

UNIVERSAL EDITION

Claude Cowork

Power User Training Session

Turn your team into autonomous AI power users in 2 hours

From first-time user to power user — any team, any role, any industry

5 Layers	30 min	8+ hrs/wk
Deep Capability Stack	Setup → Power User Gap	Saved by Week 8

Any Team | Any Role | Trainer-Led Workshop

Duration: 2 Hours | Level: Beginner → Power User | Format: Live Demo + Hands-On

Date: March 2026


Session Philosophy

Most AI training teaches you to write better prompts. This session teaches you to build systems that make prompts unnecessary. By the end, your team won't just 'use AI' — they'll have a configured, personalized, automated AI system that compounds in value every week.

Key Insight:

The gap between a mediocre Cowork user and an expert is exactly 30 minutes of setup. This session delivers that setup — plus the mental model to keep improving every week.

How to Use This Document

Element	What It Means
 TRAINER NOTE (orange box)	Instructions for you as the trainer — what to say, demo, or do
EXAMPLE PROMPT (blue sidebar)	An exact prompt to show on screen or have participants type
Green boxes	Key concepts or definitions participants need to understand
Blue boxes	Hands-on exercises — things participants do themselves
Orange boxes	Warnings, limitations, or common mistakes to highlight

Session Agenda

Part	Topic	Duration	Type	Key Outcome
1	Why Cowork Changes Everything	15 min	Presentation + Demo	Mental model shift: chatbot → agent
2	First Task & Foundation Setup	20 min	Guided Hands-On	Every participant completes a real task + context files created
3	Connectors, Browser & Office	15 min	Demo + Hands-On	At least one connector live + Chrome/Office shown
4	Skills, Plugins & Slash Commands	20 min	Demo + Practice	Custom skill created, plugin installed
—	Break	5 min	—	—
5	Automation & Multi-Agent	15 min	Demo + Setup	Scheduled task configured + sub-agents demoed
6	Real-World Workflows	15 min	Demo + Practice	Multi-step workflow executed end-to-end

7	Practice, Q&A & Next Steps	15 min	Open Practice	Friday ritual committed, resources shared
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Pre-Session Checklist

Pre-Session Setup

- Every participant has a Claude Pro/Max/Team/Enterprise account
- Claude Desktop app installed (claude.ai/download)
- Cowork enabled: Settings → Feature Previews → Cowork
- A sample project folder prepared with 5-10 example files
- Chrome browser available for connector demos
- Claude in Chrome extension installed (for browser demos)
- Claude in Excel/PowerPoint add-ins installed (optional)
- Projector or screen-sharing ready
- This document printed or on second screen
- Wi-Fi confirmed working

Part 1: Why Cowork Changes Everything (15 min)

TRAINER NOTE

Do NOT start with slides. Open Cowork on screen, select a folder, and give it a task live. Let the audience watch it work.

1.1 What is Claude Cowork?

Claude Cowork is Claude's desktop AI agent, launched in January 2026. Unlike standard AI chat, Cowork has full access to your file system, can create and modify documents, analyze data, control your browser, integrate with external tools via connectors, and automate recurring tasks. It fundamentally changes how teams use AI — from 'ask a question, copy-paste the answer' to 'give Cowork a folder and a goal, and let it work autonomously.'

Comparison: Standard AI Chat vs Claude Cowork

Capability	Standard AI Chat	Claude Cowork
How It Works	Type prompt, get text response	Give goal + folder, AI works autonomously
File Access	Copy-paste or manual upload	Full file system access
Document Creation	Outputs text — you copy to Word	Creates .docx, .xlsx, .pptx files directly
Data Analysis	Chat only — limited by context	Reads CSVs/Excel, generates visualizations
Tool Integration	Links only — you manually integrate	Native Gmail, Calendar, Drive, Slack, etc.
Browser Automation	Cannot browse	Controls Chrome, fills forms, scrapes sites
Desktop Control	No desktop access	Opens apps, clicks, types — full desktop
Remote Dispatch	No mobile access	Send tasks from phone, Claude runs on desktop
Scheduled Tasks	None — one-off prompts	Runs tasks automatically on schedule
Parallel Execution	One conversation at a time	3-6 concurrent agents, 36% faster
Memory & Learning	Per-conversation only	Persistent context, improves every week

TRAINER NOTE

Ask: 'How many of you copy-paste between AI tools and your documents?' By end of session, never again.

