



COMPANION TOOLKIT

The Cowork Automation Recipe Book

30 copy-paste recipes for your AI desktop coworker

Hand real, multi-step work to Claude's desktop agent with confidence, using briefs you can copy, paste, and adapt in seconds.

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** How Cowork Works (and How to Stay Safe)
 -
 - 03** Files & Folders
 -
 - 04** Documents & Reports
 -
 - 05** Inbox & Communication
 -
 - 06** Data & Spreadsheets
 -
 - 07** Research & Content
 -
 - 08** Turning Recipes into Scheduled Tasks
 -
 - 09** Permissions & Safety Checklist
 -
 - 10** Your Next Step
-

— SECTION 01

How to Use This Toolkit

Cowork is Claude's autonomous desktop agent, built into the Claude Desktop app. Unlike the chat window, which gives you words to act on, Cowork takes a goal and finishes the job across your real files, then hands back finished work with a summary of what it did. This toolkit turns Book 4 into 30 briefs you can use today.

Every recipe follows the same shape:

- ◆ **A goal in one line**, so you can scan for the recipe you need.
- ◆ **A prompt block** — the exact brief to give Cowork. Anything in [square brackets] is a placeholder to fill in.
- ◆ **An output block** — a realistic picture of what comes back, so you know what "done" looks like.

How to work through it:

- 1 Read Section 2 first.** It covers folder permissions and safety — with an agent that works on your real files, that's not optional.
- 2** Pick a recipe, set the right working folder, paste the prompt, and fill in the brackets.
- 3** Review the result before relying on it. Cowork does the work; you remain the editor.
- 4** When a recipe earns its keep, turn it into a Skill or a scheduled task (Section 8).

TIP

A good brief covers four things — the goal, the specifics, the boundaries (what not to touch), and the output (what "done" looks like). Every prompt here is built that way. When you adapt one, keep all four.

NOTE

These recipes assume the paid Claude Desktop app on macOS or Windows, with Cowork enabled. Recipes that pull live data also assume the relevant Connectors from Book 2 are in place.

— SECTION 02

How Cowork Works (and How to Stay Safe)

Before you delegate anything, spend two minutes here. Understanding the safety model is what turns vague unease into calm confidence.

The working method

Given a goal, Cowork works like a competent colleague. It plans your request into steps, divides the work into sub-tasks, executes them inside your chosen folder, and delivers finished files plus a summary of what it did and why.

The three protections

PROTECTION	WHAT IT MEANS
Folder boundaries	Cowork can read, write, create, and delete files only inside the folder you mount. Everything else stays invisible and untouched.
Isolated environment	The commands and code Cowork runs execute inside a sealed virtual machine, separate from your operating system.
A prompt before deletion	Cowork asks your explicit permission before permanently deleting any file. You must choose "Allow."

The working folder is the whole game

The single most important choice you make is the working folder — the directory you point Cowork at. Anthropic calls this setting the working folder; the technical term is mounting. The agent's entire world is that folder, so the worst-case outcome of any task is confined to it.

WATCH OUT

Give Cowork access only to what a task genuinely needs — never your whole home directory or system root. The agent cannot affect what it cannot see. For your first jobs, create a dedicated folder (call it "Cowork"), put copies of the files inside, and mount that. Start narrow; widen only when you trust how a job behaves.

After every job, read the summary, spot-check the result (open a few files, confirm a figure against the source), and look hardest at anything Cowork flagged as uncertain — that is where interpretation, and possible error, lives.

KEY IDEA

Treat Cowork like a brilliant new colleague on a trial period. Give it a defined task, a defined space, and a look at its work before it goes out.

— SECTION 03

Files & Folders

The classic Cowork territory: multi-file, low-judgment chores a chat window cannot touch. Set the messy folder (or a copy of it) as your working folder first.

1. Tame a messy Downloads folder

GOAL Sort hundreds of stray files into a clean, dated structure without losing anything.

