



Ultimate Guide to
Master Claude
in One Week





Most people use Claude like Google

- They type a question, get an answer, and call it a day
- That's not mastery, that's laziness



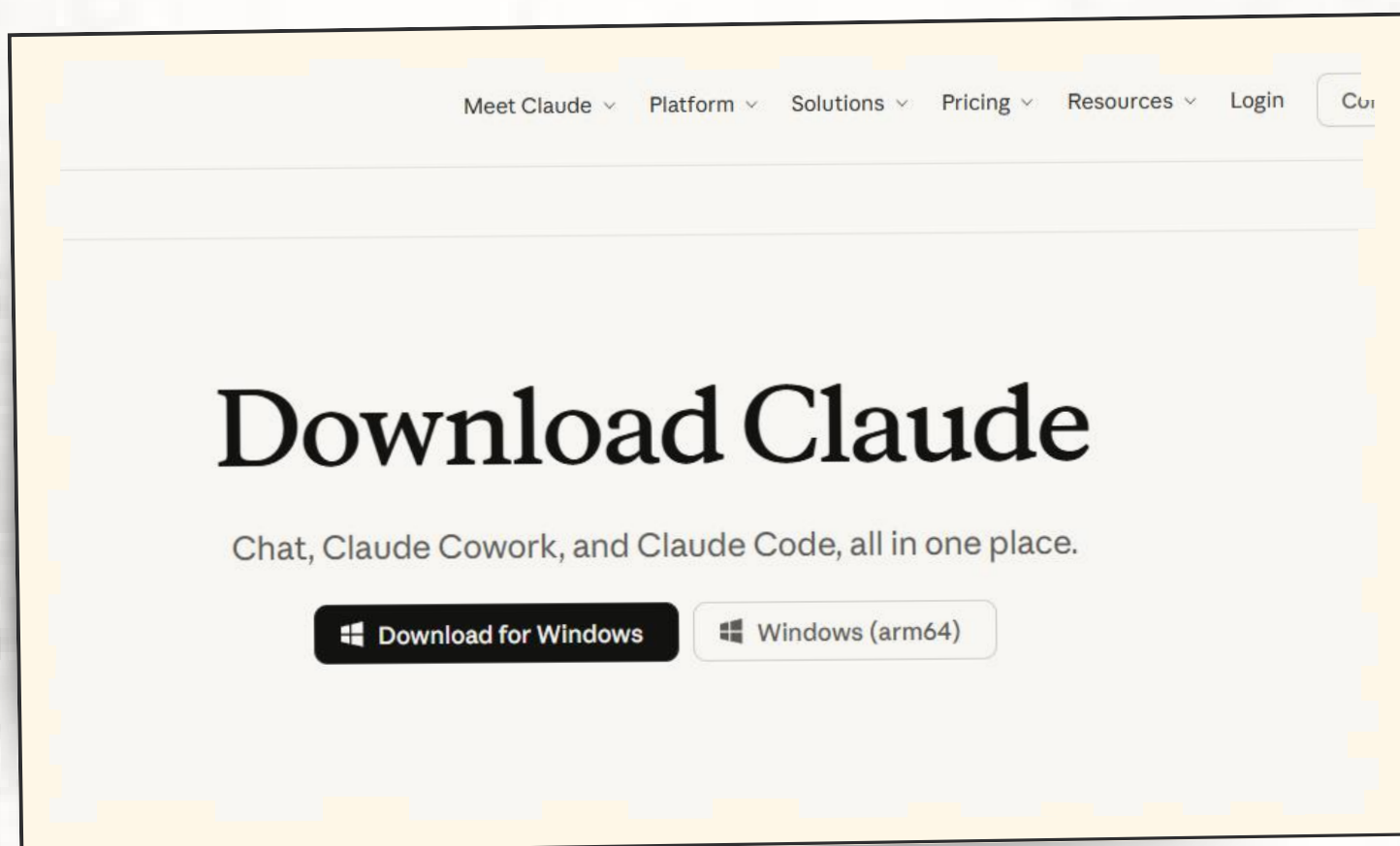
Make **Claude work** while you sleep





Get the Right App

- Most people use the web browser, that's mistake #1
- Go to claude.com/download, get the desktop app (Mac or Windows only)
- Why? Cowork mode doesn't work on the web, no app = no Cowork
- Pro account: \$20/month or \$17/month if you pay yearly