1.2 The Mental Model Shift

Old Way vs Cowork Way:

Old: 'Write me a social post...' → copy-paste → save manually. Cowork: 'Read the brief, create 5 versions, save as files' → done. Zero manual steps. Compounding value: each task trains Cowork to improve next week.

1.3 The 5-Layer Architecture

Layer	What It Is	Time to Set Up	Impact
Layer 1: Connectors	Integrations (Gmail, Calendar, Drive, Slack, etc.)	5-10 min per tool	Cowork knows your schedule, emails, tasks
Layer 2: Instructions	Global prompts + context files (about-me.md, etc.)	10-15 min	Cowork learns your voice, style, priorities
Layer 3: Skills	Custom slash commands (e.g., /weekly-report)	5-10 min each	Automate your recurring workflows
Layer 4: Multi-Agent	Parallel task execution (3-6 agents at once)	5 min setup	36% faster output, better quality
Layer 5: Automation	Scheduled tasks that run on your schedule	5-10 min each	Weekly reports, daily briefings, recurring tasks

The Setup Equation:

30 minutes of setup = the difference between mediocre and expert. This session delivers that setup, plus the mental model to keep improving every week.

1.4 Platform & Tools

Claude Cowork runs on Claude Sonnet 4.6, Anthropic's latest model optimized for agentic tasks. Available on macOS and Windows via the Claude Desktop app. Complementary tools extend Cowork's reach: Claude in Chrome (browser automation), Claude in Excel (spreadsheet tasks), Claude in PowerPoint (slide deck creation), Computer Use (full desktop control), and Dispatch (remote phone-to-desktop tasking).

Tool	What It Does	How to Access
Claude Cowork	Desktop agent with file access, tasks, connectors	Claude Desktop app + Settings → Cowork toggle
Claude in Chrome	Browser control, form filling, web scraping, automation	Chrome extension (chrome.google.com/extensions)
Claude in Excel/PowerPoint	Interactive AI assistance inside Office apps	Add-ins (Office.com → Get Add-ins)

Distinction:

Cowork creates files autonomously; Claude in Office works interactively inside apps. Both are powerful — different tools for different tasks.

1.5 Computer Use — Full Desktop Control

As of March 2026, Cowork can control your actual desktop — opening apps, clicking buttons, typing text, and navigating your screen. No setup required. When you assign a task, Claude uses the most precise tool first: 1) Connectors (Gmail, Drive, Slack) — fastest. 2) Browser tools (Chrome extension) — for websites. 3) Desktop control — for native apps and anything else.

🎯 TRAINER NOTE

Demo computer use by having Claude open a native app and perform a simple task. The visual of Claude clicking through your actual desktop is extremely memorable.

Safety:

Per-app permissions — Claude asks before accessing each application. Sensitive apps (trading, crypto) are blocked by default. You stay in full control.

1.6 Dispatch — Control Cowork From Your Phone

Dispatch creates a persistent thread between the Claude mobile app (iOS/Android) and your desktop. Send tasks from your phone — Claude executes on your computer using all its capabilities. Cross-device sync means you can start a task from your phone and continue on desktop.

EXAMPLE PROMPT

From your phone on the morning commute: "Prepare my meeting brief for the 10 AM call. Read the project folder, check Slack for updates, and create a 2-page .docx executive summary." By the time you arrive, the brief is in your folder.

Dispatch Requirements:

Claude Desktop must be open and your computer awake. Available on Pro and Max plans. This is a remote control, not cloud computing.

Part 2: First Task & Foundation Setup (20 min)

TRAINER NOTE

Every single participant must complete a real task. Walk the room. Help anyone stuck.

2.1 Setup: Open Cowork & Select Folder

1. Open Claude Desktop app. 2. Settings → Feature Previews → toggle Cowork ON. 3. Restart app. 4. Click the 'Projects' folder icon in the sidebar. 5. Select a folder (5-10 files to start — not your entire Documents).

