

Fix Your Monday

Install and customize a skill that streamlines your business operations.

1. GET CLAUDE RUNNING

- 01 Sign up at claude.ai.** Free, with your email. Enter the code they send you.
- 02 Settings > Privacy > "Help improve our AI models" > OFF.** Your chats stay out of model training. Do this before anything else.
- 03 Settings > Capabilities > "Code execution and file creation" > ON.** Skills need this switch.
- 04 Prove it works.** Send: "I run a [your business]. Last month [the bad thing] happened. What are three ways an AI assistant could help, and one way it could make things worse?"

2. WHAT ACCOUNT TIER SHOULD I USE?

Learning (free account): made-up or non-sensitive data only. Great for practicing prompts and testing your skill.

Day-to-day business (Claude Pro or higher, training OFF): upgrade before your real inbox, invoices, or books touch Claude. That is Anthropic's own recommended setup for a solo business.

Regulated or high-stakes data (health, legal files, payroll IDs): needs business terms: Team, Enterprise, or the API.

Not ready to upgrade? De-identify first: strip names, emails, phone numbers, account and card numbers, and swap in placeholders like [CUSTOMER-1].

The One Rule: never paste real client, customer, employee, or financial data into a personal AI account, free or paid. When in doubt, leave it out.

3. THE 4D REMINDER

Four habits, one loop. Everything you did tonight ran through them, and so should every task this week:

DELEGATION: what is worth handing off, and what stays with you. You pick who gets the refund. Claude writes the refund email.

DESCRIPTION: telling it what you want, well. Name the output, the steps to follow, and how to behave.

DISCERNMENT: judging what comes back, especially when it looks good. Check the result and how it got there.

DILIGENCE: owning what goes out. The work leaves under your name, not Claude's. Verify before it ships.

Before any task: hand off what? Ask for what? Check what? What ships under your name?

4. MY FIRST TARGET (FILL THIS IN BEFORE CONTINUING)

THE CHORE THAT EATS MY MONDAY

THE FIRST THING I WILL AUTOMATE WITH MY SKILL

5. INSTALL THE SKILL (SAME FIVE STEPS AS TONIGHT)

- 01 Settings > Capabilities > "Code execution and file creation" > ON (already done if you did section 1)
- 02 Customize > Skills > Add > Upload a skill
- 03 Upload a skill > choose business-fixer.zip (download it again anytime: tmu.mybloom.ai)
- 04 Review the preview > Upload, then toggle business-fixer ON
- 05 Run it: paste some data and say `fix my morning` or `use my business-fixer skill on these files`

6. CUSTOMIZE IT BY PROMPTING

Start a new chat, mention your installed business-fixer skill by name, and say what should change. Claude updates the skill for you.

Prefer to edit by hand? Customize > Skills > business-fixer > the three-dot menu > Edit (or Edit with Claude).

Make it sound like you.

"Here are two emails I actually sent. Rewrite the skill so its drafts match how I write."

Teach it your real rules.

"Update the business rules: we refund within [your window], delivery costs [your fee], bookings need [your notice]. Make every draft follow these."

Reshape the brief around your week.

"My mornings are about [appointments / orders / job sites], not invoices. Replace the section that serves me least with one that tracks that."

Find its weakest section and say so.

"I ran you on my Monday pile. The [weakest section] missed [what it missed]. Fix the skill so it never misses that again."

7. CONNECT YOUR OWN DATA (AFTER YOU UPGRADE)

A connector lets Claude read a tool you already use: Gmail, Drive, Calendar. Think in three questions:

- 01 What would I ask every single week?
- 02 What is the smallest read-only slice that answers it (the last 3 days of inbox, one folder)?
- 03 Is my account ready for it (Pro or higher, training off, nothing regulated)?

Find and manage connectors: Settings > Customize > Connectors.

Then tell your skill about it: "Add to the skill: read the last 3 days of my Gmail inbox before building the brief." From then on, "make me a morning brief" just works, like the demo you watched tonight.

KEEP GOING

Go deeper, free: the AI Fluency course + certificate, from the makers of Claude: anthropic.skilljar.com/ai-fluency-framework-foundations · Small-business setup guide: claude.com/solutions/small-business

Community session: bring your version of the skill. Show what you changed. See what everyone else built.



Questions after tonight? Reach out.

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Scan the code to connect with Sunny on LinkedIn.