

10 Claude Tips

From using 10% of Claude to actually using it. Every tip with full setup steps — email, memory, models, skills, projects, apps, Chrome, Co-work, Code, and Design.

Beginner

Intermediate

Advanced

All Levels

10

TIPS WITH SETUP STEPS

3

LEVELS: BEGINNER TO ADVANCED

1

SUBSCRIPTION, USED FULLY

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Tips 1 — 5

1 Email Choice

Do this before anything else

Claude does not let you change the email tied to your account. If you lose access to that email, you lose access to everything Claude has learned about you, every session, every memory, everything built over months or years.

CRITICAL

Never use a company email. If you leave the company, you lose your Claude account permanently. Use a personal email you will keep forever.

2 Memory Interview

Do this on day one

Claude gets better the more it knows you. The memory interview is how you give it everything it needs to understand your personal life, goals, and how you want to work together.

1 Import from ChatGPT (if applicable)

Go to Settings → Capabilities → Import Memory. Claude gives you a prompt to run in ChatGPT. Copy what it returns and paste it into Claude.

2 Run the interview prompt

Paste the prompt below into Claude and let it ask you questions across every area of your life: personal, work, goals, and how you want to work together.

3 Use voice, not typing

This interview generates a lot of questions. Use the voice function inside Claude or Whisperflow to speak your answers. Typing will take hours.

MEMORY INTERVIEW PROMPT — PASTE INTO CLAUDE

I want you to interview me so you can build a complete picture of who I am and how I work. Ask me questions one section at a time across these areas:

1. **Personal life** – family, location, lifestyle, what matters to me personally
2. **Work and business** – what I do, my role, my goals, what success looks like
3. **How I think** – communication style, decision-making, what I value
4. **How I want to work with you** – tone, format, what I expect from you

Ask one section at a time and wait for my answers before moving to the next. After all sections, summarise everything and save it to your memory.

3 Model Selection

Save usage and money

Every Claude model thinks at a different depth. Using a higher model than you need burns through your usage 5 to 10x faster. Match the model to the task.

Haiku

Simple back and forth. High volume, low depth. Use for interviews, Q&A, basic drafts, quick questions.

Sonnet

Your daily driver. Second-layer thinking, analysis, writing, research. Most tasks live here.

Opus

Complex analysis, multi-step workflows, data-heavy tasks. Use sparingly and be specific with prompts.

ON RESEARCH MODE

Research mode scours the web and builds a structured report. It is powerful but burns usage faster than almost anything else. Only toggle it on when you specifically need current web data.

4 Skills

Build once, run forever

A skill is a fixed set of instructions for one specific job. Claude runs it the same way every single time. Memory is Claude learning about you. A skill is Claude learning a task.

What to turn into a skill



Weekly reports

Same format, same structure, same sections every week.



LinkedIn posts

If you follow a consistent structure, Claude can replicate it every time.



Meeting notes to action items

Paste raw notes, get formatted actions instantly.



Email responses

Standard reply templates and formats.

How to build a skill

Lock in the exact process for the task. Then tell Claude: "Turn this into a reusable skill." That's it. You can also download pre-built skills from **SkillIMP** — thousands of community-built skills ready to upload directly into Claude via Settings.

5 Avoid Projects

The tip most people learn the hard way

Projects have their own separate memory that is completely siloed from your main chats. Claude inside a project has never met you. It does not know your brand, your tone, your goals, or anything from your general sessions.

WHAT MOST PEOPLE MISS

If you build your brand identity in a normal chat and then work inside a project, Claude in that project knows nothing about it. The same applies the other way — work inside a project does not carry over to your general chats.

What to do instead: Keep one project for work and one for personal if you need the separation. Do not divide things further. Your main memory and skills apply globally. Projects are isolation chambers, not folders.

If you have already started using projects, you can toggle any chat out of a project at any time and it returns to your general chats with your full memory intact.

INTERMEDIATE

Tips 6 — 7

6 Connect Apps

Gmail and Calendar first

Go to Settings → Connector Setup. Connect Gmail and Calendar before anything else.



Gmail

Claude reads your inbox when you ask it to and drafts replies for every email. Sit down in the morning, say "go through my inbox and draft replies," and it frontloads your entire email workload. You proofread and send. Claude does not send anything automatically.



Calendar

Fill your calendar properly first — meetings, personal commitments, everything. Then Claude can look at your week and tell you exactly where to fit new blocks, gym sessions, or time off. Without a complete calendar, it cannot plan around what you actually have going on.

Search "Claude" in the Chrome Web Store, install the extension, and sign in. Once installed, Claude can work inside any page you have open.

**What it can do**

Read any page, click links, fill in forms, compare products across tabs, summarise reviews. Assign the web-based tasks you hate doing.

**How it checks in**

Whenever it is about to change something on the page, it stops and asks you first. You stay in control. It is not fully autonomous.

BEFORE STARTING A SESSION

Close anything you do not want it near — banking, personal accounts, anything sensitive. Test it on something low stakes first to get comfortable before using it on important tasks.

ADVANCED

Tips 8 — 10

Co-work works with your entire computer. You tell it which folders it can access and from there it reads, edits, creates files, and does anything it needs to complete the task.

**1 Set up your morning briefing**

Schedule three things to run automatically before you start your day: a summary of what you did yesterday, your inbox categorised, and your upcoming day laid out. By the time you sit down, it is already done.

**2 File and folder tasks**

Point Co-work at any messy folder. It tells you how it plans to organise it. You approve. It sorts everything in minutes.

**3 Use Dispatch for remote tasks**

Pair your phone to your computer by scanning a QR code in Co-work. You can send tasks to your computer from your phone while you are out. Useful when you remember something mid-commute.

THE JARVIS MOMENT

Co-work stacks everything — your memory, your skills, your connected apps. Schedule tasks to run while you sleep. This is where Claude stops being a chat tool and starts running parts of your day without you.

9 Claude Code

Build apps without writing code

Download Claude Desktop. The Code tab is already there. You describe what you want in plain English. Claude writes the software, tests it, and fixes things when they break.

Real example

A CPO with no developer background built a custom marathon training app. It tracks mileage, knows what he is training for, and gives workout plans based on where he is right now. He did not write a single line of code. It cost nothing beyond his Claude subscription.



What you can build

Hobby trackers, business tools, dashboards, anything you have been doing in a spreadsheet because there was never an app for it.



How to start

Open the Code tab in Claude Desktop. Describe what you want in one paragraph. Claude handles everything from there.

10 Claude Design

Working websites, not just mockups

Claude Design builds actual working websites — real buttons, real clicks, real layouts. Not an image of a website. A website that works.



What it is for

Landing pages, mockups, websites with a set structure and layout. Describe what you need and it builds it.



What it is not for

Image generation. For actual images, use Higgsfield, Nano Banana, or ChatGPT. Claude is not the best option for standalone image creation.

Time comparison: Building a landing page used to take days with a design team. Claude Design does it in minutes. If you ever build landing pages or websites, this is already included in your subscription.

Start with tip 2. Do it today.

The memory interview takes 20 minutes and changes every single session after. Everything else builds on top of it.

- 1 Run the memory interview prompt using the voice function
- 2 Build one skill for the task you repeat most this week
- 3 Connect Gmail and Calendar in Settings
- 4 Install the Chrome extension and test it on something low stakes
- 5 Set up your morning briefing in Co-work

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Founder, BULDRR AI · Claude Code and n8n Automation Expert · \$1.44M saved for clients

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SAVED FOR CLIENTS

20K+

LINKEDIN FOLLOWERS

28mo

BUILDING DAILY