● BRIEF

paste into Cowork

Organize this folder. Create subfolders by file type and, within those, by date. Rename files to be descriptive based on their contents. Move anything older than six months into an "Archive" subfolder. Don't delete anything – only move and rename. When you're done, give me a summary of what you changed.

— WHAT YOU GET BACK

Done. I organized 287 files into 6 type folders, each split by month, and renamed 142 to describe their contents (e.g. "scan001.pdf" → "2026-03_Invoice_Acme.pdf"). I moved 53 older files into Archive/. Nothing was deleted. Two files I couldn't confidently identify are listed for your review.

TIP

Telling Cowork "don't delete — only move and rename" is the clearest instruction you can give. An explicit boundary protects you better than any hope.

2. Rename a batch of files consistently

GOAL Apply one naming convention across a folder of inconsistently named files.

● BRIEF

paste into Cowork

Rename every file in this folder to the pattern `[YYYY-MM-DD]_[Project]_[ShortDescription]`, using each file's date and contents. Keep the original extensions. Don't move or delete anything. List the old and new name for each file.

— WHAT YOU GET BACK

I renamed 41 files to the new pattern; a before-and-after table is below. Three files had no clear date — I used the file's modified date and flagged them with an asterisk.

3. De-duplicate a cluttered folder

GOAL Find duplicate and near-duplicate files and gather them for review.

● BRIEF

paste into Cowork

Scan this folder for duplicate and near-identical files. Don't delete anything. Move suspected duplicates into a "Duplicates_ToReview" subfolder, keeping one original of each in place, and list what you grouped together and why.

— WHAT YOU GET BACK

I found 18 exact duplicates and 6 near-duplicates. I kept one copy of each in place and moved the rest into Duplicates_ToReview/ (24 files). A grouped list shows each match. Nothing was deleted — your call on what to remove.

4. Build a folder index

GOAL Get a readable map of what lives in a large folder.

● BRIEF

paste into Cowork

Read through this folder and its subfolders and create "FOLDER_INDEX.md". For each subfolder, summarize the contents in a line or two, note the file count and date range, and flag anything misplaced. Don't move or change any files.

— WHAT YOU GET BACK

I created FOLDER_INDEX.md listing all 9 subfolders with a summary, file count, and date range each. I flagged 4 files that seem misplaced (e.g. a tax PDF in "Photos"). No files were moved or changed.

5. Archive everything before a fresh start

GOAL Safely box up old material so you can start a folder clean.

● BRIEF

paste into Cowork

Move every file modified before [1 January 2026] into an "Archive_2025" subfolder, preserving the existing structure inside it. Leave newer files in place. Don't delete anything. Tell me how many files you archived and the total size.

— WHAT YOU GET BACK

I created Archive_2025/ and moved 312 files (4.1 GB) into it, preserving their original structure. 2026 files were left in place. Nothing was deleted. Your working area is now 47 current files.

6. Weekly folder cleanup

GOAL A recurring tidy that keeps a folder from sprawling.

● BRIEF

paste into Cowork

Tidy this folder: gather loose screenshots and downloads from the last week into a dated subfolder, move anything older than [30 days] into "Older", and delete nothing without asking. Give me a short report of what you moved and where.

— WHAT YOU GET BACK

I gathered 19 items from this week into "Week_2026-06-15" and moved 12 older items into "Older". Nothing was deleted. A short report lists every move. A good one to schedule weekly.

— SECTION 04

Documents & Reports

Here Cowork stops moving things and starts creating — reading scattered material and producing a finished deliverable. Mount the folder holding the raw material.

7. Project status report from mixed files

GOAL Turn documents, a spreadsheet, and notes into a clean status report.

● BRIEF

paste into Cowork

Read all the files in this folder and write a two-page project status report as a Word document. Include where the project stands, key numbers from the spreadsheet, what's next, and any risks the notes mention. Use clear headings. Save it as "Project_Status.docx" in this folder, and list anything you weren't sure about.

