

Quick Reference

Prompts you can use right now, in any session

YOUR AI PLAYBOOK
BY 123 ONLINE

■ GETTING BETTER OUTPUT

- › "Interview me about this before you write anything. Ask me questions until you have everything you need."
- › "What information are you missing? Ask me about any knowledge gaps before you start."
- › "Don't be a cheerleader. If something is not working, tell me plainly."
- › "Write this in a way that would not be flagged by AI detection tools. Use natural sentence structure, vary the rhythm and avoid phrases that sound like they came from a language model."
- › "Do not invent statistics, names or examples. Only use information I have given you or that you can verify with a web search."

■ GETTING CURRENT INFORMATION

- › "Search the web for the latest statistics on this before you write anything."
- › "Before you answer, check online to make sure this information is current."
- › "Fact-check everything you have just written. Flag anything you are not certain about."
- › "If you do not know something, say so. Do not make assumptions or fill gaps with guesses."

■ MEMORY AND CONTEXT

- › "Add this to my memory.md: [important fact or decision]"
- › "Review this conversation and add any important decisions or information to my memory.md file."
- › "Update my about-me.md to reflect [change]."
- › "Add this to the project memory."

■ USING SKILLS

- Click the + button in chat to browse and select a skill.
- Type /skillname to invoke a skill directly.
- › "Run the product-marketing-context skill and build my product marketing context document."
- › "Run the ideal-client-profile skill and walk me through building my ideal client profile."
- › "Use the skill-creator to build a skill for [process]."

■ CONNECTORS AND AUTOMATION

- › "Check my inbox for anything urgent from the last 24 hours and give me a summary."
- › "What does my week look like? Identify any gaps where I could schedule deep work."
- › "Set up a daily briefing at 8am covering my inbox and calendar."
- › "Build a live artifact dashboard from my daily briefing task."
- › "Show me my scheduled tasks."

■ WHEN SOMETHING GOES WRONG

- › "That's not right. Try again and explain your reasoning."
- › "You've misunderstood. Here is what I actually meant: [clarify]"
- › "Start over. Ignore the previous attempt."
- › "What would you need to do this better?"

YOUR FOLDERS

FOLDER	WHAT IT CONTAINS	WHEN CLAUDE USES IT
about-me/	about-me.md, writing-rules.md, my-context-map.md, memory.md	Every session, automatically at startup
projects/	Client work, campaign files, ongoing initiatives	When you ask, or when it is in the context map
raw/	Reference material, research, data, notes	When you ask Claude to read from it
.claude/skills/	product-marketing-context, ideal-client-profile, and any skills you build	Via the + menu, a /command, or auto-triggered by your question