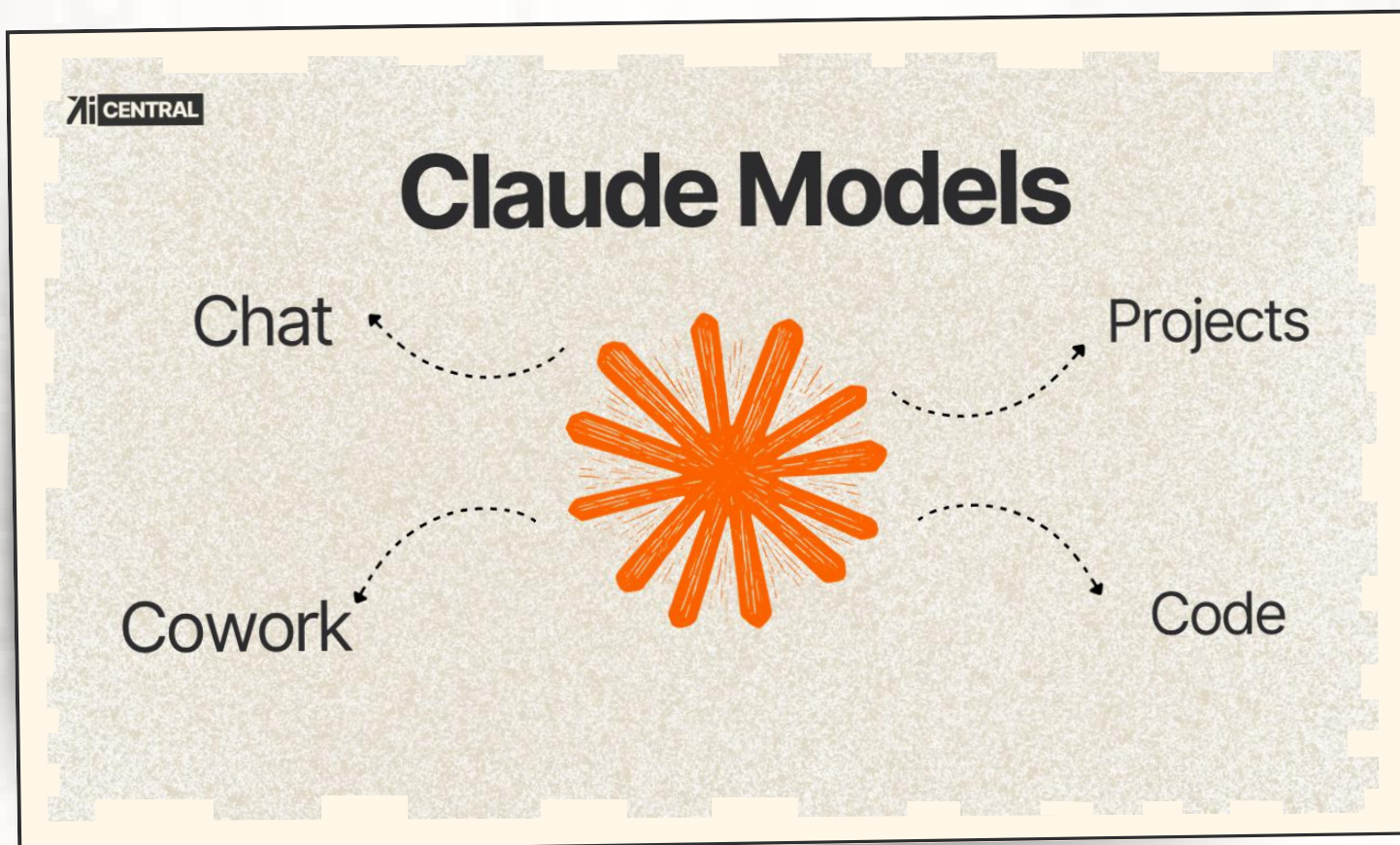




Use the right mode

Four modes, only one matters

- Chat – For quick questions. Nothing serious, ignore this
- Cowork – Deep work with real files, **USE THIS**
- Projects – Teamwork and repeating tasks
- Code – Developers only, skip it





Build a simple folder system

- Create one parent folder called "Claude-Cowork."
- Inside it, make four subfolders:
 - About Me: Who you are + writing rules
 - Projects: One folder per active project
 - Templates: Your best past work
 - Claude Outputs: Where Claude saves everything

Folder	Purpose
About Me	Who you are + writing rules
Projects	One folder per active project
Templates	Your best past work
Claude Outputs	Where Claude saves everything



Unlock the Ultimate AI Library

1,200+ curated AI & ChatGPT tutorials.
Save months of trial-and-error and get started with AI in under 1 hour.



START LEARNING TODAY





Write two files that do everything

● File 1: about-me.md

- Who you are
- What you do
- Your current priorities
- What matters right now

● File 2: never-say.md

- Words Claude is forbidden to use
- Examples: "delve," "boundaries," "it's worth noting"

File 1: `about-me.md`

- Who you are
- What you do
- Your current priorities
- What matters right now

File 2: `never-say.md`

- Words Claude is forbidden to use
- Examples: "delve," "boundaries," "it's worth noting"

One good file beats 50 random uploads. Don't dump everything. Be intentional.





Stop typing prompts

- Use one master template instead. Load your context once, use it forever



Your template reads your ABOUT ME file before every task

- On Mac: set up a text shortcut, type /prompt and it expands automatically
- Name files clearly: project_sent_v1.docx
- Only write to Claude Outputs folder, everything else is read-only





Let Claude ask the questions

- Flip the script, stop typing paragraphs, start clicking
 - Multi-select descriptions – choose options instead of writing
 - Drag and drop to rank – put what matters first
 - You click for one minute. Claude plans. You approve. It executes.



"We're getting off track... Generate an AskUserQuest..." – This is good AI teamwork.





Install one plugin only

- Pick a sidebar plugin that matches your daily work

Your role	Start with this
Marketing	<code>/marketing:draft-content</code>
Data	<code>/data:explore</code>
Legal	Contract review sidebar



