FREE GUIDE · READY PROMPTS

Turn your experience into a Skill

Build a Skill

A practical guide in six steps: make AI work your way, every time.



From scratch, every time | **Your experience, once** | Same quality, every time

For non-technical people, from any profession

Founder | Admin | Doctor | Teacher | Lawyer | Student

Want to build it together? A 90-minute consultation where we start building your Skill

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START HERE

Your experience exists.

Write it once.

Write it once, use it every time.

In every new conversation, you explain your experience from scratch. A Skill is an instruction file you write once... so AI works your way, every time.

Without a Skill...

- You explain from zero every time
- Results change from one chat to the next
- AI guesses how you work

With a Skill...

- Less repeating, more time for what matters
- The same quality every time
- Your method stays yours

With the right setup... you can share your Skill with your community, or even sell it ready-made to your clients.

How to use this guide

1. **Understand the Skill file** and where it works (page 03).
2. **Pick the experience** you repeat (page 04).
3. **Get it out of your head** with an AI interview (page 06).
4. **Build the Skill** and save it, with a full example (page 07).
5. **Train it** and separate global from personal (page 09).
6. **Show your work** in a dashboard (page 11).
7. **Connect it** to a folder and your tools (page 12).

Three rules for every step

1. **Make it ask before it builds.** Don't let it guess.
2. **Make it summarise what it understood.** Check it understood you first.
3. **A Skill isn't finished on day one.** Train it and improve it until you're happy with the result.

BEFORE YOU START

What is a Skill file?

And where does it work?

Write it clearly... it works anywhere.

A Skill is a small folder. Its key file is a text file called SKILL.md: a name, a description of when to use it, then the instructions. AI reads the description first and runs the Skill when it's needed.

What's in the folder

- **SKILL.md**: name, description, instructions
- **Examples:** a great past result from your work
- **Templates:** files you start from each time
- **References:** a glossary or policies (optional)

The difference in Claude

- **Saved prompt:** you copy and paste it yourself every time
- **Project:** a space for one topic's files and chats
- **Skill:** a way of working Claude uses when needed, in any chat

Where do Skills work?

Tool	How
Claude (app)	Upload the Skill or ask Claude to build it, then turn it on in the Skills settings.
Claude Code and API	Read the same SKILL.md file, to work on files and systems.
Other coding tools	Anthropic released SKILL.md as an open standard in December 2025. Tools such as OpenAI Codex, GitHub Copilot and Gemini CLI support it.
ChatGPT and Gemini	Move the same instructions into a custom GPT in ChatGPT, or a Gem in Gemini. The method stays; the tool changes.

In short: write your method clearly once, and it works in more than one tool.

STEP 1

Pick the experience.

Start with what you need.

Be genuine: start by building a Skill you need yourself. If you find it valuable, others will see its value too.

The beauty of AI is that the simplest things can become Skills that help a lot. Creating new reports for insights, and changing them without going back to your IT team, is a real blessing. Start with something you do every day, and let AI turn it into a Skill. When it matures and proves its value, share it.

From my experience: Skills I built for my daily work

Mariam
My personal assistant: projects and priorities

Sara
My PR and communications specialist

Jack
Lead of my creative content team

Check Link
A dashboard to check links before I download

... and more.

Examples by role

Role	Suggested Skill
Teacher	A weekly lesson plan in the same format
Consultant	Turn meeting notes into client recommendations
HR	Screen CVs against fixed criteria
Project manager	A weekly status report: done, delayed, next step
Sales	A price quote for every new client

Score the experience before you build.

One task... one Skill.

Give each task a score from 1 to 3 on each criterion. The task with the highest total is your first Skill.

Criterion	1	2	3
How often do you do it?	Monthly	Weekly	Daily
Are the steps clear?	Vague	Somewhat	Clear and fixed
Time it takes each week	Under 1 hour	1–3 hours	Over 3 hours
Impact of a mistake	Very high	Medium	Low and fixable

Start small

One task per Skill, not a whole job. "Prepare a price quote" beats "run sales".

Fits · Not yet

✓ "I prepare a quote for every new client with the same steps."
✕ "I want to improve my work."