— WHAT YOU GET BACK

I read 7 files and wrote Project_Status.docx, covering Current Status, Key Metrics, Next Steps, and Risks. I pulled the budget and timeline from the spreadsheet. Two ambiguities are noted at the end — please confirm the Q3 launch date and the open headcount figure.

TIP

Always ask for "a list of anything you weren't sure about." That short note tells you exactly where to focus your review.

8. Executive summary of a long document

GOAL A one-page summary of a dense report you don't have time to read.

● BRIEF

paste into Cowork

Read "[filename]" and write a one-page executive summary as "[filename]_Summary.docx". Cover the main argument, the three or four most important findings, and any recommendations. Keep the original untouched.

— WHAT YOU GET BACK

I read the 38-page report and wrote Report_Q2_Summary.docx: the core argument, four key findings with supporting figures, and the three recommendations. The original was not modified.

9. Merge several drafts into one document

GOAL Combine overlapping drafts into a single clean version.

● BRIEF

paste into Cowork

I have several overlapping drafts of the same document here. Read them all, merge them into one coherent version keeping the best of each, remove repetition, and save it as "Merged_Draft.docx". Where drafts disagree, keep the clearer version and note the conflict at the end.

— WHAT YOU GET BACK

I merged 4 drafts into Merged_Draft.docx — best opening kept, duplicated sections consolidated, headings standardized. I found 5 disagreements (e.g. two different deadlines) and listed each so you can decide.

10. Format a document to a standard

GOAL Bring a messy document up to a consistent house style.

● BRIEF

paste into Cowork

Reformat "[filename]" to a clean style: one heading level for sections and one for subsections, consistent bullets, a title block, and a table of contents. Don't change the wording — only formatting. Save as a new file and keep the original.

— WHAT YOU GET BACK

I reformatted it and saved Proposal_Formatted.docx — two consistent heading levels, one bullet style, a title block, and a table of contents. Wording is unchanged. The original is untouched.

11. Meeting notes into action items

GOAL Pull a clear action list out of raw meeting notes.

● BRIEF

paste into Cowork

Read the meeting notes in this folder and produce an action-item list as "Action_Items.docx". For each item give the task, owner, and any deadline. Put undated items in a "No deadline yet" section. Don't change the original notes.

— WHAT YOU GET BACK

I read 3 sets of notes and created Action_Items.docx — 14 action items with owners and deadlines where stated, sorted by date. Six items with no clear owner or deadline sit in "No deadline yet." Originals left as-is.

12. Turn a transcript into a clean summary

GOAL A readable summary and takeaways from a long transcript.

● BRIEF

paste into Cowork

Read the transcript in this folder and write a clean summary as "[name]_Summary.docx": a two-paragraph overview, key points as bullets, any decisions made, and a short list of follow-ups. Don't change the transcript file.

— WHAT YOU GET BACK

I read the 9,000-word transcript and wrote Interview_Summary.docx — a two-paragraph overview, 8 key points, the 3 decisions reached, and 5 follow-ups. The original was not modified.

— SECTION 05

Inbox & Communication

These recipes assume your email is connected as a Connector (Book 2). Cowork drafts; you review and send.

13. Draft replies to your top emails

GOAL Clear the most important messages with ready-to-edit drafts.

● BRIEF

paste into Cowork

Look at my unread emails from the last **[two days]**. Pick the five most important by sender and urgency. For each, write a suggested reply in my usual tone and save it as a draft. Don't send anything. Give me a one-line summary of each and the action you're suggesting.

— WHAT YOU GET BACK

I reviewed 31 unread emails and drafted replies to the 5 most important (saved as drafts, nothing sent): client renewal (yes + call time), invoice query (clarification), team blocker (go-ahead), press request (polite decline), partner intro (warm reply). Review and send when ready.