Start with one, master it first, add more later, don't overwhelm yourself

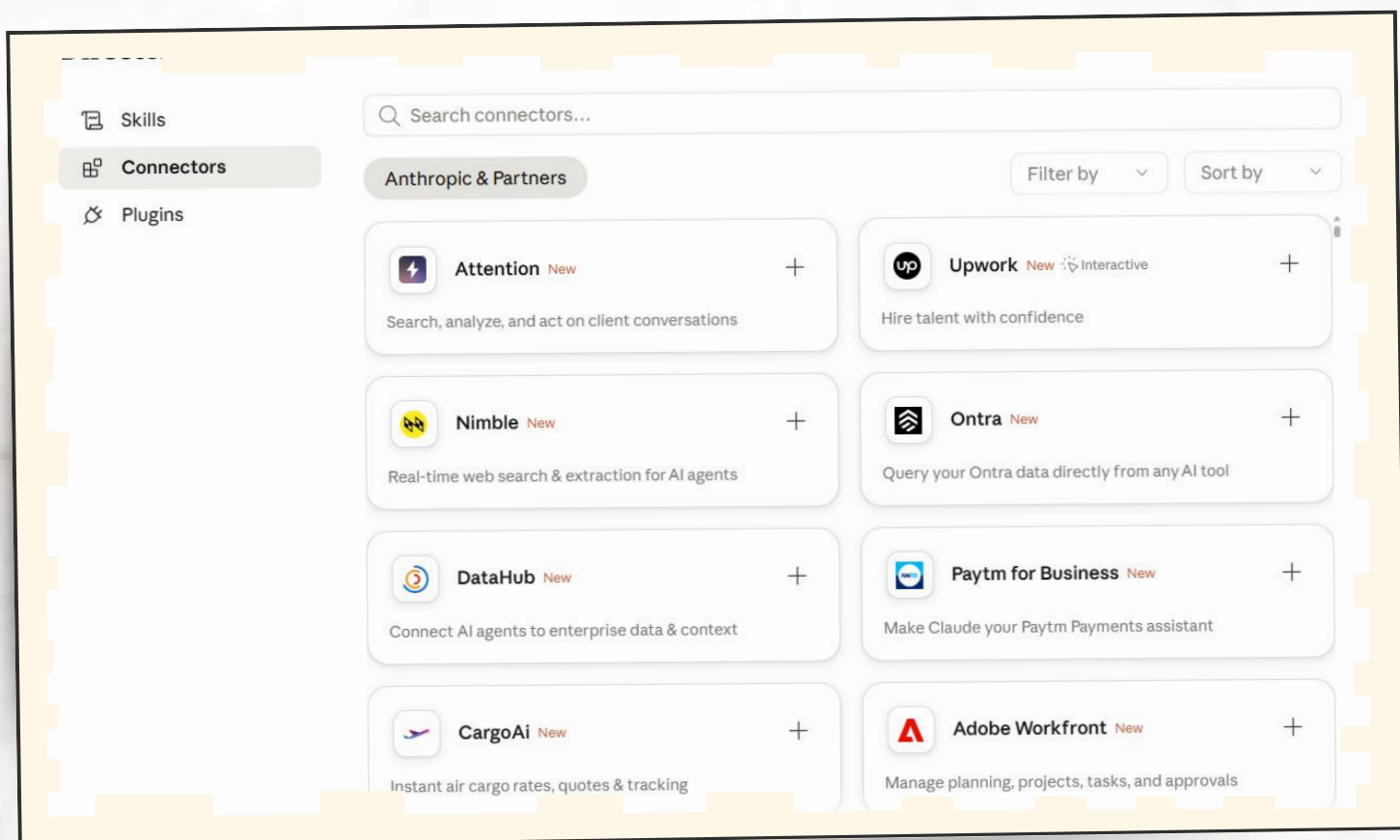




Connect Claude to your tools

● Settings → Connectors → Browse → Add

- Connectors = Claude works inside your apps
- Plugins = you do the work, Claude helps



