Ask Romel AI

FREE · TESTED NOV 2026

NEW TO AI? START HERE.

You've only opened 1 of Claude's 13 parts.

The other 12 can give you back about an hour a week. EST.



← YOU ARE HERE · 01

PARTS 02 TO 13 · INSIDE ↓



16 copy-ready prompts | 15 tested runs | ≈ 8.7 hrs back, est. | 7-day plan

Start on page 4. Then send it to the friend who keeps asking where to start.

@askromelAI

FREE BEGINNER'S GUIDE · 13 PARTS · 4 LESSONS · 7 DAYS

You've met 1 part of Claude. Meet the other 12.

Stop typing the same things into a chat box. Set up the parts that remember you, read your inbox and run on a timer. Written for beginners.

TIME BACK, EST.

8.7 hrs

across 13 everyday jobs. The math is on **page 19**.

Tick the parts you already use.

Everyone starts at **01**. This manual walks you to 13.

THE EVERYDAY 6

- 01 Chat ☑
- 02 Projects ☐
- 03 Memory ☐
- 04 Artifacts ☐
- 05 Research ☐
- 06 Connectors ☐

THE 4 MODELS

- 07 Haiku ☐
- 08 Sonnet ☐
- 09 Opus ☐
- 10 Fable ☐

THE 3 POWER TOOLS

- 11 Skills ☐
- 12 Scheduled ☐
- 13 Claude Code ☐

Which 8 parts cost nothing? p.8 →

Which one reads your inbox? p.11 →

Which one works while you sleep? p.18 →

WHAT'S INSIDE

One question per page.

Find the question you have right now and turn there. New to Claude? Start on page 04.

04 **Start here** — What do I do first, if I am brand new? — Start

05 **Why we made this** — Why does a chat box hide most of Claude? — Story

06 **What this saves you** — Which 3 time drains does this fix? — Payoff

07 **Before you start** — What's the 5-minute first win? — Start

08 **The map: all 13 parts** — Which 8 parts cost nothing? — Glossary 1

09 **The one prompt shape** — What 2 words fix a vague answer? — Core skill

10 **Lesson 01 · Remember** — How do you say it once, for good? — Glossary 2

13 **Lesson 02 · Choose** — When do you go up a model? — Glossary 3

15 **Lesson 03 · Build and find** — How do 2 hours of tabs become 1 page? — Glossary 4

17 **Lesson 04 · Automate** — Which part works while you sleep? — Glossary 5

19 **The scoreboard** — Where do 8.7 hours come from? — Proof

20 **Your first 7 days** — What do you set up first? — Plan

21 **The cheat sheet** — Which part fits the job in front of you? — Keep

22 **Appendix: real runs** — What does Claude actually send back? — Proof

38 **Fixes and next steps** — What if a menu isn't there? — Help

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IF YOU'RE JUST STARTING

"Where do I start?" Right here.

Four steps, in order. The first three are free and take less than a week.

1

TODAY FREE p.7 →

Start free. Stay on Sonnet.

Sign up at claude.ai or get the phone app. Leave the model on **Sonnet**. Free covers 8 of the 13 parts.

2

TONIGHT · 5 MINUTES FREE p.7 →

Run one prompt.

```
I need my week planned from [my email and calendar]. Done when I know my top 3.
```

No email connected? Paste in the 10 things on your mind instead.

3

THIS WEEK FREE p.11 →

Make it remember you.

Make one project for your busiest job. Tell Claude 3 things to remember. Then follow the 7 days on page 20.

4

WHEN YOU HIT A WALL PAID p.14 →

Pay only then.

Upgrade when you keep hitting the limit, or when you want Opus, Research or scheduled tasks.

Skip for now: Fable, Research and Claude Code. Great later. Not day one.

Got asked this? Send them this page. It's the whole answer.

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WHY WE MADE THIS

Most of Claude sits below the chat box.

01 Chat

WHAT YOU SEE

WHAT'S WAITING UNDERNEATH

Remember
02 Projects · 03 Memory · 06 Connectors

Choose
07 Haiku · 08 Sonnet · 09 Opus · 10 Fable

Build and find
04 Artifacts · 05 Research

Automate
11 Skills · 12 Scheduled · 13 Code

Claude has more than these, like voice mode and web search. These 13 are the ones this guide covers.

The Claude Glossary ran on X as five posts, one a day. Each post covered a few parts of Claude: what they do, where to click, and one prompt to try.

A post has room for one example. This manual has room for the rest. It explains every part in plain words, adds the setup steps, and shows **13 real jobs** with the time each one saves.

Plain words
Every term explained the first time it shows up.

The exact clicks
Checked against Claude's own help pages.

A number on every job
Time by hand next to time with Claude.

Who wrote this

Romel Ragasa. NYC construction leader, 15+ years, background in architecture. He runs his job and home on Claude.

15	200+	3h→1h
apps connected	artifacts built	email, most mornings

HOW TO READ A PAGE

FREE on the free plan · PAID needs a paid plan

`I need your detail` copy it, swap the yellow · EST. a planning estimate, not a measurement

☐ tick it when done

WHAT THIS SAVES YOU

Three time drains, fixed.



When you only use the chat box, three things can eat your time. Each lesson takes one out.

01

Repeating yourself

Claude can start every chat knowing your job, your preferences and your apps.

→ Lesson 1 · Remember

02

Hunting in tabs

Claude gathers the facts and hands back one page you keep.

→ Lesson 3 · Build and find

03

Redoing weekly work

The job runs on a schedule, in your format, without you starting it.

→ Lesson 4 · Automate

Lesson 2 makes all three faster: the right model for the size of the job.

13 JOBS · EST.

8.7 hrs

back, doing each once

By hand — 640 min

With Claude — 118 min

"With Claude" includes writing the prompt and checking the answer.

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BEFORE YOU START

Four words. Then your first win.

Prompt
The message you type to Claude. Every one in this guide follows one shape.

Sidebar
The menu down the left side. Projects, Artifacts and Scheduled live here.

The + button
Bottom left of the message box. It opens tools like Connectors and Research.

Usage limit
Every plan has one. Free resets every five hours. Bigger models and Research can use it faster.

FREE **8 of the 13 parts.** A free account at claude.ai.

PAID **Paid adds the other 5.** Fable costs extra on Pro.

Your 5-minute first win

TRY IT NOW · FREE

Open a new chat. Paste this with your own week in the yellow.

```
I need my week planned from [my email and calendar]. Done when I know my top 3. If necessary, ask me clarifying questions first.
```

WHAT YOU GET BACK · SAMPLE

1. Send the lease renewal by Wed.
2. Book the dentist.
3. Prep Thursday's budget call.

No email connected yet? Paste the 10 things on your mind instead. You'll connect apps in Lesson 1.

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13 parts to know. 8 are free.

One page, every part, one line each. Tick what you use. The rest of this manual fills in the blanks.

Everyday · Models · Power tools — FREE · PAID

THE EVERYDAY 6 · LESSONS 1 AND 3

01 Chat app
Chat on the web, the desktop app or your phone.
FREE ☐

02 Projects
Start here
A workspace with its own files and rules.
FREE ☐

03 Memory
Remembers what you tell it, across chats.
FREE ☐

04 Artifacts
Docs, pages and small tools you keep and share.
FREE ☐

05 Research
Reads many sources, then writes one report.
PAID ☐

06 Connectors
Links Claude to Gmail, Calendar, Drive and more.
FREE ☐

THE 4 MODELS · LESSON 2 · SMALL JOB TO BIG JOB

07 Haiku
Quick, simple jobs.
FREE ☐

08 Sonnet
The everyday pick.
FREE ☐

09 Opus
Big jobs with many steps.
PAID ☐

10 Fable
The hardest problems.
PAID ☐

THE 3 POWER TOOLS · LESSON 4

11 Skills
Saved know-how Claude uses on its own.
FREE ☐

12 Scheduled tasks
Runs a job for you on a timer.
PAID ☐

13 Claude Code
Works in files and folders, writes code.
PAID ☐

☆ **Set up these 3 first, all free:** Projects, Memory, Connectors. Lesson 1, p.10 →

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THE ONE PROMPT SHAPE

One prompt shape. All 13 parts.

Treat a prompt like a scope of work. Say what you want built and how you'll know it's done. Most prompts in this manual use this shape.

THE SHAPE

1. I need [goal].
2. Done when [finish line].
3. If necessary, ask me clarifying questions first.

1 The goal

What you want. One job per prompt.

2 The finish line

What done looks like: a table, a checklist, 60 words, 3 options.

3 The safety net

Claude can ask before it guesses. Answer, then it builds.

SAME ASK, TWO WAYS · SAMPLE

BEFORE

"Help me with my week."

You get generic tips. You still do the work.

→

AFTER

I need my week planned from my email and calendar. Done when I know my top 3. If necessary, ask me clarifying questions first.

WHAT YOU GET BACK · SAMPLE

1. Send the lease renewal by Wed. 2. Book the dentist. 3. Prep Thursday's budget call.

Fill the yellow

Brackets mean: put your own detail here.

Name the shape

Table, checklist, word count. Claude aims for it.

Keep going

Follow up in the same chat. It remembers the thread.

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LESSON 01 OF 04

01



Say it once. Claude keeps it.

Three free setups stop the repeating. After them, every chat starts already knowing your job, how you like answers and where your files live.

IN THIS LESSON

02 **Projects** FREE

03 **Memory** FREE

06 **Connectors** FREE

TIME BACK · EST.

125 → 22 min

this lesson's jobs, by hand vs with Claude

Set up the free 3.

Each takes a few minutes, once. Menu names as of Nov 2026: if one has moved, search Settings for the feature's name.

THINK OF IT LIKE A JOBSITE

Project = the job trailer
One job's drawings and rules.

+

Memory = the foreman
Knows how you work.

+

Connectors = the keys
Open your other apps.