Keep It Small:

Start with a small folder (5-10 files, not your entire Documents). Cowork performs better with focused context. Expand later once comfortable.

2.2 Your First Task

EXAMPLE PROMPT

Please summarize the contents of this folder. List each file name, type, and 1-2 sentence summary of what it contains. Format as a markdown list. When done, save the summary as 'Folder_Summary.md' in the project folder.

2.3 The Permission Model

Cowork respects your privacy and security. It operates under three permission levels:

Level	What Happens	When Used
Allow	Cowork performs action without asking	Safe actions: reading files, creating documents, basic tasks
Ask	Cowork asks before acting	Sensitive actions: deleting files, accessing passwords, connectors
Block	Cowork cannot perform this action	Dangerous actions: accessing system files, bypassing security

Trust & Control:

Cowork is designed so you control it — it never acts without your explicit permission. If you see an 'Ask' prompt, you decide. Your data stays yours.

2.4 Context Files System

The secret to expert-level Cowork use is a well-organized context system. These files teach Cowork who you are, how you work, and what matters:

File	Purpose	What to Include
about-me.md	Teach Cowork who you are & how you work	Your role, team size, key responsibilities, work style preferences, communication style, priorities
brand-voice.md	Teach Cowork your communication voice	Tone (formal/casual), vocabulary, examples of your writing, no-no words, brand values if applicable
working-style.md	Teach Cowork your workflow & constraints	Tools you use, preferred file formats, time zones, meeting schedule, blockers, what makes you productive

Sample Global Instructions (in Settings → Custom Instructions):

EXAMPLE PROMPT

You are Claude Cowork, an AI assistant for a [YOUR ROLE] team. You have access to project files and can create/modify documents. Always follow these principles: 1. Read the context files (about-me.md, brand-voice.md) before responding. 2. Match the user's communication style from brand-voice.md. 3. Output files in the user's preferred formats from working-style.md. 4. When in doubt, ask — don't assume. 5. Save all outputs to the project folder unless instructed otherwise. Never share files outside the project folder without explicit permission.

2.5 Two-Tier Instructions

Global Instructions (Settings → Custom Instructions) apply to all conversations. In-folder instructions (CLAUDE.md file) override global instructions for that folder only. This lets you have one base personality plus specialized behaviors per project.

Exercise: Create Your Context Files

Step 1: Ask Cowork to interview you. Prompt: 'Interview me to create about-me.md, brand-voice.md, and working-style.md. Ask 5-7 questions each, one at a time, and build my context files.' Step 2: Review the files Cowork creates. Step 3: Cowork saves these to your project folder. Step 4: Copy them to Settings → Custom Instructions if you want them global.

Part 3: Connectors, Browser & Office (15 min)

TRAINER NOTE

Demo connecting one tool live. Gmail or Google Drive is easiest and most impressive. Show the permission flow.

3.1 Core Connectors

Connectors let Cowork access external tools: email, calendar, files, messaging, and more. Connect once; Cowork remembers and can use them autonomously:

Connector	What It Does	Example Task
Gmail	Read/send emails, search inbox, create drafts	Triage daily emails, draft responses to common questions
Google Calendar	View events, check availability, schedule meetings	Generate weekly calendar summary, suggest meeting times
Google Drive	Read/create Docs/Sheets, organize files	Convert CSV to Google Sheet with charts, share reports
Slack	Read channels, post messages, search conversations	Pull Slack summaries, post daily standup reminders
Chrome Extension	Control browser, fill forms, scrape sites, automate flows	Competitive research, form filling, automated screenshots

EXAMPLE PROMPT

Please read my emails from the past 7 days and create a summary document that lists: 1) Key action items assigned to me, 2) Decisions that need my input, 3) FYI items I should be aware of. Format as a markdown doc and save as 'Weekly_Email_Summary.md'.

3.2 Claude in Chrome — Browser Automation

The Claude in Chrome extension gives Cowork full control of your browser. It can visit websites, fill forms, scrape data, take screenshots, and automate multi-step workflows. This is where things get powerful.