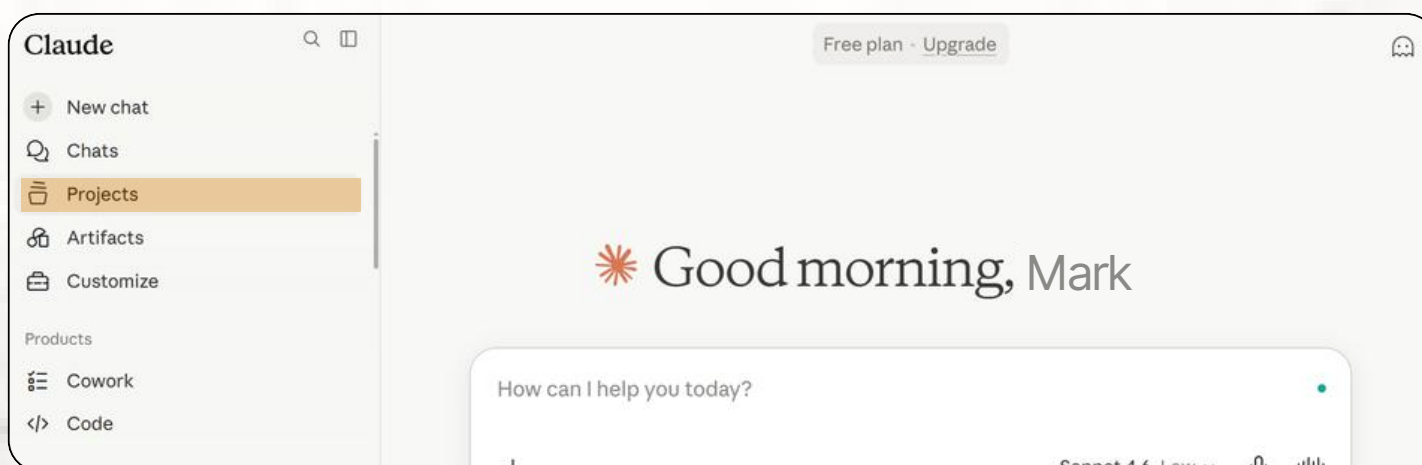
- Claude can **work together with your tool stack**





Share Claude with your team

- Stop keeping Claude to yourself, multiply the value
 - Create a shared Project
 - Set global instructions everyone benefits from
 - Add a brief + drafts + references folder per project



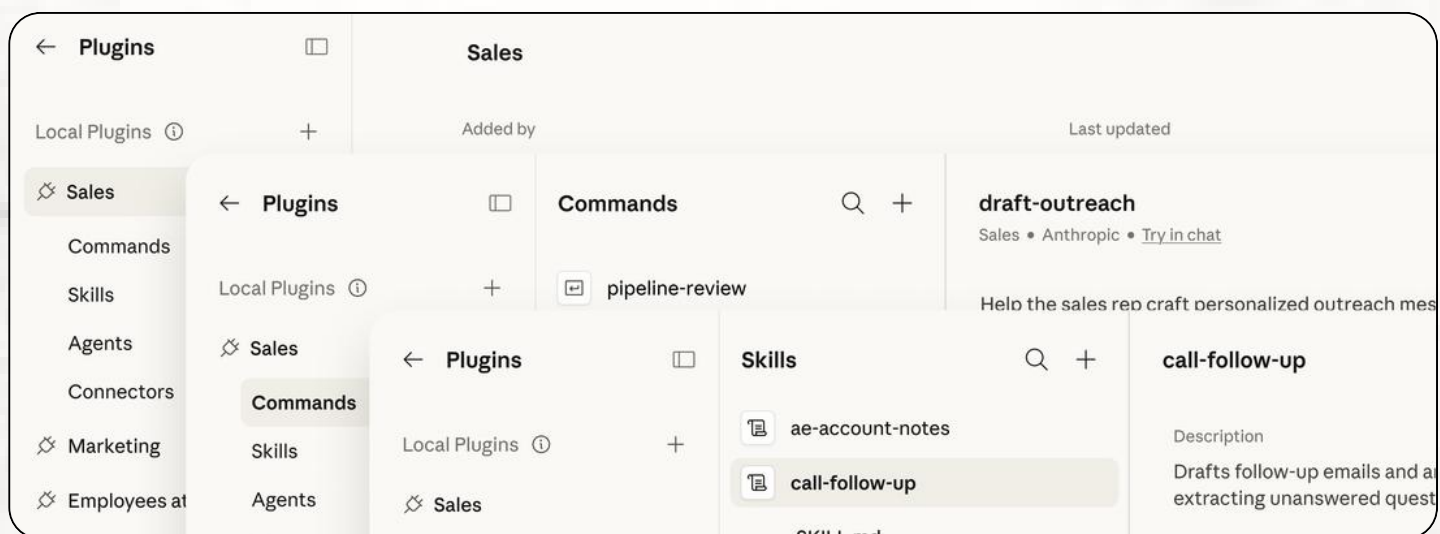
- One good project turns Claude from a personal tool into a team asset