02 Projects

FREE

A workspace with its own instructions, files and chats. Every chat inside it starts with them.

SET IT UP

1. Click **Projects** in the sidebar.
2. Click **New project**. Add 3 to 5 rules and the files Claude should know.
3. Start every chat for that job inside it.

Tip. Free plan: up to 5 projects. One per ongoing job: a side business, a class, a move.

03 Memory

FREE

Claude saves facts from your chats, so the next chat already knows them. Each project keeps its own.

SET IT UP

1. Open **Settings**. Check **Generate memory from chats** is on. It's on by default.
2. Say **"remember this"** to save a fact on purpose.
3. Read, edit or delete what it saved under **Manage**.

Tip. For a private question, use an incognito chat (the ghost icon). It isn't saved to memory.

06 Connectors

FREE

Links Claude to an app like Gmail, Calendar or Drive, so it can search and read there for you.

SET IT UP

1. Open **Plugins**, then **Connectors**.
2. Pick an app. Click **Connect** and sign in.
3. In a chat, click **+**, then **Connectors**. Switch on only what you need.

Tip. Name the source: "Search my Gmail for..." By default, Claude asks before it sends an email.

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LESSON 1 IN REAL LIFE

4 jobs the free 3 take off your plate.

Projects + Connectors

The weekly recap

Anyone with a busy inbox

I need a weekly recap of [my inbox and calendar]. Done when it fits one screen and lists what needs a reply.

By hand 30 min
With Claude 5 min EST.
Every week

Projects

One plan for a trip

Planning a holiday visit

In a project, upload [flight and hotel emails]. Then: I need one plan for this trip. Done when I have a day-by-day table: date, time, place, confirmation number.

By hand 45 min
With Claude 10 min EST.
Every trip

Memory

Stop re-explaining yourself

Anyone who uses Claude daily

Remember 3 things: I [work nights], I [have two kids], and I want answers [under 100 words]. Done when you list back what you saved.

By hand = about 2 minutes of background, typed into 10 chats a week.

By hand 20 min
With Claude 2 min EST.
Saves weekly

Gmail connector

Catch returns before they expire

After a shopping season

Search my Gmail for [order confirmations from the last 30 days]. Done when I have a table: store, item, price, and the return-by date if the email shows one.

By hand 30 min
With Claude 5 min EST.
Every month

WEEKLY RECAP, OVER A YEAR · EST.

≈ 22 hours

25 minutes back a week, times 52 weeks. One prompt, set up once. Lesson 4 shows how to make it run on its own.

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LESSON 02 OF 04

02



Match the model to the job.

Claude comes in four model families. Small jobs get fast answers on the free ones. Big jobs get a model built for many steps.

IN THIS LESSON

07 **Haiku** FREE

08 **Sonnet** FREE

09 **Opus** PAID

10 **Fable** PAID

TIME BACK · EST.

180 → 39 min

this lesson's jobs, by hand vs with Claude

Pick by the size of the job.

Claude comes in 4 model families. Bigger ones think harder and can use more of your plan's limit.

1 **Open the model picker** near where you type.

2 **Pick** the one that fits the job.

07 · FREE · Haiku

●○○○

Quick, simple jobs and math.

Scale a recipe

```
Scale [my chili for 4] to serve [12]. Done when it's a table: ingredient, old amount, new amount.
```

Hand 10m
Claude 1m EST.

08 · FREE · Sonnet

●●○○

The everyday pick. Writing, emails, plans.

Write a sale listing

```
Write a listing for [my old bike]. Done when it's 60 words, 3 bullets and a fair price range.
```

Hand 20m
Claude 3m EST.

09 · PAID · Opus

●●●○

Big jobs with many steps and tradeoffs.

Compare 3 health plans

```
Here are [3 plans, pasted]. Done when you pick one for [a family of 4] with 2 reasons.
```

Hand 90m
Claude 20m EST.

10 · PAID · Fable

●●●●

The hardest problems. Uses your limit fastest.

Stress-test a big move

```
Poke holes in [my plan to move next spring]. Done when I have the 5 hardest questions.
```

Hand 60m
Claude 15m EST.

SMALL JOB — BIG JOB

→ Go up one when

the answer is thin or misses steps.

↓ Go down one when

you're waiting, or the job is small.

Not sure? Ask:

```
I need to pick a Claude model for [task]. Done when you name one and give one reason.
```

Version numbers change often. Pick the newest one in each family. Free plan: Haiku and Sonnet.

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LESSON 03 OF 04

03



Let 2 tools do the legwork.

Research gathers the facts from many sources. Artifacts turn them into a page you keep, print and share. Together they end the tab-hopping.

IN THIS LESSON

05 **Research** PAID

04 **Artifacts** FREE

TIME BACK · EST.

165 → 30 min

this lesson's jobs, by hand vs with Claude

Find it. Then keep it.

Artifacts build the thing you keep. Research gathers the facts you need. Use them together and the tab-hopping stops.

04 Artifacts

FREE

Builds a doc, page, checklist or small tool you keep and share.

SET IT UP

1. Open **Settings › Capabilities**.
2. Turn on **Create and edit files**. Older menus call it Code execution and file creation.
3. Ask for something to keep. Find it later in the **Artifacts** tab.

Tip. New artifacts start private. You choose when to share.

05 Research

PAID

Runs many searches, then writes one report. On web and desktop it can search your connected apps too.

SET IT UP

1. Turn on **web search**. Research needs it.
2. Click **+** at the bottom left of the chat, then **Research**.
3. Ask your question. Give it time to dig.

Tip. Research uses your limit faster than a normal chat.

USE THEM TOGETHER

1 · Research
Find the top 3 options, with prices and sources.

→

2 · Follow up
"Turn your top 3 into a one-page comparison."

→

3 · Artifact
A page you keep, print and send.

Research

Research the best buy

Shopping for a big purchase

```
I need the top 3 [robot vacuums for a home with pets]. Done when each has a price, one pro, one con and a source link.
```

Hand 120m
Claude 20m EST.
Each buy

Artifacts

A moving checklist

Moving to a new place

```
I need a moving checklist for [a 2-bedroom apartment]. Done when it fits on one page I can print and check off.
```

Hand 45m
Claude 10m EST.
Each move

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LESSON 04 OF 04

04



Set it up once. Let it run.

Three tools repeat work for you: your format every time, a job on a timer, and changes made right in your files.

IN THIS LESSON

11 **Skills** FREE

12 **Scheduled tasks** PAID

13 **Claude Code** PAID

TIME BACK · EST.

170 → 27 min

this lesson's jobs, by hand vs with Claude

Three tools that repeat work.

Three tools that repeat work for you: your format, on your schedule, in your files.

11 Skills

FREE

Saved know-how Claude uses on its own.

SET IT UP

1. Turn on **Create and edit files** in Settings › Capabilities.
2. Click **Plugins › Skills** in the sidebar.
3. Switch a skill on. Then just ask.

Tip. Ready-made skills cover Word, Excel, PowerPoint and PDF.

12 Scheduled tasks

PAID

A job on a timer. Most run in the cloud.

SET IT UP

1. Click **Scheduled** in the sidebar.
2. Click **New task**. Describe the job.
3. Pick how often: hourly, daily, weekdays or weekly.

Tip. Newer versions: ask Claude to turn a chat into a task.

13 Claude Code

PAID

Works in your files. Sorts, renames, builds tools.

SET IT UP

1. Install the **Claude desktop app** and sign in.
2. Open the **Code** tab.
3. Tell it the folder and the job.

Tip. Test on a copy of the folder first.

ROMEL'S REAL RESULT

3h → 1h

His Morning Brief preps his email and drafts replies each morning. About 3 hours of email became about 1, most mornings.

Skills

A deck in your format

`I need a 5-slide PowerPoint file on [my Q3 results]. Done when each slide has a title and 3 bullets.`

Hand 90m
Claude 20m EST.
Quarterly

Scheduled task

Friday bill radar

`Every [Friday at 4 PM]: list bills due next week from my email. Done when each has payee, amount and due date.`

Hand 20m
Claude 2m EST.
Weekly

Claude Code

Rename 500 photos

`Rename the photos in [this folder] by date taken. Done when each name starts with the date.`

Hand 60m
Claude 5m EST.
As needed

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THE SCOREBOARD · ESTIMATES

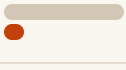
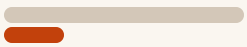
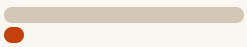
13 jobs. About 8.7 hours back.

Each job done once: 640 minutes by hand, 118 with Claude. Time with Claude includes writing the prompt and checking the answer.

8.7 hrs
saved if you run all 13 once

≈ 1 hr
a week from the 3 weekly jobs alone

≈ 53 hrs
a year from those 3, set up once

	JOB · PART	BY HAND / WITH CLAUDE	MINUTES	SAVED	YOURS
01	**Weekly inbox recap** Projects + Connectors WEEKLY		30→5	-25 min	
02	**One plan for a trip** Projects		45→10	-35 min	
03	**Stop re-explaining yourself** Memory WEEKLY		20→2	-18 min	
04	**Catch returns in time** Gmail connector		30→5	-25 min	
05	**Scale a recipe** Haiku		10→1	-9 min	
06	**Write a sale listing** Sonnet		20→3	-17 min	
07	**Compare 3 health plans** Opus		90→20	-70 min	
08	**Stress-test a big move** Fable		60→15	-45 min	
09	**Research the best buy** Research		120→20	-100 min	
10	**A moving checklist** Artifacts		45→10	-35 min	
11	**A deck in your format** Skills		90→20	-70 min	
12	**Friday bill radar** Scheduled task WEEKLY		20→2	-18 min	
13	**Rename 500 photos** Claude Code		60→5	-55 min	
	Total, once each		**640→118**	**-522**	

Your times will differ. Time yourself on one job, write it in the **Yours** column, and keep score.

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YOUR FIRST 7 DAYS

One part a day. About 15 minutes.

