD FOR	CAUTION LEVEL
Calendar	Read events	Planning, meeting prep	Low — ideal first
Drive	Find & read files	Summaries, finding documents	Low-moderate
Gmail	Read & draft mail	Grounded replies, inbox triage	Moderate — connect later
Notes / others	Read content	Pulling key points into outlines	Read the screen each time

— SECTION 07

Repeatable Workflows

A workflow is simply a good result you've turned into a routine, so a task that once took thought now takes a single, reliable request. Most workflows share four parts: a trigger (when it runs), a source (where the input comes from), a saved prompt (the work), and an output (usually an editable Artifact). The features layer into a small team: Memory supplies who you are, a Project supplies focused context, a Connector supplies live input, a saved prompt does the work, and an Artifact delivers a reusable result.

Here are three worked workflows that combine Projects, Memory, and connectors. Adapt the details; follow the shape.

Workflow 1 — The weekly review

Trigger: every Friday. **Source:** your week's notes, plus a connected calendar. **Output:** a polished report as an Artifact.

Set up a Project — call it "Weekly Report" — with instructions describing the format and tone you want. Each week, paste your raw material and run one saved prompt.

● PROMPT

[edit the brackets](#)

Turn this week's notes into our standard report in the usual format. Pull what I did this week from my connected calendar to fill any gaps, and end with three priorities for next week.

[Paste this week's notes.]

The Project remembers the format, Memory keeps your voice consistent, the calendar fills in what you forgot, and an Artifact gives you a clean document to send. A task that used to take an hour becomes a five-minute routine.

Workflow 2 — Research to draft

Trigger: whenever you need to understand a topic and then write from it. **Source:** the web (and any attached files). **Output:** a cited brief, then a draft — both Artifacts.

Work inside your Research Desk Project so every brief follows your trustworthy format automatically.

● PROMPT

edit the brackets

Research [topic] using the web and cite every claim. Then organize the findings into a comparison, and produce a one-page brief with a recommendation and a list of things to double-check.

Once the brief is right, keep going in the same conversation:

● PROMPT

edit the brackets

Now turn this brief into a [first draft of a short article / a slide outline / a memo] in my usual voice, keeping the citations attached to the claims they support.

You've gone from open question to sourced brief to working draft without leaving the Project — and you can refine each Artifact in place using version history.

Workflow 3 — Inbox to action

Trigger: each morning. **Source:** your connected Gmail. **Output:** a prioritized, half-done to-do list with drafts ready.

● PROMPT

copy & send

Summarize my unread messages, group them by urgency, and draft replies to the three most important — matching the tone of each thread. For anything that needs a calendar action, tell me what to schedule.

In one request you get a clear picture of your inbox and a head start on the replies that matter, instead of wading through everything yourself. With your calendar also connected, Claude can flag the meetings hiding inside those emails.

KEY IDEA

Document each workflow lightly so it survives being forgotten. In your prompt pack, add one line per workflow: when you run it, what it needs, and the prompt. For example: "Weekly report — every Friday — needs this week's notes — run the saved prompt in the Weekly Report project." That single line makes a clever one-off a permanent capability — and the blueprint for the automation Books 3 and 4 make possible.

— SECTION 08

Power-User Habits

A short list to keep you on the rails. None of it is heavy; it's just the ordinary good sense of someone building a system rather than improvising every time.

DO

- + Turn anything you rebuild from scratch into a reusable Artifact or a Project.
- + Experiment boldly with Artifacts — version history means you can always step back.
- + Glance at your Memory monthly and prune what's stale.
- + Ask Claude to cite sources and flag its own weak spots when research matters.
- + Read every permission screen and grant the least access that does the job.
- + Keep your best prompts and workflows in one prompt pack so they're always at hand.
- + Download your own copy of any Artifact that matters long-term.

DON'T

- Re-explain your context in a blank chat when it belongs in a Project.
- Put passwords, account numbers, or other people's private data into any AI tool.
- Trust a confident answer on health, legal, or financial specifics without a second source.
- Connect an app you don't understand just because it's convenient in the moment.
- Let outdated Memory quietly mislead you — a few seconds of editing fixes it.
- Treat a citation as decoration; treat it as an invitation to verify.

— SECTION 09

Your Next Step

You've crossed the line that separates using Claude from building a system around it. Your context now has a home in Projects, your preferences live in a Memory you've shaped, your research is sourced and trustworthy, your real tools are connected, and your best results have become repeatable workflows. That's the whole of Book 2, made practical and sitting on your bench ready to use.

The natural next question is where this leads — and the answer is Book 3: Claude Everywhere. So far, Claude has lived in its own window, a place you go to do focused work. Book 3 takes it out into the apps you already use all day: into your browser, where it reads pages and handles multi-step tasks; into Excel, where it analyzes and builds spreadsheets; into PowerPoint, where it creates on-brand slides; and across your desktop and team tools. The workflows you're now running by hand are the blueprints for the automation that comes next — first as Claude works inside your everyday apps in Book 3, then as the Cowork desktop agent runs multi-step routines on its own in Book 4.

NOTE

This is Bonus 2 of 7 in your Power-User toolkit collection. The other toolkits on the hub each deepen a different part of The Complete Claude AI Bible — prompting craft, Claude in your everyday apps, the Cowork agent, building with Claude Code, and the privacy and professional-use playbook. Work through them in any order; together they turn the book into a system you'll use every day.

Pick one thing from this kit and do it today. Set up a single Project from the templates. Run the monthly Memory check once. Connect your calendar and ask what your week looks like. The power-user leap isn't made all at once — it's made by turning one good result into a routine, and then another. You already have everything you need to start.