TIP

Keep "don't send anything" in any email recipe until you fully trust the pattern. A draft you approve is always safer than a message already gone.

14. Daily inbox digest

GOAL A single summary of what matters in your inbox.

● BRIEF

paste into Cowork

Summarize my inbox from the last 24 hours into a short digest. Group messages into "Needs a reply", "For your awareness", and "Can ignore". For "Needs a reply", suggest a one-line action each. Save it as a dated note in this folder. Don't reply to anything.

— WHAT YOU GET BACK

I summarized 47 messages into Inbox_Digest_2026-06-19.md. Needs a reply (6) — each with a suggested action. For your awareness (12). Can ignore (29). Nothing was replied to or deleted.

15. Find and summarize a thread

GOAL Catch up on a long email conversation fast.

● BRIEF

paste into Cowork

Find the email thread about "[topic]" and write me a short brief: what was decided, what's still open, who's waiting on whom, and my next step. Save it as "[topic]_Brief.md". Don't reply to the thread.

— WHAT YOU GET BACK

I found the 14-message thread on the venue contract. Brief saved as Venue_Contract_Brief.md. Decided: date and headcount locked. Open: catering clause and deposit. The vendor is waiting on your signed addendum. Your next step: confirm catering numbers by Friday.

16. Prep for tomorrow's meetings

GOAL Walk into every meeting ready, with context assembled.

● BRIEF

paste into Cowork

Look at my calendar for tomorrow. For each meeting, write a short prep note: who's attending, the likely purpose, related emails or files in this folder, and one or two questions worth raising. Save it as "Meeting_Prep_**[date]**.md". Don't change any calendar events.

— WHAT YOU GET BACK

I found 4 meetings tomorrow and wrote Meeting_Prep_2026-06-20.md — attendees, purpose, linked emails/files, and suggested questions for each. The 2pm budget review has an unread email from finance you'll want first; I noted it. No events were changed.

17. Morning briefing

GOAL Everything you need to start the day, assembled before you sit down.

● BRIEF

paste into Cowork

Build me a morning brief and save it as a dated note in this folder. Include: today's meetings from my calendar with one prep note each; the three most important unread emails with a suggested action each; and three relevant headlines from the web on **[your topics]**. Keep it short. Don't send or change anything.

— WHAT YOU GET BACK

I created Morning_Brief_2026-06-19.md. Meetings: 3, each with a prep note. Top emails: 3, with a suggested action each. Headlines: 3 on AI and your industry, one line and a link each. Nothing sent or changed — ready to read with your coffee.

TIP

The morning briefing is the best recipe to turn into a Skill and then a scheduled task. Section 8 shows you how — two short steps.

— SECTION 06

Data & Spreadsheets

Cowork's strength here is pulling structure out of mess — turning many files or screenshots into one clean table. Mount the folder with the source material.

18. Extract data from screenshots into a spreadsheet

GOAL Turn a pile of screenshots into one structured table.

● BRIEF

paste into Cowork

Read every screenshot in this folder and extract [the date, vendor, amount, and category] from each. Put it all into "Extracted_Data.xlsx", one row per screenshot, with a column for the source filename. Flag any screenshot where a value was unclear. Don't delete the screenshots.

— WHAT YOU GET BACK

I read 34 screenshots and built Extracted_Data.xlsx, one row each plus the source filename. Five had an unclear amount — I flagged those rows and left the value blank for you to confirm. Screenshots are untouched.

19. Consolidate multiple spreadsheets

GOAL Merge many spreadsheets with the same columns into one.

● BRIEF

paste into Cowork

Combine all the spreadsheets in this folder into "Combined.xlsx". They share the same columns. Add a column showing which source file each row came from. Remove exact duplicate rows. Tell me the row count before and after.

— WHAT YOU GET BACK

I combined 8 spreadsheets into Combined.xlsx (1,204 rows before, 1,147 after removing 57 exact duplicates) and added a "Source File" column so every row is traceable.