Start any day of the week. Every day works on the free plan. Day 7 has a paid option too.

DAY 1

The shape FREE

Plan your week with the one prompt shape.

```
I need my week planned from [my email and calendar]. Done when I know my top 3.
```

p.9

DAY 2

Projects FREE

Make one project for your busiest job. Add 3 to 5 rules.

```
Rules: answers [under 150 words]. Tables when I compare. Ask before you guess.
```

p.11

DAY 3

Memory FREE

Tell Claude 3 things about you. Check what it saved.

```
Remember: I [work nights] and want answers [short]. List back what you saved.
```

p.11

DAY 4

Connectors FREE

Connect one app. Run the weekly recap.

```
I need a weekly recap of [my inbox]. Done when it lists what needs a reply.
```

p.12

DAY 5

Models FREE

Run one prompt on Haiku, then Sonnet. Keep the better one.

```
Write a listing for [something I'm selling]. Done when it's 60 words.
```

p.14

DAY 6

Artifacts FREE

Make a one-page checklist you'll reuse.

```
I need a checklist for [my Sunday reset]. Done when it fits one printable page.
```

p.16

DAY 7

Automate FREE PAID

Free: switch on one skill. Paid: schedule your weekly recap.

```
Make this recap a scheduled task. Every [Monday at 8 AM].
```

p.18

Week 2 and on: add one new job a week from page 19. Redo the scoreboard every month.

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THE CHEAT SHEET · KEEP THIS ONE

Name the job. Pick the part.

I need **A quick answer**	→	**Haiku or Sonnet** 07 · 08 — FREE
I need **The same background, every time**	→	**A Project** 02 — FREE
I need **Claude to know your preferences**	→	**Memory** 03 — FREE
I need **Answers from your email, calendar or files**	→	**A Connector** 06 — FREE
I need **Something to keep, print or share**	→	**An Artifact** 04 — FREE
I need **A hard problem with many steps**	→	**Opus or Fable** 09 · 10 — PAID
I need **Facts gathered from many sources**	→	**Research** 05 — PAID
I need **Your format, every time**	→	**A Skill** 11 — FREE
I need **The same job every week**	→	**A Scheduled task** 12 — PAID
I need **Work on files in a folder**	→	**Claude Code** 13 — PAID

6 safety rules

- ✓ First names are enough. Leave out addresses and health details a task doesn't need.
- ✓ Switch on only the connectors a chat needs.
- ✓ Read every approval. By default, Claude asks before it sends an email for you.
- ✓ Never paste passwords, ID numbers or account numbers into any chat.
- ✓ Check prices, dates and facts before you act on them.
- ✓ Private question? Use an incognito chat. It isn't saved to memory.

Print this page and keep it by your desk. Most prompts in this manual use the shape on page 9.

APPENDIX · WE RAN THE PROMPTS

15 prompts. Real answers.

We ran 15 of this guide's 16 prompts on Nov 24, 2026, each on the model its lesson names. The next pages show what we typed and what came back, as screenshots. Prompt 16 runs in the Claude Code tab of the desktop app, so it isn't shown.

15
prompts run in the Claude app

15
met their Done when line

4
models: Haiku, Sonnet, Opus, Fable

0
real emails read. All data is made up.

Your answers will look different.

These runs were on Romel's account. It has a design system and saved preferences that guide the look and feel, so some answers came back as styled cards, a branded checklist or a designed deck. A few even name his own skills. On your account you'll get the same kind of answer in Claude's standard look. Wording, layout and numbers can also change from one run to the next.

THE EXAMPLES

01	Your 5-minute first win	p.23	02	The weekly recap	p.24
03	One plan for a trip	p.25	04	Stop re-explaining yourself	p.26
05	Catch returns	p.27	06-07	Haiku and Sonnet	p.28
08	Opus: a job with tradeoffs	p.29	09	Fable: poke holes	p.30
10	Which model?	p.31	11	Research the top 3	p.32
12	Follow up: make it a page	p.33	13	A checklist you keep	p.34
14	A deck in your format	p.36	15	The bill radar	p.37

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EXAMPLE 01 OF 15

Prompt from p.7

Your 5-minute first win

Sonnet 5.5 | SAMPLE DATA | ✓ MET ITS DONE WHEN

What to notice: It ranked the top 3 by deadline, then said what it assumed.

YOU TYPE · CLAUDE ANSWERS

Weekly plan from email and... Share

I need my week planned from my email and calendar. Done when I know my top 3. If necessary, ask me clarifying questions first. (SAMPLE DATA, pasted below since nothing is connected.) EMAILS: 1) Landlord: lease renewal form due back Wednesday. 2) Dr. Lee's office: you are due for a cleaning, book online. 3) Boss: please bring Q4 budget numbers to Thursday's 10 AM call. 4) School: field trip form and $15 due Friday. 5) Store newsletter: holiday sale. CALENDAR: Mon 7 AM gym. Tue 2 PM client call. Thu 10 AM budget call. Sat 9 AM kid's soccer.

Show less

36 minutes ago

Checking the week's schedule against the current

Your top 3, in deadline order

CONTINUED ↓

1. **Lease renewal form.** Due Wednesday. Do it Tuesday morning, before the 2 PM client call.
2. **Q4 budget numbers.** Needed for Thursday's 10 AM call. Finish them Wednesday so Thursday is only review.
3. **School field trip form and $15.** Due Friday. Fill it out Wednesday night and put the cash in the bag.

The week

Day	Fixed	Do
Tue	2 PM client call	Lease form (AM)
Wed	none	Budget numbers (main block). Field trip form (evening).
Thu	10 AM budget call	15-minute review of numbers before the call
Fri	none	Confirm the field trip form went in. Book the dental cleaning (5 minutes).
Sat	9 AM	none

COPY THIS PROMPT

Swap the yellow for your own details.

```
I need my week planned from [my email and calendar]. Done when I know my top 3. If necessary, ask me clarifying questions first.
```

Run Nov 24, 2026. Your answer may look different: a design system on this account shapes the look.

@askromelAI

EXAMPLE 02 OF 15

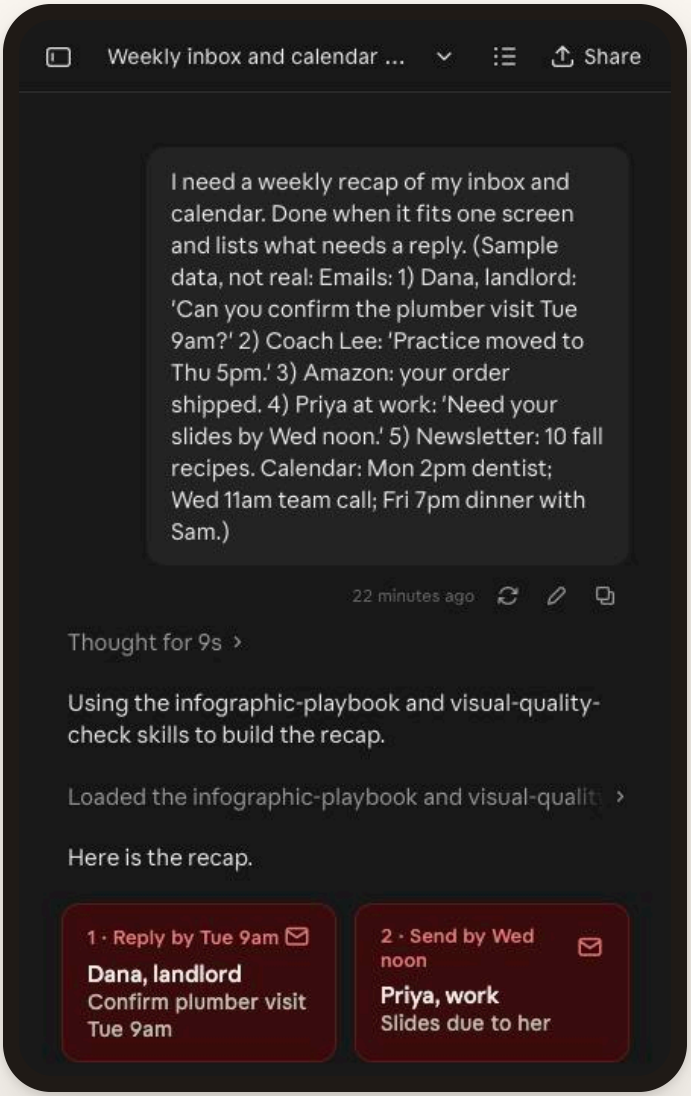
Prompt from p.12

The weekly recap

Sonnet 5.5 | SAMPLE DATA | ✓ MET ITS DONE WHEN

What to notice: Two emails need a reply. The design system turned the recap into cards.