PROMPT Copy as is · fill in the green

I'm a **your role** in **your field**. Every week I repeat these tasks: **task 1**, **task 2**, **task 3**.
Help me pick one task to turn into a Skill, and score each task on frequency, clarity of steps, time and impact of mistakes.
Ask me one question at a time before you suggest, and at the end explain your choice.

FILLED-IN EXAMPLE

I'm a **marketing manager** in a **real estate company**. Every week I repeat these tasks: **writing project posts**, **answering client enquiries**, **a campaign performance report**...

STEP 2

Get it out of your head.

A precise description... a precise result.

Write it as if you're training a new team member. Use precise descriptions and the technical terms of your field.

What to attach

- [ ] A template you always use
- [ ] A past result you're proud of
- [ ] Your own checklist
- [ ] A glossary of your field's terms

Exercise: your own glossary

Write 10 technical terms from your field, each with a one-line meaning. The more you name things correctly, the better AI understands what you want.

Vague	Precise
✕ "I write quotes for clients."	✓ "A one-page quote: a two-line intro, a table of services with prices, delivery time, and payment in two instalments."
✕ "Review the report."	✓ "Check the numbers match the sales sheet, the summary is no longer than five lines, and every recommendation is tied to a number."

PROMPT · THE INTERVIEW — Copy as is · fill in the green

Interview me about how I do **the task**.

Ask me one question at a time about: the steps, the tools I use, the mistakes I avoid, and how I know the work is done.

Don't write anything until I say "done". Then summarise what you understood in bullet points, and ask me if anything is missing or wrong.

This is the hardest step on the way... which is why the consultation starts with it.

In the first 30 minutes of a consultation, you explain how you work and I ask you the right questions. In the next 60 minutes, we start building your Skill together.

Book your consultation → page 18

STEP 3

Build the Skill.

Name it... and treat it like a team member.

Give it a team leader's name... so when you call it, it feels like talking to your team.

PROMPT Copy as is · fill in the green

Turn what you understood into a Skill called **team leader name**.

Before you write it, summarise what you understood and ask me about anything missing.

It must include: when to use it, the steps in order, the fixed rules, an example of a great result, and what to avoid.

After I approve, prepare it as a file I can save.

New chat · illustrative example

You

/quote-builder A quote for [client name]: logo and visual identity design.

Claude · quote-builder

Before I start: what's the deadline? And is payment in two instalments as usual? I'll summarise the quote for you before the final version.

Type your message... / + Skill name

Save it... and call it

1. Claude prepares the Skill file in the chat. Save it, then turn it on in the Skills settings (Code execution must be on).
2. Call it by typing **/** and its name, or just ask for the task and Claude runs it automatically.
3. If it doesn't run on a normal request, improve the description.

? Need a hand with this step? **We'll build it together in a consultation.** **Book → page 18**

This is what a real Skill looks like.

A strong description... runs it at the right time.

An illustrative Skill that prepares price quotes. Use it as a starting point, and change everything specific to your work.

quote-builder / SKILL.md

```
---
name: quote-builder
description: Use when I ask for a price quote for a new client. Builds a one-page quote in my format.
---
```

When to use
When I ask for a price quote for a new client.

Steps
1. Ask me for: the client's name, the services needed, and the deadline.
2. Write a two-line intro that names the client's goal.
3. Build the services table: service, description, price.
4. Add the delivery time and payment in two instalments.
5. Summarise the quote and ask me before the final version.

Fixed rules
One page only · prices in Kuwaiti dinars · never promise dates I haven't confirmed.

Example of a great result
See the attached file: example-quote.pdf

At the end of every chat
Summarise what you learned, separate global learning from personal information, and add nothing before I approve.

Weak description	Strong description
✕ "A business assistant."	✓ "Use when I ask for a price quote for a new client; builds a one-page quote in my format."
✕ "Helps with quotes."	✓ "Use when I ask for a price quote for a new client."

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STEP 4 · THE MOST IMPORTANT STEP

Train it after every chat.

Keep training... until you're happy with the result.