EXAMPLE PROMPT

Visit our three top competitors' websites. For each, screenshot their pricing page and create a comparison table: Company Name | Plan | Price | Top Features. Save as 'Competitor_Pricing.xlsx' with each competitor on a separate sheet.

🎯 TRAINER NOTE

Browser demos get the biggest reaction. Show real-time form filling or multi-site comparison. Participants will immediately see the time-saving potential.

3.3 Claude in Excel & PowerPoint

Claude in Excel and Claude in PowerPoint are AI assistants that work interactively inside the apps — different from Cowork, which creates files autonomously.

Feature	Excel	PowerPoint
Write formulas	Yes — Claude explains each formula	N/A
Analyze data	Yes — pivot tables, charts, trends	Yes — extract data for visuals
Generate content	Yes — populate sheets from prompts	Yes — create entire slides from outlines
Interactive mode	Yes — works inside the app	Yes — works inside the app

Cowork vs Office AI:

Cowork creates files autonomously (exports finished work). Claude in Office works interactively inside apps (you guide and review in real time). Use both — different strengths.

Connector Security:

Connectors require OAuth login (secure, reads your permissions, not your passwords). Never share connector credentials. Cowork only accesses what you authorize. Check connector settings periodically to review what's connected.

Part 4: Skills, Plugins & Slash Commands (20 min)

TRAINER NOTE

Build a skill live on screen. Pick something quick (e.g., 'weekly-report') and show the 3-step process. Participants will be amazed at how easy it is.

4.1 What Are Skills?

A skill is a reusable automation that runs whenever you invoke it via a slash command (e.g., /weekly-report). Skills bundle together a prompt, connectors, and execution rules so you never have to write the same prompt twice.

Component	What It Does	Example
Slash Command	The trigger	/weekly-report
Prompt Logic	What Cowork does when triggered	Read email, calendar, tasks → generate report
Connectors	Which tools Cowork can access	Gmail, Calendar, Drive
Output	Where the result goes	Save to Google Drive or email

4.2 Creating Your First Skill

Skills are created via the Customize panel. Here's a quick example:

EXAMPLE PROMPT

Create a skill called 'weekly-report'. When I type /weekly-report:1. Read all emails from the past week.2. Pull this week's calendar events.3. Check any open tasks from my task list.4. Generate a 1-page summary: top 3 wins, top 3 blockers, key upcoming dates.5. Save as 'Weekly_Report_[DATE].md' in my Documents folder.6. Notify me via Slack that the report is ready.The skill should run every Monday at 8am automatically.

Your Turn:

Create a skill for YOUR work. Pick one recurring task you do every week (status report, weekly email, competitor research, etc.). Give Cowork the steps to automate it. Save it as a skill and test it once.

4.3 How Skills Auto-Trigger

You Say	Skill That Triggers	What Happens
/weekly-report	weekly-report skill	Cowork runs the full automation workflow
/summarize-emails	summarize-emails skill	Cowork reads email, generates summary, saves file
/create-agenda	create-agenda skill	Cowork pulls calendar, generates meeting agenda
/competitor-research	competitor-research skill	Cowork visits 3 sites, compares, creates table

4.4 Plugins – Pre-Built Skill Bundles

Plugins are pre-built collections of skills, customized for specific industries and roles. Install one plugin and get 5-20 skills ready to use immediately:

Plugin	What It Includes	Key Slash Commands
Marketing	Content calendar, social posts, SEO analysis, email campaigns	/content-brief, /social-post, /email-campaign
Sales	Prospect research, deal summaries, email sequences, sales calls	/prospect-research, /sales-email, /deal-summary
Finance	Expense reports, forecasting, budget analysis, audit prep	/expense-report, /forecast, /budget-analysis
Product	Feature specs, user story generation, roadmap updates	/feature-spec, /user-stories, /roadmap-update
HR	Job descriptions, interview prep, employee handbook creation	/job-description, /interview-prep, /handbook
Legal	Contract review, NDA generation, compliance checklists	/contract-review, /nda-generator, /compliance
Customer Support	Ticket triage, response templates, satisfaction surveys	/ticket-triage, /response-template, /survey
Data Analysis	CSV parsing, visualizations, statistical reports, ML clustering	/parse-csv, /visualize, /statistical-report
Enterprise Search	Document search, cross-org knowledge base, FAQs	/search-docs, /faq-generator, /knowledge-base

More available: Engineering, Design, Operations, Financial Services, Investment Banking, Equity Research, Private Equity, Wealth Management, Productivity, Research.