YOU TYPE · CLAUDE ANSWERS



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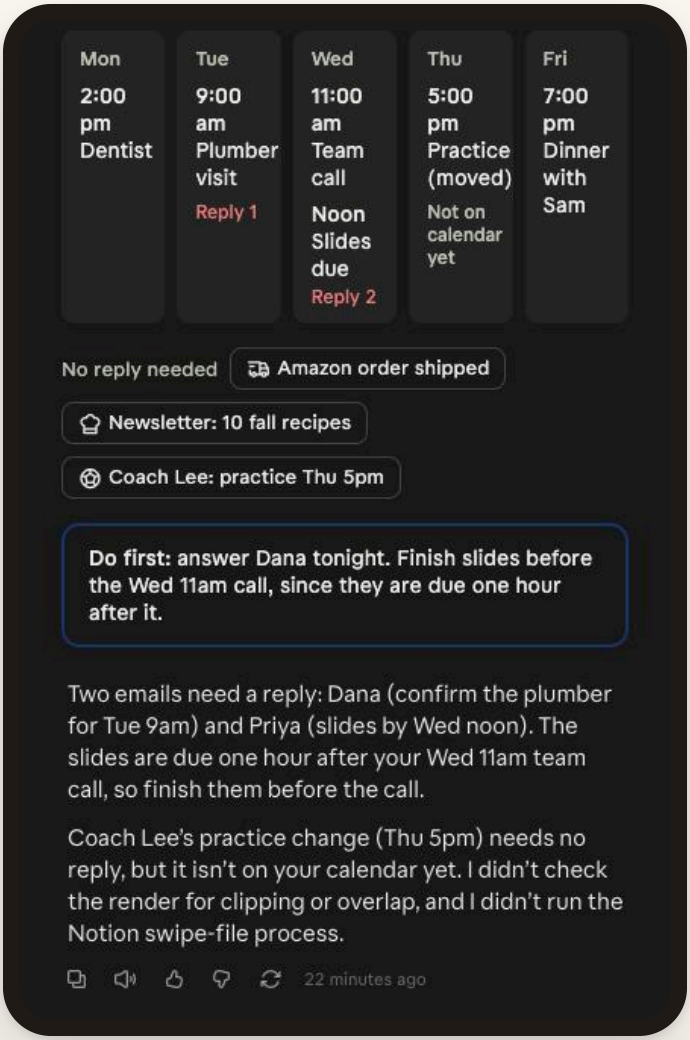


COPY THIS PROMPT

Swap the yellow for your own details.

```
I need a weekly recap of [my inbox and calendar]. Done when it fits one screen and lists what needs a reply.
```

Run Nov 24, 2026. Your answer may look different: a design system on this account shapes the look.

@askromelAI

EXAMPLE 03 OF 15

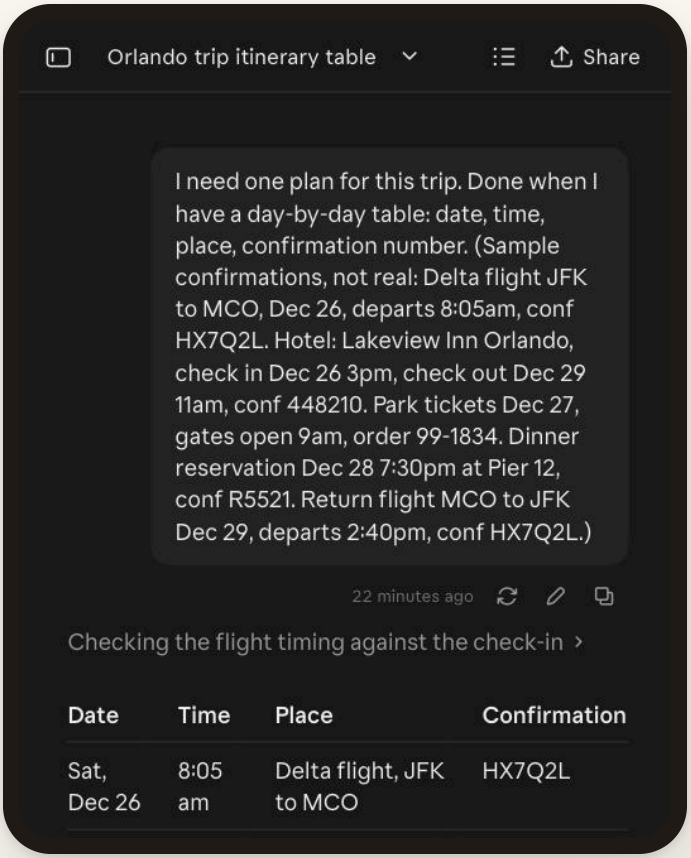
Prompt from p.12

One plan for a trip

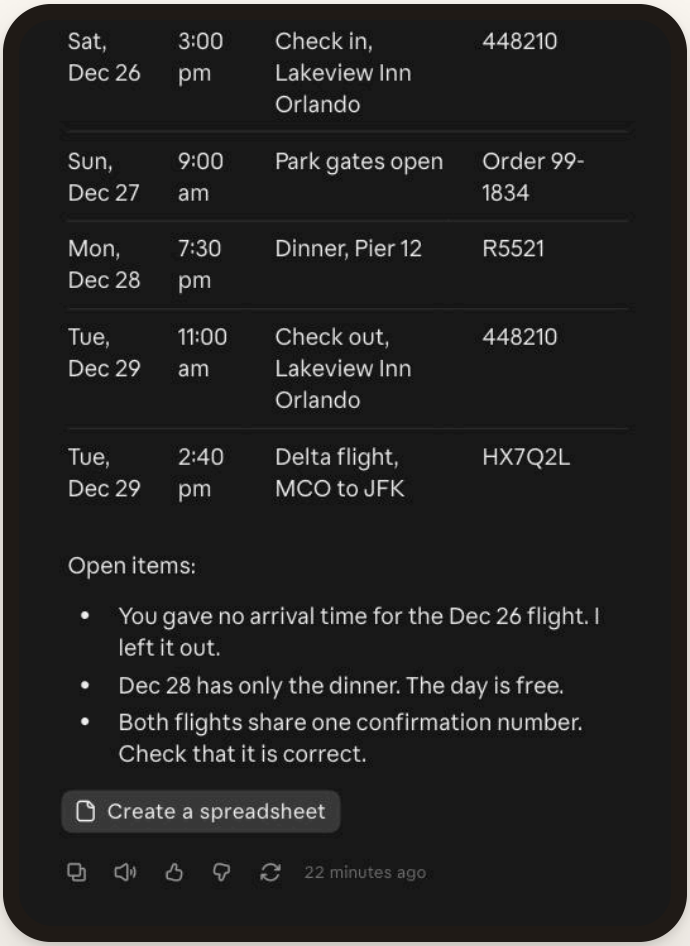
Sonnet 5.5 | SAMPLE DATA | ✓ MET ITS DONE WHEN

What to notice: One row per booking. It flagged the arrival time it didn't have.

YOU TYPE · CLAUDE ANSWERS



CONTINUED ↓



COPY THIS PROMPT

Swap the yellow for your own details.

```
I need one plan for this trip. Done when I have a day-by-day table: date, time, place, confirmation number.
```

Run Nov 24, 2026. Your answer may look different: a design system on this account shapes the look.

@askromelAI

EXAMPLE 04 OF 15

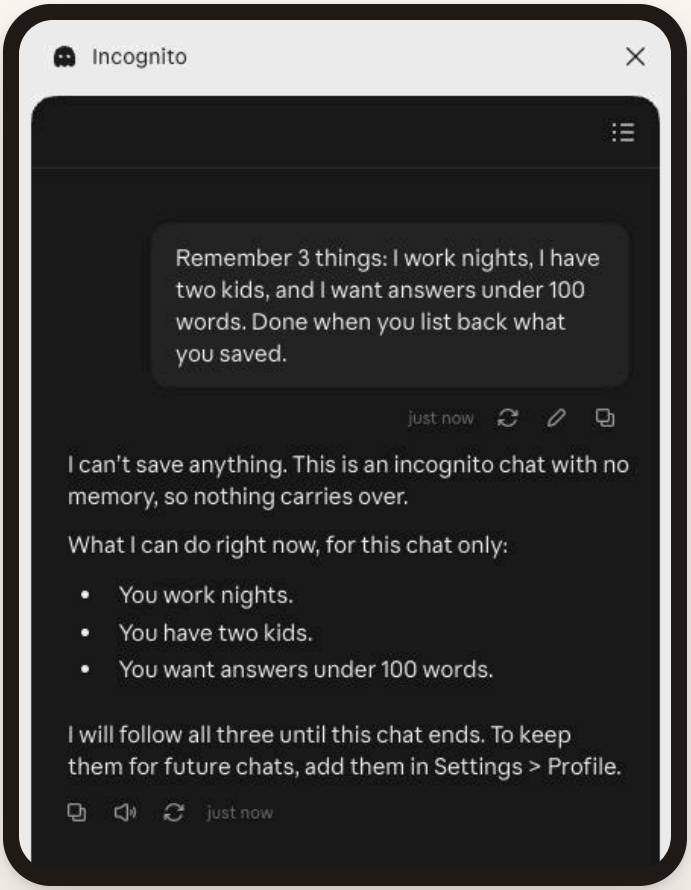
Prompt from p.12

Stop re-explaining yourself

Sonnet 5.5 | SAMPLE DATA | ✓ MET ITS DONE WHEN

What to notice: Incognito saves nothing, and Claude says so.

YOU TYPE · CLAUDE ANSWERS



Why nothing was saved

This run was in an **incognito chat**, so no fake facts went into a real memory. Claude says it can't save, then uses the 3 facts for the rest of the chat.

To save them for good, run the same prompt in a **normal chat**. Then open **Manage** next to your memory in Settings to see what it kept.

COPY THIS PROMPT

Swap the yellow for your own details.

```
Remember 3 things: I [work nights], I [have two kids], and I want answers [under 100 words]. Done when you list back what you saved.
```

Run Nov 24, 2026. Your answer may look different: a design system on this account shapes the look.