Your Skill isn't ready yet. Like any new team member... it learns from every task. Give it all your feedback, then ask it to summarise what it learned, and let it add nothing without your approval.

Works → **Summarises** → **You approve** → **Updates** ↻

PROMPT · ONCE

Copy as is · fill in the green

Add this rule to the Skill **Skill name**:

At the end of every chat, summarise what you newly learned about how I work, and ask me about anything unclear.

Don't add anything to the Skill until I approve.

PROMPT · AT THE END OF EVERY CHAT

Copy as is · fill in the green

Before we finish: what did you learn today? What do you suggest adding or changing in the Skill?

Ask me, and update it after I approve.

When does it need training?

- ☐ Results vary from one time to the next
- ☐ It ignores a rule you wrote
- ☐ It doesn't run when you ask for the task: improve the description
- ☐ It asks you the same questions every time

When is it ready?

When it completes **three real tasks in a row** without needing a correction.

Versions

V1, then V2, then V3... one small feature per version. You know what changed, and it's easy to go back.

When to split it in two

When it serves two different tasks, its instructions get very long, or its results start to conflict.

Separate global from personal.

Global to share... personal for you only.

Not everything your Skill learns is fit to share. Separate two kinds of learning, so if you share it with your community or sell it to clients, you don't share your personal information.

Global learning · goes into the Skill

- ☐ The steps and the method
- ☐ Quality rules
- ☐ Mistakes to avoid
- ☐ What a great result looks like

Personal information · in a separate file

- ☐ Your name, brand and colours
- ☐ Your clients and prices
- ☐ Your accounts and links
- ☐ Your personal preferences

PROMPT · SEPARATE — Copy as is · fill in the green

Summarise everything you learned in this chat, in two parts:

(1) global learning about the method that works for any user, (2) personal information about me.

After I approve, add part 1 to the Skill and part 2 to the file **personal file name**.

Training log

Date	What it learned	Type	Approved
date	Prefer tables over bullet points in reports	Global	✓
date	Company name and logo	Personal	✓
date	what it learned	global / personal	✓ / ✗

From my experience: In my content studio, Jack keeps the team's way of working (global) apart from my personal profile and brand (private). And Mariam reached her fourth version, one small feature each time.

? Need a hand with this step? **We'll build it together in a consultation.** **Book → page 18**

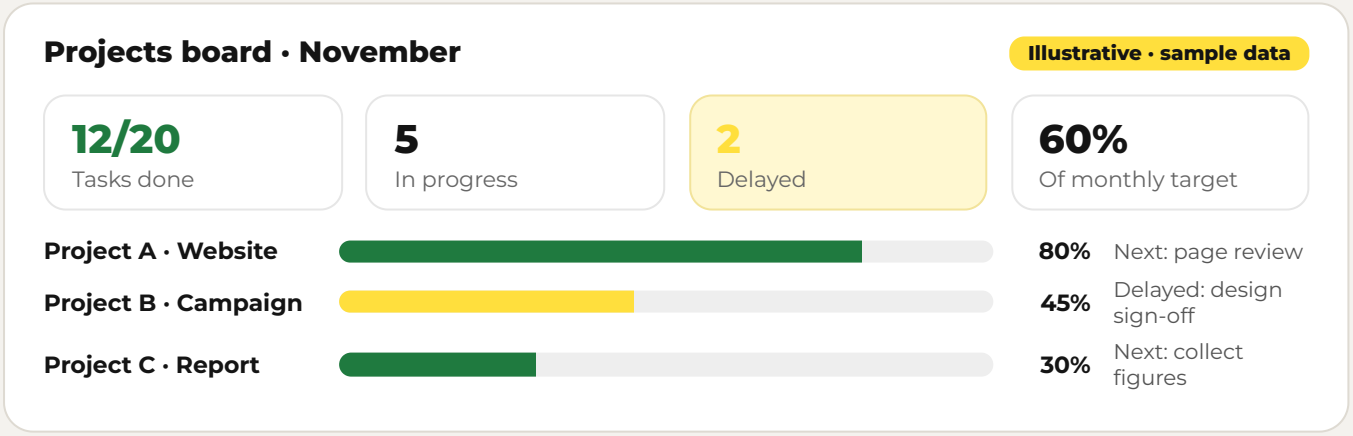
STEP 5

Show your work on one page.