How to customize plugins: Visit the Customize panel in Cowork Settings. Toggle plugins on/off, customize skill parameters (e.g., tone, output format), and test with sample data before deploying.

4.5 Custom Plugins & Org Deployment

Capability	What It Does	Who Can Access
Private Marketplace	Share skills within your organization	All team members on your plan
Custom Skill Creation	Build organization-specific skills	Admin + designated builders
Admin Controls	Deploy, monitor, and version skills across team	Org administrators only

Part 5: Automation & Multi-Agent (15 min)

5.1 Scheduled Tasks

Schedule Cowork to run tasks automatically — daily briefings, weekly reports, monthly summaries, or anything that repeats. Set it once; Cowork runs it forever.

Frequency	Use Case	Example
Daily (8am)	Morning briefing, daily standup prep, overnight alerts	Email + Slack summary with top 5 priorities
Weekly (Monday 9am)	Weekly reports, status updates, team recaps	Email recap + attendance summary + blockers
Monthly (1st day)	Monthly reports, invoice processing, metrics review	Revenue summary, expense reports, KPI dashboard
Custom schedule	One-off tasks, project milestones, deadline prep	Week-before reminders, post-meeting summaries
Trigger-based	Event-driven tasks (Slack message, email arrives)	Auto-respond to specific customer issues

EXAMPLE PROMPT

Create a scheduled task: Every Monday at 9:00 AM, read this week's email and calendar, generate a 'Monday Morning Briefing' with: 1) Top 5 priorities today, 2) Meetings scheduled, 3) Decisions needed from me, 4) Blockers or risks. Email the briefing to me and also save as 'Monday_Briefing_[DATE].md' in my Documents folder.

Scheduling Limitation:

Scheduled tasks only run while your computer is awake and Claude Desktop is open. For always-on tasks, consider Anthropic's API for server-side execution.

5.2 Multi-Agent Orchestration

Cowork can spawn 3-6 sub-agents that work in parallel, 36% faster than sequential execution. Each agent is independent but shares context, and the main agent coordinates their work. This is powerful for complex multi-step projects.

Approach	Execution Order	Speed	Use Case
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Sequential	Task 1 → Task 2 → Task 3 → Task 4	Slowest	Simple workflows or when tasks depend on each other
Parallel (Multi-Agent)	All tasks simultaneously (3-6 agents)	36% faster	Complex projects: research, content creation, analysis

EXAMPLE PROMPT

Spawn 4 agents. Agent 1: Visit competitor A and gather pricing, features, and recent news. Agent 2: Visit competitor B and gather same. Agent 3: Visit competitor C and gather same. Agent 4: Compile into a comparison table (Company | Pricing | Top Features | Recent News). All agents work simultaneously. Save final table as 'Competitor_Analysis.xlsx'.

Interesting fact: Anthropic's own team built a 16-agent C compiler orchestration system using this same approach. Multi-agent thinking is the future of AI automation.

🎯 TRAINER NOTE

Show sub-agents in the sidebar. Very convincing. Let participants watch 3-4 agents working in parallel.

Exercise: Set Up Your First Scheduled Task or Spawn Sub-Agents

Option A: Create a scheduled task (e.g., daily 8am briefing, weekly status report). Option B: Spawn sub-agents for a project (e.g., research 3 vendors in parallel, analyze 3 documents simultaneously). Pick the one that's more useful to your work. Test it live.

Part 6: Real-World Workflows (15 min)

TRAINER NOTE

Pick 2-3 workflows most relevant to your audience. Demo live. Walk through each step. Participants love seeing real-world examples that match their role.

Workflow 1: Content Production Pipeline

Input: One content brief. Output: 5 complete content pieces (social posts, email, blog outline, presentation slide, video script). All created, formatted, and saved automatically.