@askromelAI

EXAMPLE 05 OF 15

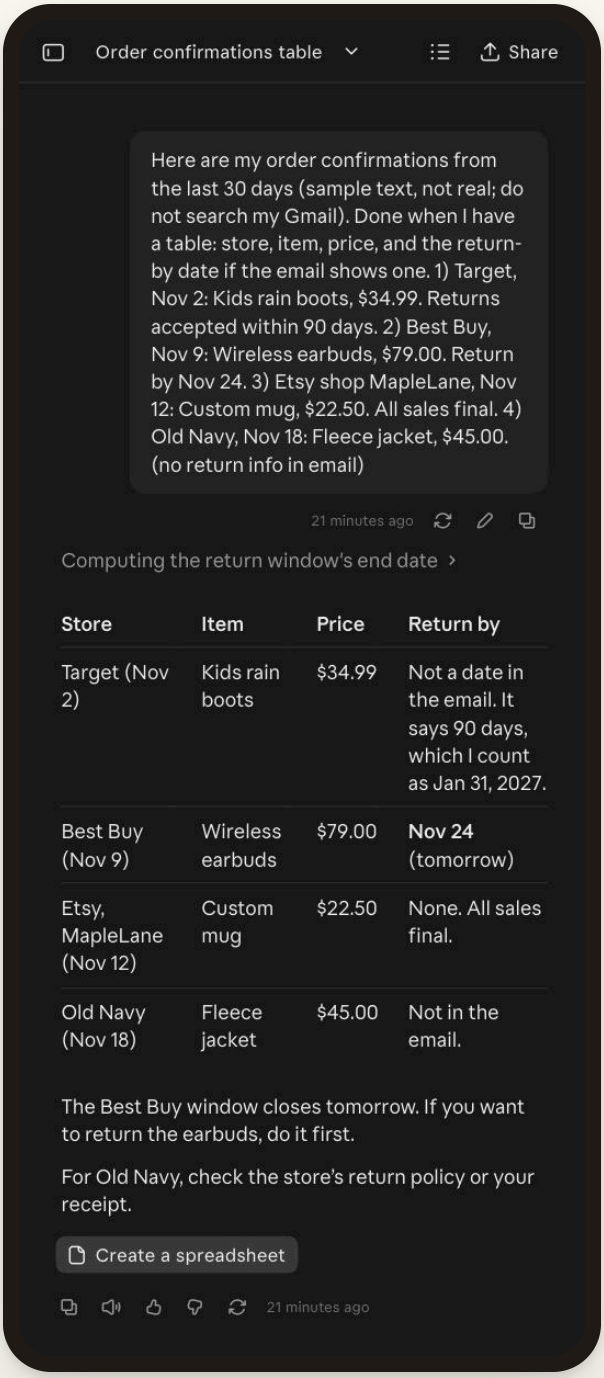
Prompt from p.12

Catch returns before they expire

Sonnet 5.5 | SAMPLE DATA | ✓ MET ITS DONE WHEN

What to notice: It counted the 90-day window and flagged the return due tomorrow.

YOU TYPE · CLAUDE ANSWERS



Sample text, not Gmail

The order emails here were pasted in as made-up text. With Gmail connected, start the prompt with **Search my Gmail for** and Claude reads the real ones.

Run Nov 24, 2026. Your answer may look different: a design system on this account shapes the look.

@askromelAI

EXAMPLE 06 OF 15

Prompt from p.14

Same shape, two models

Haiku 5.5 | Sonnet 5.5 | SAMPLE DATA | ✓ MET ITS DONE WHEN

What to notice: Haiku scaled the recipe. Sonnet wrote the listing at 60 words.

06 · HAIKU · SCALE A RECIPE

Scaled chili recipe for 12 — Share

Scale my chili for 4 to serve 12. Done when it's a table: ingredient, old amount, new amount. (Sample recipe: 1 lb ground beef, 1 can kidney beans (15 oz), 1 can crushed tomatoes (28 oz), 1 onion, 2 cloves garlic, 2 tbsp chili powder, 1 tsp cumin, 1/2 tsp salt.)

20 minutes ago

Converting ingredient quantities for the bigger ba ›

Ingredient	Old (4 servings)	New (12 servings)
Ground beef	1 lb	3 lb
Kidney beans	1 can (15 oz)	3 cans (15 oz each)
Crushed tomatoes	1 can (28 oz)	3 cans (28 oz each)
Onion	1	3
Garlic	2 cloves	6 cloves
Chili powder	2 tbsp	6 tbsp
Cumin	1 tsp	3 tsp (1 tbsp)
Salt	1/2 tsp	1 1/2 tsp

Use a pot large enough for about three times the volume. Add the salt and chili powder in stages and taste as you go.

Create a spreadsheet

20 minutes ago

07 · SONNET · A SALE LISTING

Trek FX 2 bike listing — Share

Write a listing for my 3-year-old bike. Done when it's 60 words, 3 bullets and a fair price range. (Sample details: Trek FX 2 hybrid, medium frame, bought new for $750, ridden on weekends, new tires this spring, small scratch on the top tube, pickup in Queens.)

20 minutes ago

Count words in listing ›

Using the humanify-writing skill to check the voice rules before I trim the listing to 60 words.

Loaded skill ›

Trek FX 2 Hybrid, Medium Frame

Three years old. Bought new for $750. Ridden on weekends only.

Easy hybrid for bike paths and commutes.

- New tires installed this spring, so you can ride right away.
- Small scratch on the top tube. Priced to reflect it.
- Pickup in Queens. Message me to set a time.

Asking $400. Reasonable offers are considered.

That is 60 words, not counting the bullet markers.

Fair price range: $350 to $450. Ask $400 and expect offers near $350. This is my estimate, not a market check. It assumes a three-year-old hybrid in good shape sells for roughly half to 60% of its new price, and the new tires help. Before you post, search Facebook Marketplace and Craigslist for "Trek FX 2" in NYC. If similar bikes list higher, move up.

20 minutes ago

Run Nov 24, 2026. Your answer may look different: a design system on this account shapes the look.

@askromeIAI

EXAMPLE 08 OF 15

Prompt from p.14

A job with tradeoffs

Opus 5.5 SAMPLE DATA ✓ MET ITS DONE WHEN

What to notice: One pick, the yearly math, and the assumptions to check.

YOU TYPE · CLAUDE ANSWERS

Family health plan comparis... Share

Here are my 3 health plan options (sample, not real). Done when you pick one for a family of 4 with 2 reasons. Plan A: $310/month premium, $500 deductible, $25 doctor visits, $6,000 family out-of-pocket max. Plan B: $190/month premium, $3,000 deductible, visits cost full price until the deductible is met, $9,000 out-of-pocket max, HSA eligible. Plan C: $250/month premium, $1,500 deductible, $40 visits, $7,500 out-of-pocket max. Our family sees a doctor about 12 times a year and one child has a monthly prescription that costs $90 at full price.

Show less

19 minutes ago

Comparing the three plans' annual costs ›

Pick: Plan A.

The two reasons:

CONTINUED ↓

1. **It costs the least in a bad year.** If someone in a family of 4 has a hospital stay, you hit the out-of-pocket max. Plan A caps your total year at $9,720. Plan C caps it at $10,500, and Plan B at $11,280.
2. **Your routine care is cheap and predictable.** Visits are a flat $25. The $500 deductible is low, so the $90 monthly prescription will likely start getting coverage early in the year. On Plan B, you pay full price for both visits and the prescription until you spend $3,000.

Yearly cost	Plan A	Plan B	Plan C
Premiums	$3,720	$2,280	$3,000
12 visits	$300	~$1,800	$480
Prescription (full price)	$1,080	$1,080	$1,080
Normal year	**~$5,100**	**~$5,160**	**~$4,560**
Worst year (premiums + max)	**$9,720**	**$11,280**	**$10,500**

Plan C costs about $540 less in a normal year. Plan A gives you $780 more protection in a bad year. I think that protection is worth more for a family with kids.

Assumptions to check:

- I priced Plan B visits at about $150 each. Your real price may be different.
- I counted the prescription at full price on all 3 plans because your info doesn't list drug copays. If Plan A gives a copay after the deductible, Plan A gets cheaper than shown.

Run Nov 24, 2026. Your answer may look different: a design system on this account shapes the look.

@askromelAI

EXAMPLE 09 OF 15

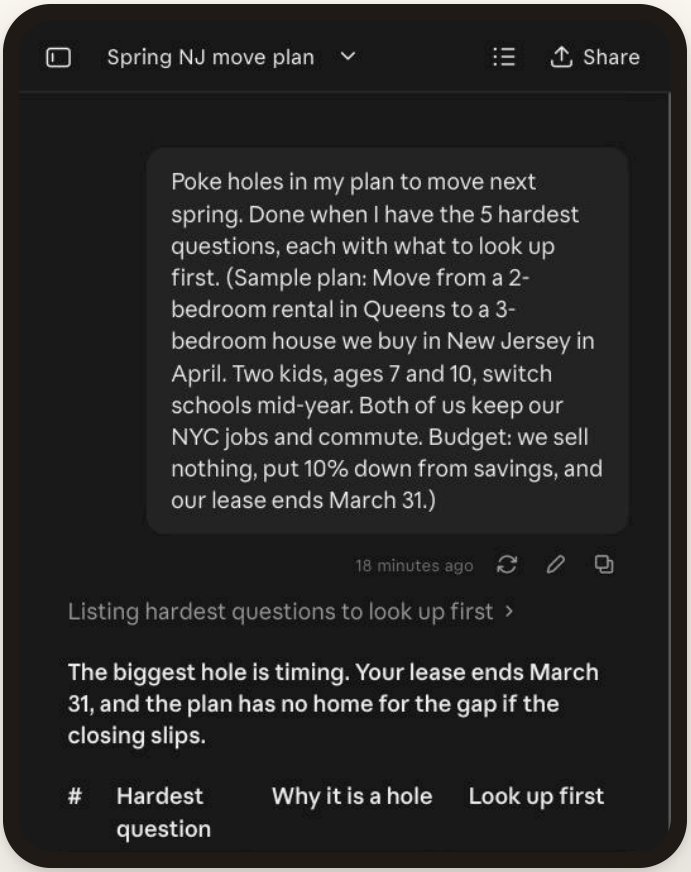
Prompt from p.14

Poke holes in a plan

Fable 5.2 | SAMPLE DATA | ✓ MET ITS DONE WHEN

What to notice: It found the gap between the lease end and the closing first.