Let Claude work while you sleep

- Use the /schedule plugin to set repeating Cowork tasks
- Write your full prompt once, Claude runs it before you wake up
- Cowork runs without you, you wake up to a finished briefing doc



That's it: **Claude works, you sleep**





The Claude Bundle

FROM BEGINNER TO PRO

Beginner

[SEE ALL >>>](#)

Claude Setup Guide

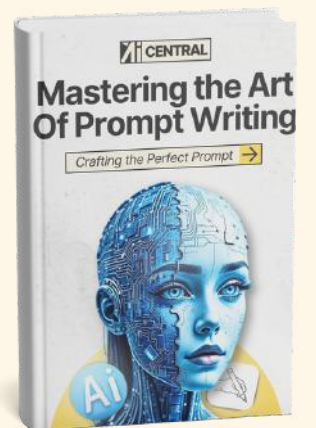
(Make Claude 10x Smarter)

[Free Download](#)



How to Write The Perfect Prompts

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Intermediate

[SEE ALL >>>](#)

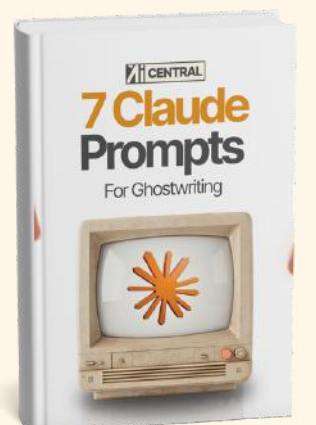
The ULTIMATE Claude Prompt Framework

[Free Download](#)



7 Claude Prompts For Ghostwriting

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Advanced

[SEE ALL >>>](#)

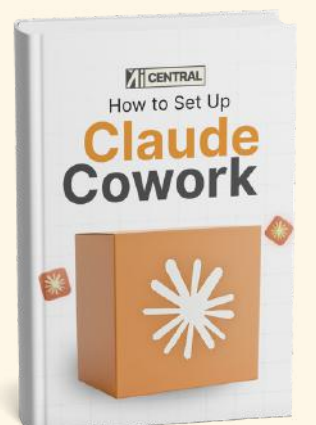
7 Claude Features Pros Never Skip

[Free Download](#)



How to Set Up Claude Cowork

[Free Download](#)



Click any link 100% FOR FREE



You've got the process Now put them to work

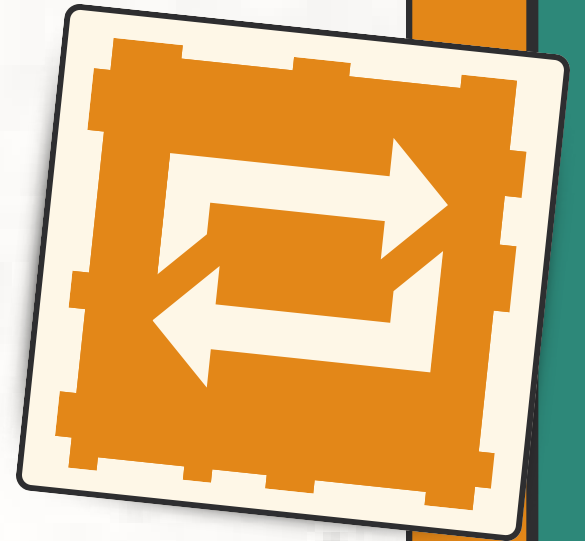
Don't wait for inspiration

- Open Claude
- Try the process
- Get your best results

Unlock all our tutorials here
[VISIT CNTRAL.AI/EBOOKS](https://CNTRAL.AI/EBOOKS)



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