One board... and you know where you are.

Once your Skill is stable and working well... have it show your work in a dashboard: the details, where things stand, and the next step. Open it every morning.

Type	Prompt
Task tracker	Build a dashboard showing my tasks from **Skill name** by status: in progress, on hold, done, with the next step for each.
KPI view	Build a dashboard showing **3–5 KPIs** against the monthly target, with an arrow for the trend.
Calendar	Build a calendar showing upcoming deadlines from **Skill name** for the next two weeks.



Keep it private: don't show client names on a shared dashboard, and blur names before any screenshot.

From my experience: I built Mariam's dashboard in four versions: the priority matrix, then progress bars, then monthly counts of chats and projects, then a Pomodoro timer. It updates every day at 7:45.

? Need a hand with this step? **We'll build it together in a consultation.** **Book → page 18**

STEP 6

Connect it to a folder.

One folder... and all your work in its place.

A Skill gets stronger when it works with your files: it reads your templates and examples from a folder and saves every result there, so your work stays organised in one place.

1 · Add a folder

In the Claude desktop app, add a folder (Add folder), and the Skill can read its files and write to it. Organise it like this:

```
quote-builder/
├─ templates/ ← your templates
├─ examples/ ← great past results
├─ reference/ ← prices and terms
└─ outputs/ ← every new result
```

2 · Save the results

- In the same folder, with a clear name and date
- For example: 2026-11-03_quote_client.pdf
- Or as a doc, a sheet, or a dashboard update
- Have it log what it did in the project file, so you know where you stopped

PROMPT · THE FOLDER — Copy as is · fill in the green

Add to the Skill **Skill name**: read the templates and examples from the folder **folder name**.

Save every result in **outputs folder** with a name that starts with the date, then **name format**, and log what you did in **project file name**.

Never delete or overwrite a file without my approval.

From my experience: Mariam reads one file per project from her folder, and uses it to update the dashboard every morning.

? Need a hand with this step? **We'll build it together in a consultation.** **Book → page 18**

Connect your tools.

Connect it safely... you always decide.

With Connectors, Claude can link to tools you use every day, so your Skill can read from them and prepare what you need.

Tool	What the Skill does
Gmail	Reads messages and drafts replies
Google Calendar	Knows your meetings and deadlines
Google Drive	Opens files and saves results
Slack	Summarises threads and drafts messages

The golden rule: drafts only. Nothing is sent, posted or deleted in your name without your approval.

PROMPT · TOOLS Copy as is · fill in the green

Add to the Skill **Skill name**: when **type of work** is finished, draft a message to **recipient** in **Gmail / Slack**.

Don't send it until I've reviewed and approved it.

Examples from my work

Skill	Reads from	Saves to	Connects to
Mariam	Projects folder	Daily dashboard	—
Jack	The studio database	Post drafts	Canva and Metricool (drafts only)
quote-builder (example)	Templates folder	Quotes folder	Gmail (drafts only)

? Need a hand with this step? **We'll build it together in a consultation.** **Book → page 18**

A ready template.

Fill in the green... the rest is ready.

Fill in the green, and use the last column as an example. Then paste it into a new chat with: "Turn this into a Skill".

Part	Write here	Example: price quotes
Name	**team leader name**	quote-builder
When to use	When I ask for **type of task**.	When I ask for a quote for a new client.
Goal	**the result I want**.	A one-page quote in my format.
Steps	1. **first step** 2. **second step** 3. **third step**	Ask about the client · intro · services table · payment · review
Fixed rules	**rule 1**, **rule 2**.	One page · Kuwaiti dinars
Great example	**attach a real example**.	example-quote.pdf
Avoid	**mistakes I don't accept**.	Promising unconfirmed dates
Global learning	Added here after I approve.	Prefer tables over bullet points
Personal information	In a separate file: **file name**.	my-profile.md
Always	Ask me before you build, and summarise what you understood.	—

Copy and paste.