YOU TYPE · CLAUDE ANSWERS



CONTINUED ↓

#	Hardest question	Why it is a hole	Look up first
1	Where do you live if you have not closed by March 31?	An April closing means an accepted offer by about February. Inspections, appraisal, and loan approval can each add weeks.	Your lease's holdover or month-to-month clause, and whether your landlord will extend in writing for 30 to 60 days.
2	How much cash is left the day after closing?	10% down is only part of the cash you need. Closing costs, moving, first repairs, and an emergency reserve come out of the same savings.	A Loan Estimate from one lender at your target price. It shows cash to close and the mortgage insurance cost of putting less than 20% down.
3	What is the true monthly cost compared with your rent?	Property tax, mortgage insurance, home insurance, upkeep, and two commutes can exceed the mortgage payment you have in mind.	The actual tax bill for two or three houses in your target town, from the county tax records and not the listing estimate.

Run Nov 24, 2026. Your answer may look different: a design system on this account shapes the look.

@askromeIAI

EXAMPLE 10 OF 15

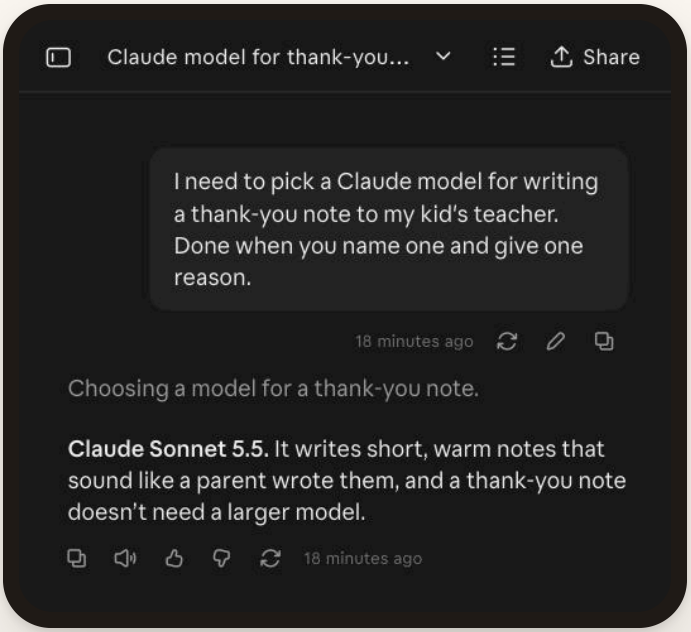
Prompt from p.14

Not sure which model?

Sonnet 5.5 | SAMPLE DATA | ✓ MET ITS DONE WHEN

What to notice: One model, one reason. A short ask gets a short answer.

YOU TYPE · CLAUDE ANSWERS



What the picker says

Each model has a one-line description in the picker. As of Nov 24, 2026:

Haiku
Fastest for quick answers

Sonnet
Most efficient for simpler tasks

Opus
For complex work and everyday tasks

Fable
For your toughest challenges

COPY THIS PROMPT

Swap the yellow for your own details.

```
I need to pick a Claude model for [my task]. Done when you name one and give one reason.
```

Run Nov 24, 2026. Your answer may look different: a design system on this account shapes the look.

@askromelAI

EXAMPLE 11 OF 15

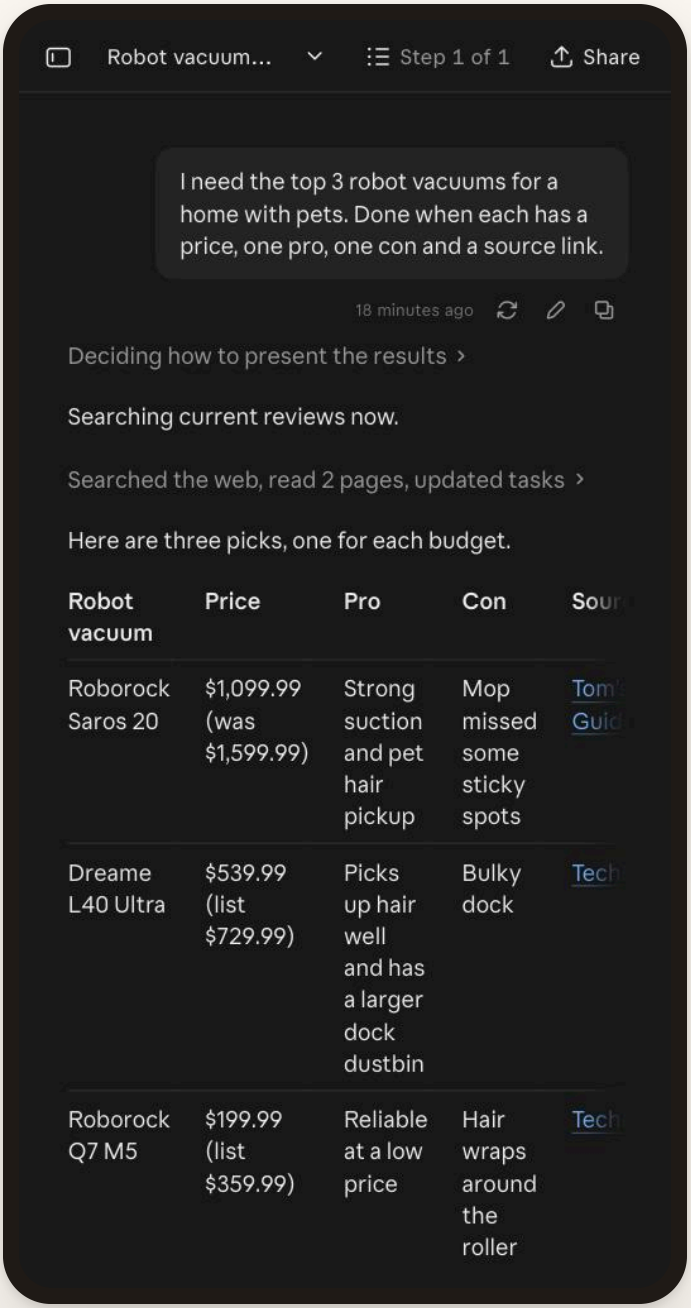
Prompt from p.16

Research the top 3

Sonnet 5.5 | SAMPLE DATA | ✓ MET ITS DONE WHEN

What to notice: Prices, pros, cons and links. It flagged a currency it couldn't confirm.

YOU TYPE · CLAUDE ANSWERS



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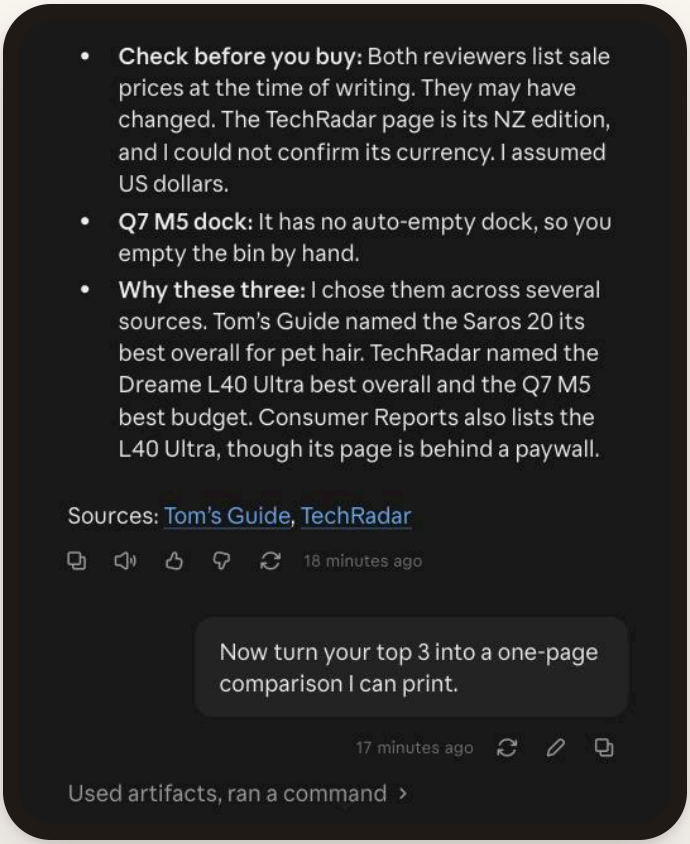


Run Nov 24, 2026. Your answer may look different: a design system on this account shapes the look.

@askromeIAI

EXAMPLE 12 OF 15

Prompt from p.16

Follow up: make it a page

Sonnet 5.5 | SAMPLE DATA | ✓ MET ITS DONE WHEN

What to notice: One follow-up in the same chat turned the research into a printable page.

THE FOLLOW-UP, SENT IN THE SAME CHAT

```
Now turn your top 3 into a one-page comparison I can print.
```

WHAT CAME BACK · A PAGE YOU CAN PRINT

Robot vacuums for homes with pets

Three picks: premium, mid-range and budget.

Checked Nov 23, 2026

PRICE NOW VS LIST PRICE



PREMIUM
Roborock Saros 20
$1,099.99
was $1,599.99

✓ PRO
Strong suction and pet hair pickup

— CON
Mop missed some sticky spots

MID-RANGE
Dreame L40 Ultra
$539.99
list $729.99

✓ PRO
Great at picking up hair

— CON
Bulky dock

BUDGET
Roborock Q7 M5
$199.99
list $359.99

✓ PRO
Reliable performance at a low price

— CON
Hair wraps around the roller

Ref R1–R3

Run Nov 24, 2026. Your answer may look different: a design system on this account shapes the look.