20. Clean a messy spreadsheet

GOAL Standardize an inconsistent spreadsheet without losing data.

● BRIEF

paste into Cowork

Clean "[filename]": standardize dates to YYYY-MM-DD, trim extra spaces, make the [Category] column consistently capitalized, and flag rows with missing required values in a new "Issues" column. Don't delete any rows. Save as a new file and keep the original.

— WHAT YOU GET BACK

I cleaned it and saved Contacts_Clean.xlsx — 312 dates standardized, whitespace trimmed from 89 cells, Category normalized to title case, and an "Issues" column flagging 23 rows missing emails or phones. No rows removed; original preserved.

21. Summarize a spreadsheet into insights

GOAL Get the story behind the numbers, not just the numbers.

● BRIEF

paste into Cowork

Analyze "[filename]" and write a short summary of key insights: totals, trends, top and bottom performers, and anything surprising. Save it as "Insights.md". Include the figures behind each insight so I can check them.

— WHAT YOU GET BACK

I wrote Insights.md: total revenue €482k (up 14%); North region led at €156k; product line C lagged at €19k; weekend orders quietly doubled. Each insight cites the rows and totals it's based on.

22. Build a tracker from scattered records

GOAL Assemble a single tracker out of records spread across files.

● BRIEF

paste into Cowork

Read the documents and notes in this folder and build a project tracker as "Tracker.xlsx". One row per task, with columns for task, owner, status, due date, and source. Where status isn't stated, mark it "Unknown". Don't change the source files.

— WHAT YOU GET BACK

I built Tracker.xlsx with 26 tasks from 9 source files. Eight with no stated status are marked "Unknown" for you to fill in. Source files were not modified.

23. Scheduled data pull and report

GOAL Turn figures that land on a schedule into a ready-to-review summary.

● BRIEF

paste into Cowork

Read the latest report file in this folder, pull out [the key figures], compare them to the previous file if one exists, and write a short daily summary as a draft document. Highlight anything that moved more than [10%]. Don't send it anywhere — save it for my review.

— WHAT YOU GET BACK

I read today's report and compared it to yesterday's. Daily_Summary_2026-06-19.docx is saved for review. Three metrics moved more than 10% — revenue up 12% and refunds up 18% are highlighted. Nothing was sent.

— SECTION 07

Research & Content

These recipes lean on web access and synthesis. Each delivers a finished file you can use.

24. Research brief on a topic

GOAL A sourced, readable brief on something you need to understand quickly.

● BRIEF

paste into Cowork

Research "[topic]" on the web and write a one-page brief as "[topic]_Brief.docx". Cover what it is, why it matters, the main viewpoints, and a few reputable sources with links. Note where sources disagree. Keep it neutral and plain.

— WHAT YOU GET BACK

I researched the topic and wrote Brief.docx: a plain-language definition, why it matters now, the two main schools of thought, and six reputable sources with links. I flagged two points where sources disagree rather than smoothing them over. Treat it as a starting point and verify anything load-bearing.

25. Compare options in a table

GOAL A side-by-side comparison to support a decision.

● BRIEF

paste into Cowork

Research [3-4 options] and build a comparison table as a document. Compare them on [price, key features, pros, cons, best for]. After the table, give a short recommendation for someone whose priority is [your priority]. Cite a source for each major claim.

— WHAT YOU GET BACK

I compared the four options and built Comparison.docx with a source cited per row. Recommendation: for your priority of ease of use over power, Option B fits best — simplest to learn, though it lacks advanced reporting. Verify current pricing before deciding.

26. Draft content from your notes

GOAL Turn rough notes into a polished first draft.

● BRIEF

paste into Cowork

Read my notes in this folder and write a **[blog post / newsletter]** of about **[800 words]** in a **[warm, plain]** tone. Follow the structure and points in my notes — don't invent facts or add claims that aren't there. Save it as a Word document and list anything from the notes you left out and why.