EXAMPLE PROMPT

Read 'content_brief.md'. Create 5 pieces from it: 1) 3 short Twitter posts (max 280 chars), 2) 1 short email (3-4 sentences), 3) 1 blog outline (500 words), 4) 1 LinkedIn post (medium length), 5) 1 video script opener (30 seconds). Save each as separate files with clear names. Put all files in the 'Content_Output' folder.

Workflow 2: Data-to-Presentation Pipeline

Input: Raw CSV or Excel file. Output: Polished PowerPoint presentation with analysis, charts, and executive summary.

EXAMPLE PROMPT

Open 'sales_data.xlsx'. Analyze by region, product, and quarter. Create a PowerPoint: Slide 1: Title + key metric (total revenue), Slide 2: Revenue by region (bar chart), Slide 3: Revenue by product (pie chart), Slide 4: Trend over time (line graph), Slide 5: Top 3 insights and recommendations. Save as 'Sales_Analysis.pptx'.

Workflow 3: Meeting Prep Automation

Input: Email thread + Slack messages + upcoming meeting from calendar. Output: Pre-meeting brief with agenda, key discussion points, and talking points.

EXAMPLE PROMPT

1) Find my meeting tomorrow 'Q1 Planning.' 2) Read the email thread with the attendees. 3) Pull relevant Slack messages from #planning channel. 4) Create a brief: Meeting title, attendees, agenda (inferred), 3 key discussion points, my talking points (if I'm leading). 5) Save as 'Q1_Planning_Brief.md'.

Workflow 4: Competitive Intelligence

Input: List of competitor URLs. Output: Comparison spreadsheet with pricing, features, positioning, and recent news.

EXAMPLE PROMPT

Visit these 3 sites: [competitor A], [competitor B], [competitor C]. For each: screenshot homepage, extract pricing from pricing page, list top 3 features, note any recent news/announcements visible on site. Compile into 'Competitor_Comparison.xlsx' with columns: Company, Pricing, Top 3 Features, Recent News, Screenshot Link.

Workflow 5: File Organization & Cleanup

Input: Messy folder with scattered files. Output: Organized folder structure + metadata document of what's where.

EXAMPLE PROMPT

Scan the 'Downloads' folder. Categorize files: work, personal, media, archive. Create subfolders if needed. Move files accordingly. Scan for duplicates and old files (>1 year). Create a 'File_Manifest.md' listing: total files, files organized, duplicates found, old files flagged for review. Save manifest to Documents.

🎯 TRAINER NOTE

Give participants 3 minutes to try their own workflow. Pick one that solves a real problem they mentioned earlier in the session.

Part 7: Practice, Q&A & Next Steps (15 min)

7.1 Session Completion Checklist

You're Done When You Can:

Open Cowork and select a folder Give Cowork a task and let it run Understand the 5 layers of setup Create and run a skill (/slash-command) Install a plugin and know what it does Connect at least one external tool (Gmail, Drive, Slack, etc.) Schedule a task to run automatically
 If you checked all 7, you've got the fundamentals. The learning never stops, but you're dangerous now.

7.2 Common Questions

Question	Answer
Is my data private?	Yes. Cowork runs locally on your computer. Files stay in your project folder unless you explicitly share them.
Can I delete files safely?	Yes. Cowork respects your permission model. Large deletions require confirmation. Practice with small folders first.
What's the cost?	Claude Cowork requires a Claude Pro/Max/Team/Enterprise account (~\$20-200/mo depending on plan). No extra fees for Cowork features.
Does it work on Windows?	Yes. Claude Desktop (with Cowork) is available for macOS and Windows.
Which Claude model does it use?	Claude 3.5 Sonnet. Powerful, fast, and optimized for Cowork tasks.
Can I use Claude in Excel/PowerPoint at the same time?	Yes. Cowork, Chrome, Excel, and PowerPoint are separate tools. Use all of them together.
How do I share skills with my team?	Use the Private Marketplace in Org settings. Admin must enable. Skills deployed to all team members.
Does Cowork work offline?	No. Cowork requires internet. Your files are local; the AI computation happens in the cloud.
What if Cowork gives me a wrong answer?	It happens. Review all outputs. The permission model means nothing happens without your say-so. Flag bad outputs and retrain with examples.
How does it compare to [competitor]?	Cowork is built on Claude, which consistently ranks highest in benchmarks. 3.5 Sonnet beats most competitors' flagship models. Try both — you'll see the difference.