@askromelAI

EXAMPLE 13 OF 15

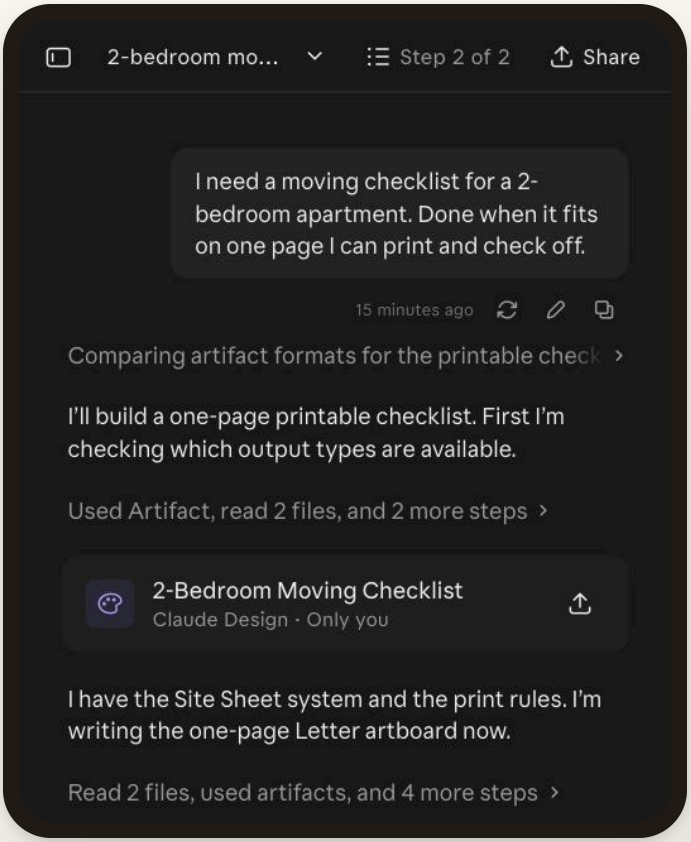
Prompt from p.16

A checklist you keep

Sonnet 5.5 | SAMPLE DATA | ✓ MET ITS DONE WHEN

What to notice: It built a one-page design and said how to print it.

YOU TYPE · CLAUDE ANSWERS



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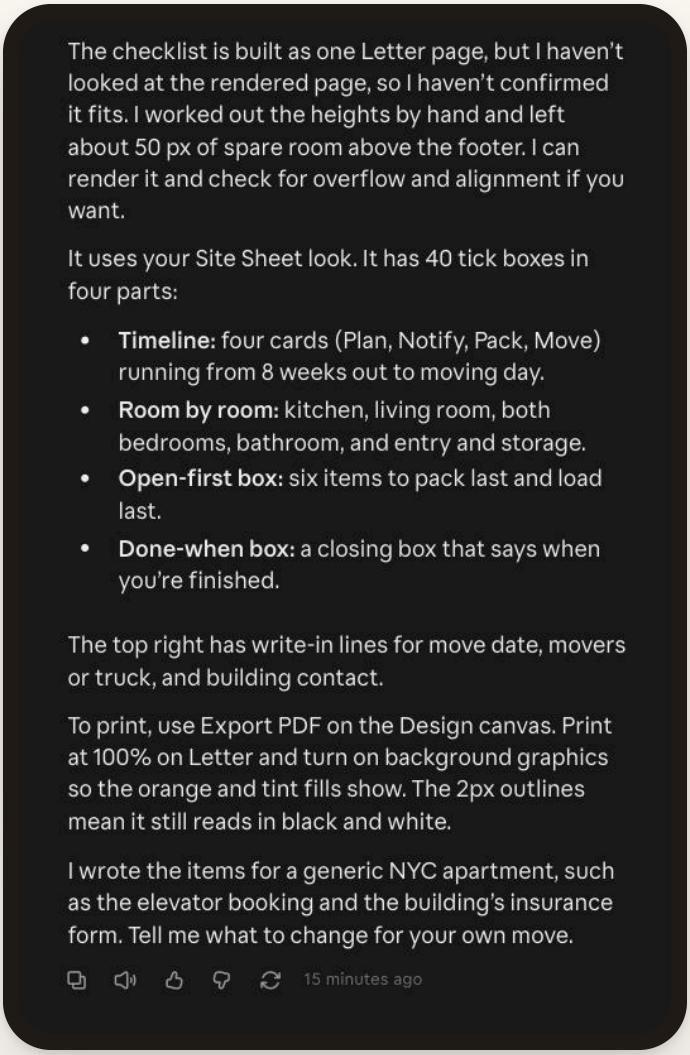


COPY THIS PROMPT

Swap the yellow for your own details.

```
I need a moving checklist for [a 2-bedroom apartment]. Done when it fits on one page I can print and check off.
```

Run Nov 24, 2026. Your answer may look different: a design system on this account shapes the look.

@askromeIAI

EXAMPLE 13 OF 15

Prompt from p.16

The checklist itself

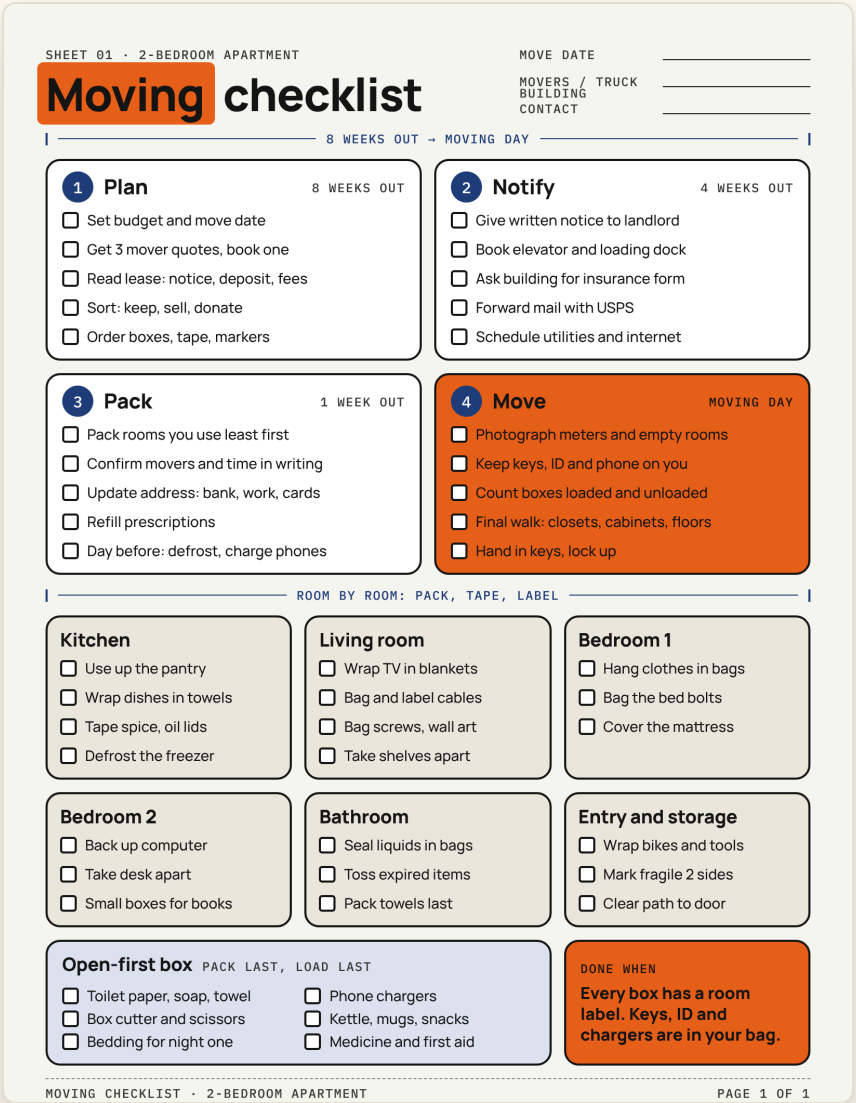
Sonnet 5.5 | SAMPLE DATA | ✓ MET ITS DONE WHEN

What to notice: The design system set the orange cards and blueprint labels.

THE PROMPT

```
I need a moving checklist for a 2-bedroom apartment. Done when it fits on one page I can print and check off.
```

WHAT CAME BACK · A PAGE YOU CAN PRINT



SHEET 01 · 2-BEDROOM APARTMENT

Moving checklist

MOVE DATE _____

MOVERS / TRUCK BUILDING CONTACT _____

8 WEEKS OUT → MOVING DAY

1 Plan — 8 WEEKS OUT
- ☐ Set budget and move date
- ☐ Get 3 mover quotes, book one
- ☐ Read lease: notice, deposit, fees
- ☐ Sort: keep, sell, donate
- ☐ Order boxes, tape, markers

2 Notify — 4 WEEKS OUT
- ☐ Give written notice to landlord
- ☐ Book elevator and loading dock
- ☐ Ask building for insurance form
- ☐ Forward mail with USPS
- ☐ Schedule utilities and internet

3 Pack — 1 WEEK OUT
- ☐ Pack rooms you use least first
- ☐ Confirm movers and time in writing
- ☐ Update address: bank, work, cards
- ☐ Refill prescriptions
- ☐ Day before: defrost, charge phones

4 Move — MOVING DAY
- ☐ Photograph meters and empty rooms
- ☐ Keep keys, ID and phone on you
- ☐ Count boxes loaded and unloaded
- ☐ Final walk: closets, cabinets, floors
- ☐ Hand in keys, lock up

ROOM BY ROOM: PACK, TAPE, LABEL

Kitchen
- ☐ Use up the pantry
- ☐ Wrap dishes in towels
- ☐ Tape spice, oil lids
- ☐ Defrost the freezer

Living room
- ☐ Wrap TV in blankets
- ☐ Bag and label cables
- ☐ Bag screws, wall art
- ☐ Take shelves apart

Bedroom 1
- ☐ Hang clothes in bags
- ☐ Bag the bed bolts
- ☐ Cover the mattress

Bedroom 2
- ☐ Back up computer
- ☐ Take desk apart
- ☐ Small boxes for books

Bathroom
- ☐ Seal liquids in bags
- ☐ Toss expired items
- ☐ Pack towels last

Entry and storage
- ☐ Wrap bikes and tools
- ☐ Mark fragile 2 sides
- ☐ Clear path to door

Open-first box PACK LAST, LOAD LAST
- ☐ Toilet paper, soap, towel
- ☐ Box cutter and scissors
- ☐ Bedding for night one
- ☐ Phone chargers
- ☐ Kettle, mugs, snacks
- ☐ Medicine and first aid

DONE WHEN
Every box has a room label. Keys, ID and chargers are in your bag.