Copy... fill... build.

The same template, ready to copy, so you don't retype it from the table.

TEMPLATE Copy as is · fill in the green

Turn this into a Skill:

Name: [team leader name]

When to use: When I ask for [type of task].

Goal: [the result I want].

Steps:

1. [first step]
2. [second step]
3. [third step]

Fixed rules: [rule 1], [rule 2].

Example of a great result: [attach a real example from your work].

Avoid: [mistakes I don't accept].

Global learning: add it to this Skill after I approve.

Personal information: save it in a separate file called [personal file name], not in the Skill.

Always: ask me before you build, and summarise what you understood.

At the end of every chat: summarise what you learned, separate global from personal, and add nothing until I approve.

Filling tips

- [ ] Write rules as instructions: "Never exceed..."
- [ ] One real example beats a long description
- [ ] One task per Skill

For the description

Start with "Use when...", and include the words you normally type when you ask for the task. Keep it under 200 characters.

The checklist.

Test first... then rely on it.

Tick every point

- [ ] Tested on at least three real tasks
- [ ] It asks me before it builds
- [ ] It summarises what it understood before writing
- [ ] The result is close to the great example
- [ ] It adds nothing without my approval
- [ ] It separates global learning from personal information

Security first

- [ ] No passwords or API keys in the file
- [ ] No confidential client data
- [ ] Use sample data instead of real data
- [ ] Review the file before you share it

Three test cases

Case	Example	Expected
Normal request	"A quote for a logo design for a new client."	Follows every step
Unusual request	"A quote for three services with two deadlines."	Asks you before deciding
Out of scope	"Write me an employment contract."	Says it's outside its task

Common mistakes

- [ ] A vague description that doesn't say when to use it
- [ ] Several tasks in one Skill
- [ ] No example of a great result
- [ ] Adding rules without testing them

When to review it

Every month, or whenever your way of working changes. Update the version, and keep the old one.

Stuck on a question? That's exactly what we work on in the consultation (page 18).

Ready prompts for every stage.

Save this page... you'll come back to it often.

Six extra prompts you'll need once your Skill is built. Copy them as they are, and fill in the green.

PROMPT · TURN A DOCUMENT INTO A SKILL — Copy as is · fill in the green

This document explains how I do **the task**. Turn it into a Skill called **name**.

Ask me about any unclear step before you write.

PROMPT · REVIEW THE SKILL — Copy as is · fill in the green

Review the Skill **name** as a new team member using it for the first time. What's missing? What's unclear?

Suggest changes, and don't apply them until I approve.

PROMPT · IMPROVE THE DESCRIPTION — Copy as is · fill in the green

The Skill **name** doesn't run when I type **what I usually type**.

Rewrite the description so it says exactly when to use it, in under 200 characters.

PROMPT · SPLIT IT — Copy as is · fill in the green

The Skill **name** now does more than one task.

Suggest splitting it into smaller Skills, each with one task, a name and a description.

PROMPT · SUMMARISE THE WEEK — Copy as is · fill in the green

Summarise what you learned this week from my use of the Skill **name**, split into global learning and personal information,

and suggest the three most important improvements.

PROMPT · BUILD A DASHBOARD — Copy as is · fill in the green

Build a dashboard from the Skill **name** that shows **what I want to see**.

Ask me the three most important things before you start.

THE NEXT STEP

Don't start alone...

let's build it together.

You've read the guide and you know the method. In a consultation we take the shortcut together: you walk me through how you work, and we start building a Skill for your experience.

Why book?

Save your time
Instead of weeks of trial and error.

Start with the right experience
We pick the best task for your first Skill together.

Share or sell it with confidence
We separate global from personal from day one.

Leave with a clear next step
A Skill you've started, and you know how to finish and train it.

Who it's for	Non-technical people from any profession: founders, admins, doctors, teachers, lawyers, students and more.
Session	90 minutes
How it's split	**30 minutes:** you explain how you work, and I answer your questions. **60 minutes:** we start building your Skill together.

Book your consultation

booking page link, added when it's ready

"Start with a Skill you need yourself... and I'll be with you for the first step."

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