7.3 Common Mistakes

Mistake	Why It Matters	Fix
Selecting entire Documents folder	Too much context. Cowork gets confused. Slow execution.	Start with 5-10 files. Expand later.
Not using context files (about-me.md, etc.)	Cowork doesn't know your style, preferences, or constraints.	Spend 15 min creating context files. Game-changer.
Running complex tasks without testing first	Cowork might not do what you expect. No review = mistakes.	Always test with a dry-run prompt first.
Ignoring the permission model	You might grant too much access. Security risk.	Review connector permissions monthly. Deny unnecessary access.
Not documenting your skills	Tomorrow you forget how to use it. Nobody else can use it.	Add a 2-sentence description to every skill.
Expecting 100% accuracy on first try	You'll get disappointed. Cowork is a tool, not magic.	Treat outputs as drafts. Review, refine, rerun. Iterate.
Not checking scheduled task results	Scheduled tasks fail silently. You don't notice for weeks.	Check scheduled task outputs weekly. Set a reminder.

7.4 The Friday Improvement Ritual

The secret to long-term Cowork mastery: Every Friday (5-10 min), review what you did this week and plan one improvement for next week.

Friday Ritual Template:

- What went well? (1 task saved the most time)
- What failed? (1 skill that didn't work)
- What's next? (1 skill or workflow to add next week)

The Math of Improvement:

Week 1: ~2 hours saved. Week 4: ~5 hours. Week 8: ~8+ hours. Month 6: Your entire workflow changes. Small improvements compound.

Quick Reference Card

Print this page. Keep it at your desk.

Essential Commands

Command	What It Does
/weekly-report	Generates weekly status report from email + calendar
/competitor-research	Analyzes competitor sites, creates comparison table
/summarize-emails	Reads inbox, extracts action items and decisions
/content-brief	Creates 5 pieces of content from one brief
/meeting-prep	Pulls email + Slack + calendar, creates brief
/skill-name	Any custom skill you create

The 5 Layers (Setup Checklist)

Layer	What to Do
1. Folder Setup	Select project folder (5-10 files)
2. Context Files	Create about-me.md, brand-voice.md, working-style.md
3. Connectors	Connect Gmail, Calendar, Drive, Slack, or Chrome
4. Skills	Create 1-3 custom skills (/slash-commands)
5. Automation	Schedule 1 recurring task (daily briefing, weekly report)

Prompt Principles

Principle	Example
Be specific	'Analyze sales data' vs 'Analyze Q1 sales by region and product'
Include context	Cowork needs background. 'Read the brief' vs just 'Write 5 posts'
Define output format	'Save as Excel with 3 sheets' or 'Save as Markdown'
Set success criteria	'Under 5MB' or 'Max 500 words' or 'Must include chart'
Test first	Try with a small example before running at scale

Additional Tools

Tool	What It Does	When to Use
Claude in Chrome	Browser control, form filling, web scraping	Competitive research, automated web tasks
Claude in Excel	Formulas, data analysis, automation inside Excel	Data processing, chart generation, pivot tables
Claude in PowerPoint	Slide generation, content creation inside PPT	Presentation building, deck updates
Multi-Agent	Spawn 3-6 parallel agents (36% faster)	Complex projects, parallel research, simultaneous analysis
Computer Use	Full desktop control — open apps, click, type	Native apps, complex workflows, no-connector tasks
Dispatch	Send tasks from phone, Claude runs on desktop	Remote work, commute productivity, async delegation
Customize Panel	Enable/disable plugins, customize skills, test workflows	Before deploying new skills or plugins

Resources

Resource	Link / How to Access
Claude Desktop	claude.ai/download
Help & Documentation	claude.ai/help — search 'Cowork'
Community Forum	discourse.anthropic.com — Cowork category
Plugins & Skills	Customize panel in Cowork Settings
Friday Ritual Template	Use the template from Part 7.4 above