— WHAT YOU GET BACK

I wrote an 820-word draft (Draft_Post.docx) in a warm, plain tone, following your structure and adding no new claims. I left out two side-notes that didn't fit the flow — both listed at the end so you can decide whether to add them back.

27. Proofread and tighten a draft

GOAL A clean, tightened version with changes you can see.

● BRIEF

paste into Cowork

Proofread "**[filename]**": fix spelling, grammar, and punctuation, and tighten wordy sentences without changing my meaning or voice. Save as a new file. In a short note, list the kinds of changes you made and flag anything you weren't sure about.

— WHAT YOU GET BACK

I proofread it and saved Article_Edited.docx — 23 spelling and grammar fixes and 11 tightened sentences, voice kept. A change note lists the edits. I flagged two sentences where tightening might shift your meaning and left those alone for you to judge.

28. Package a finished job into a Skill

GOAL Stop re-writing the same brief — capture it once.

● BRIEF

paste into Cowork

Package what we just did into a Skill so I can run it again the same way and get the output in the same format. Capture the steps, the template, and where the files go. Name the skill "[skill-name]".

— WHAT YOU GET BACK

Done. I created a Skill called "status-report" using the skill-creator — it captures the steps, your format, and the save location, with a name, a "when to use" description, and the full procedure. Run it next time with /status-report, or just ask for "this week's status report" and I'll load it automatically.

TIP

After any job that goes well and that you'll repeat, package it. A Skill you build once might run fifty times a year — each time saving a full, detailed brief.

29. Improve an existing Skill

GOAL Refine a Skill as your needs change, permanently.

● BRIEF

paste into Cowork

Update the "[skill-name]" Skill to also [include a section listing anything overdue / keep the summary under 200 words / save the file with today's date in the name]. Keep everything else the same.

— WHAT YOU GET BACK

I updated the "status-report" Skill — it now adds an "Overdue items" section drawn from the due dates in the source files. Format, save location, and trigger are unchanged. The improvement is permanent; every future run includes it.

30. Dispatch a job from your phone

GOAL Start work from anywhere; come back to it finished.

● BRIEF

Claude mobile app · paired via Dispatch

Pull the figures from [the budget spreadsheet on my computer] and compile a one-page summary. Search my email for anything about [the Q3 review] and draft a short briefing for tomorrow. Save both in my Briefings folder. I'll review them at my desk.

— WHAT YOU GET BACK

Picked up on your desktop. I compiled Budget_Summary.docx from the spreadsheet and drafted Q3_Review_Briefing.docx from your email — both saved in your Briefings folder. The conversation is synced, so you can keep going on your phone or pick it up at your desk.

NOTE

Dispatch runs the work on your computer using your real files, even though you triggered it from your phone. Pair the two devices once with a QR code in the Cowork section of Claude Desktop.

— SECTION 08

Turning Recipes into Scheduled Tasks

Any recipe you run more than twice deserves to stop being something you start and become something that simply happens. The pattern is always the same: build or capture a Skill, then schedule it.

Step 1 — Capture the recipe as a Skill

Run a recipe by hand once, refine it until the output is genuinely how you want it, then say: "Package what we just did into a Skill called [name]." (Recipe 28.) Now the whole procedure runs from a single phrase or /skill-name.

Step 2 — Put it on a schedule

The fastest way is the /schedule command in the Cowork chat — a short guided flow. Prefer a visual form? Click **Scheduled** in the left sidebar, then **+ New task**, and fill in a task name, instructions (or which Skill to run), frequency, and working folder.

● COMMAND

edit the brackets

```
/schedule
Run my Morning Briefing skill every weekday at 7 a.m. Save the brief to my Briefings
folder.
```

— WHAT YOU GET BACK

Scheduled. "Morning Briefing" will run every weekday at 7:00 a.m., saving each brief to your Briefings folder. If your computer is asleep at 7, the brief appears shortly after you open it. Review, edit, or pause it anytime from the Scheduled menu.