MOVING CHECKLIST · 2-BEDROOM APARTMENT PAGE 1 OF 1

Run Nov 24, 2026. Your answer may look different: a design system on this account shapes the look.

@askromelAI

EXAMPLE 14 OF 15

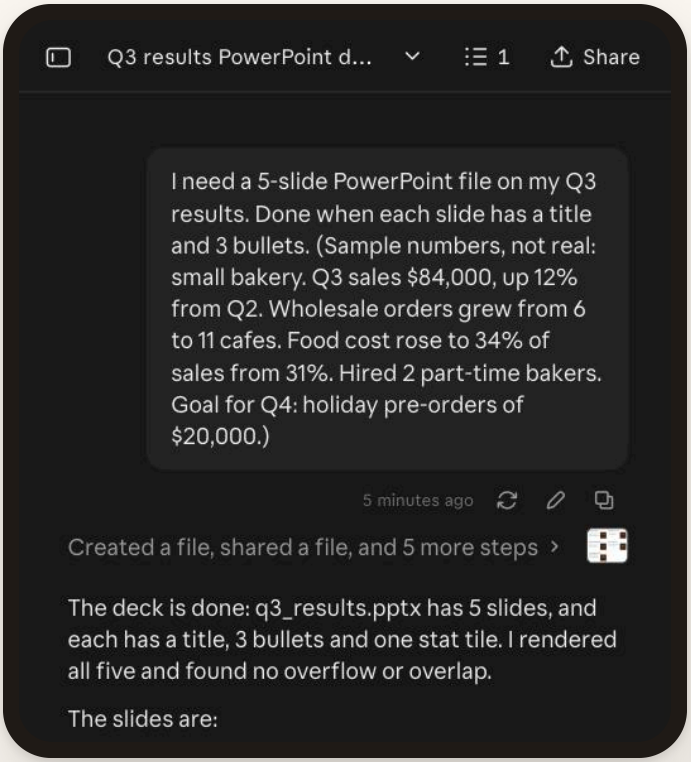
Prompt from p.18

A deck in your format

Sonnet 5.5 | SAMPLE DATA | ✓ MET ITS DONE WHEN

What to notice: A real .pptx file to download, plus the numbers it worked out.

YOU TYPE · CLAUDE ANSWERS



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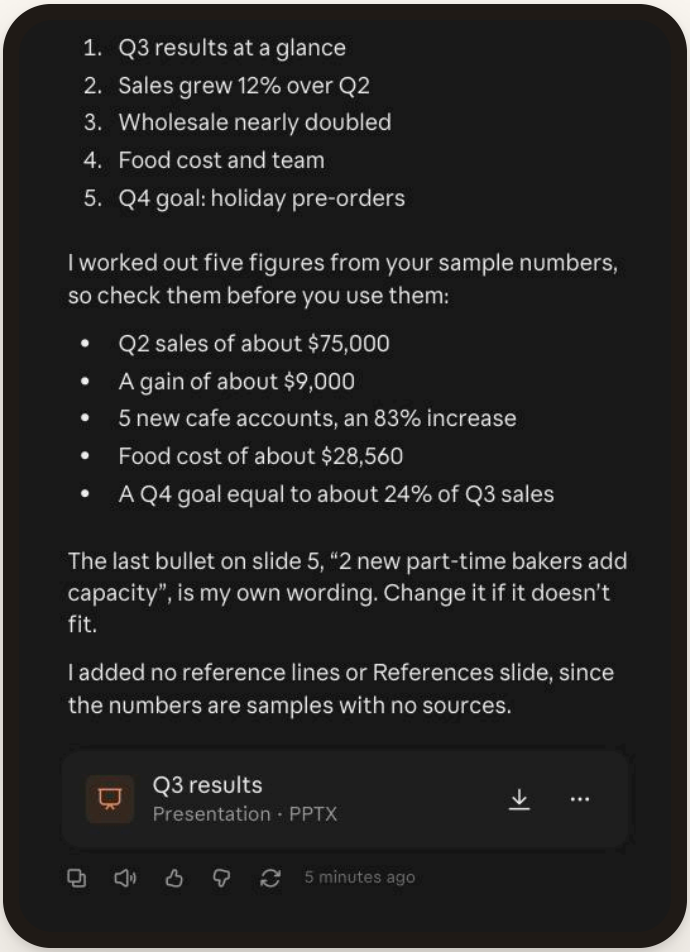


COPY THIS PROMPT

Swap the yellow for your own details.

```
I need a 5-slide PowerPoint file on [my Q3 results]. Done when each slide has a title and 3 bullets.
```

Run Nov 24, 2026. Your answer may look different: a design system on this account shapes the look.

@askromelAI

EXAMPLE 15 OF 15

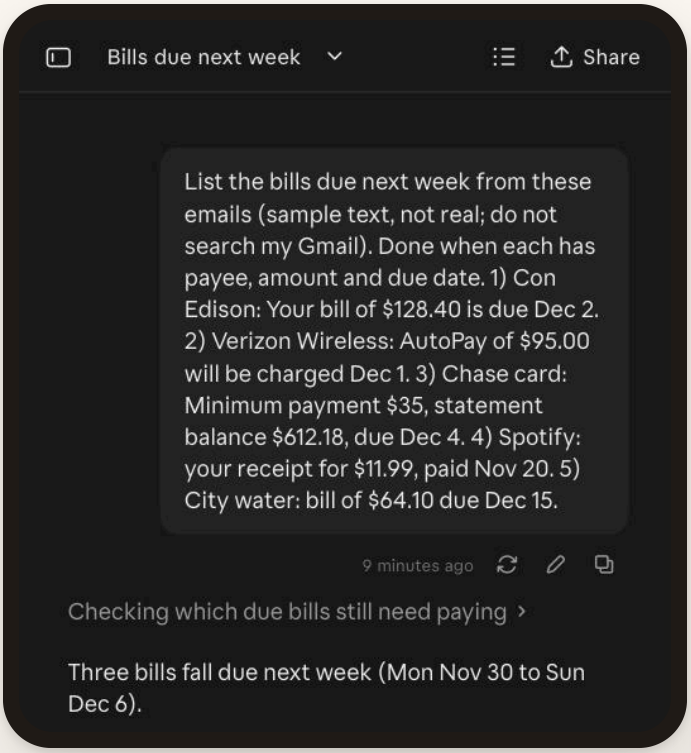
Prompt from p.18

The bill radar, run once

Sonnet 5.5 | SAMPLE DATA | ✓ MET ITS DONE WHEN

What to notice: Three bills due next week. It says why it left the other two out.

YOU TYPE · CLAUDE ANSWERS



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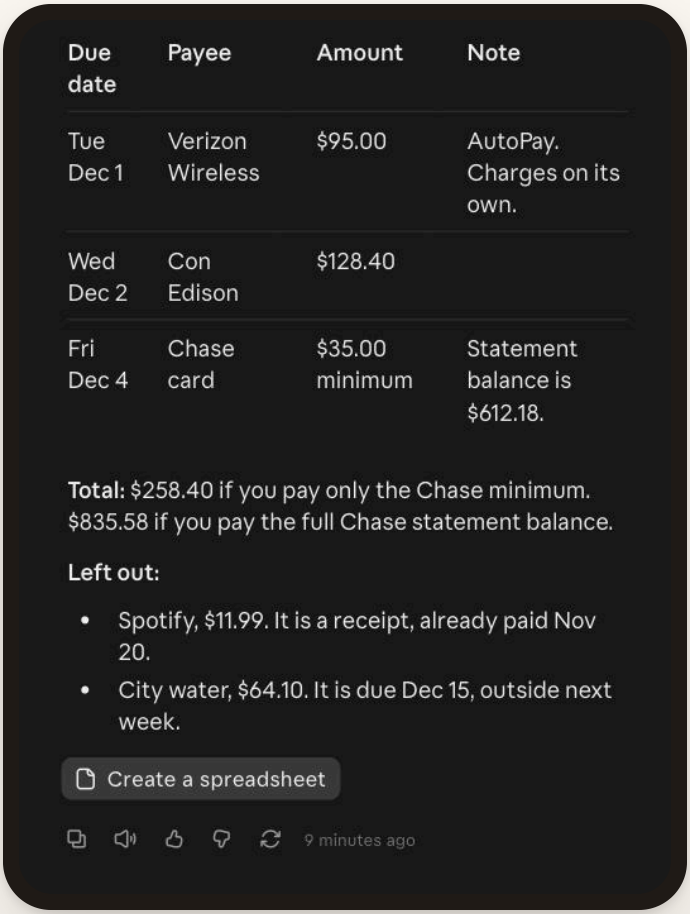

COPY THIS PROMPT

Swap the yellow for your own details.

```
Every [Friday at 4 PM], list the bills due next week from my email. Done when each has payee, amount and due date.
```

Run Nov 24, 2026. Your answer may look different: a design system on this account shapes the look.

@askromelAI

IF SOMETHING GOES WRONG

Six snags. Six fixes.

Can't find Artifacts or Skills

Turn on Create and edit files in Settings › Capabilities.

Research isn't in the + menu

It needs a paid plan, and web search turned on.

Claude forgot what you told it

Check memory is on, and that you're in the right project.

Claude can't see your email

In that chat, + › Connectors, switch Gmail on.

The answer is vague

Add a finish line, or go up one model.

You hit your limit

Wait for the reset: every five hours on Free. Next time, use Haiku or Sonnet for small jobs.

START TONIGHT

5 minutes tonight. Every free part in 7 days.

Run the first win on page 7. Tomorrow, make your first project. Then one part a day.

Save this. Send it to one friend.

@askromeIAI