Three schedules worth setting up

ROUTINE	FREQUENCY	WHAT LANDS
Morning briefing (Recipe 17)	Every weekday, 7 a.m.	Today's meetings, top emails, headlines
Weekly digest (Recipes 21/23)	Friday, 4 p.m.	A summary of the week's progress and numbers
Folder cleanup (Recipe 6)	Weekly, Sunday evening	A tidied folder and a short report

WATCH OUT

Scheduled tasks and Dispatch run only while your computer is awake and Claude Desktop is open — Cowork lives on your machine, not the cloud. Schedule tasks for hours your computer is usually on. A missed task isn't lost: it runs automatically once you next wake the machine or reopen the app.

TIP

From your phone, you can also fire a Skill on demand through Dispatch (Recipe 30) — handy when an errand strikes while you're away and you'd rather come back to finished work than a reminder.

KEY IDEA

Automation removes the effort of doing, not the duty of checking. Glance at what your scheduled tasks produce, especially in the first week, and refine any that drift.

— SECTION 09

Permissions & Safety Checklist

Run through this before any sizeable job. It takes a minute and it's the difference between a smooth start and a frustrating one.

Before you start

- ☐ **Back up important files.** A copy elsewhere means even an unexpected result costs you nothing.
- ☐ **Work on copies, not originals,** until you trust how Cowork behaves on this kind of task.
- ☐ **Mount the smallest folder** that gets the job done — never your whole home directory or system root.
- ☐ **Check what's in the folder.** The agent can act on anything it can see; make sure that's only what the task needs.

In your brief

- ☐ State the goal, the specifics, the boundaries, and the output.
- ☐ Spell out what not to touch — "move, don't delete"; "leave the originals"; "don't send anything."
- ☐ Ask for a summary and a list of anything it was unsure about.

While it works

- ☐ **Read deletion prompts carefully.** Never approve a delete you don't understand — it's the one truly irreversible action.

After it finishes

- ☐ Read the summary of what it did and why.
- ☐ Spot-check the result — open a few files, confirm a figure against the source.
- ☐ Look hardest at flagged uncertainties — that's where errors hide.
- ☐ Correct by steering, not restarting — tell it what to fix; it adjusts its own work.

For scheduled tasks and plugins

- ☐ Review automated output regularly, especially at first; pause or delete routines that have outlived their use.
- ☐ When installing a plugin, read each permission screen — grant the least access needed, and watch anything that can act (send, post, delete), not just read.

KEY IDEA

Grant the least access that does the job, keep originals safe, and review the results. Within those bounds, let Cowork do real work for you with confidence.

— SECTION 10

Your Next Step

You now have 30 recipes, a safety checklist, and the pattern for turning any of them into a routine that runs on its own. The next move is small: pick one recipe, run it today on a copy of your files, and feel what it's like to hand off real work and get it back finished. Then capture it as a Skill (Recipe 28), schedule it (Section 8), and you've built a small piece of a self-running assistant. Stack a second routine on top, and a third, and Cowork shifts from a tool you summon to a coworker that anticipates you.

When you're ready to go deeper — to understand what's actually inside these Skills and Connectors, and to build more powerful ones of your own — that's Book 5: Skills, MCP & Agents. Where Book 4 taught you to delegate, Book 5 teaches you to build the very capabilities you've been delegating to.

EXAMPLE · A REALISTIC FIRST WEEK

Monday: run Recipe 1 on a copy of your Downloads folder. **Tuesday:** run Recipe 17 by hand and refine the brief. **Wednesday:** package it as a Skill (Recipe 28). **Thursday:** schedule it for 7 a.m. (Section 8). **Friday:** add a weekly digest. By next Monday, your day prepares itself.

Head back to the hub for the rest of the 7-in-1 toolkit, and bring one recipe with you into tomorrow. The reward of a thing well done is to have done it.