

Claude AI Working Group · Week 3 of 4

Set Up Claude Cowork Like a Pro

Saturday 4 July · 2:00–4:30pm · UCL Chadwick Building

Bring a laptop. You'll leave with a working setup.



Session hub

jaikharbanda.github.io/wit-claude

Today, 2:00–4:30

2:00

Welcome & where we are

2:10

Cowork & the folder setup

2:35

File 1: about-me (hands-on)

3:00

File 2: anti-AI writing style

3:15

Break

3:25

File 3: my-company + global instructions

3:35

Templates, dictation & credit-saving

4:00

The 20-minute setup sprint

4:20

Wrap & what's next

You'll leave with

A working Cowork setup (or its browser twin) that:

- knows who you are
- writes like you, without the AI tells
- knows your goals
- wastes far fewer credits

Quick room read

Hands up as we go.

1

Who tried “ask me questions first” since Week 1?

2

Who's on a paid Claude plan?

3

Who has the desktop app installed?

Paid plan? You'll build in Cowork today. Free plan? Same files in browser Claude. Buddy up with a neighbour on the other plan.

Cowork in 60 seconds

Claude that works inside a folder on your computer: reads your files, writes real deliverables back.

- 1 Get the desktop app** claude.com/download
- 2 Paid plan needed** Pro (\$20/mo) or above
- 3 Open the Cowork tab** top bar, between Chat & Code
- 4 Point it at a folder** that folder is its whole world

On the free plan?

You build everything today too:
browser Claude + a Project.
Same three files go into the
Project's instructions. Different
door, same house.

Live demo: watch Cowork read a folder and produce a file in about a minute.

One folder, three jobs

Create a folder called Claude Cowork with three subfolders. Build it with us now.

ABOUT ME/

Claude reads this before every task: about-me, anti-ai-writing-style, my-company. Keep it small.

OUTPUTS/

Where deliverables land, one subfolder per project. Claude never reads it uninvited, which saves your tokens.

TEMPLATES/

Skeletons of your best work. Point Claude at one to reuse a structure.

The rule that makes it work: ABOUT ME stays under ~6,000 tokens total, so Claude reads all of it, completely, every session.

The whole setup, one picture

Claude Cowork/

| ABOUT ME/

- | | about-me.md
- | | anti-ai-writing-style.md
- | | my-company.md

| OUTPUTS/

- | | *one subfolder per project*

| TEMPLATES/

- | | *skeletons of your best work*

ABOUT ME

Claude reads all of it before every task. Keep it under ~6,000 tokens.

OUTPUTS

Write-only shelf. Deliverables land here; Claude never reads it uninvited.

TEMPLATES

On demand. Point Claude at a skeleton when you want the structure again.

Point Cowork at the top folder. Your global instructions handle the rest, automatically, every session.

File 1: about-me

Don't write it. Get interviewed for it.

You are building my about-me.md.

Interview me: 20 questions, one at a time, using AskUserQuestion. Push back on vague answers.

Then compile a condensed about-me.md under 2,000 tokens and save it in ABOUT ME/.

Your 20 minutes

- Run the interview now
- Answer like you'd talk to a colleague
- Vague in = vague out
- Helpers are circulating

Full interview prompt: [this week's free skill on the hub](https://jaikharbanda.github.io/wit-claude) · jaikharbanda.github.io/wit-claude

File 2: anti-AI writing style

Same request, run twice on the projector. Spot the difference.

Without the file

- “delve”, “tapestry”, “leverage”
- “It's not X, it's Y” everywhere
- em dashes on every line
- reads like every other AI email

With the file

- your words, your rhythm
- bans the words you hate
- kills the reframe tell
- sounds like you on a good day

You already have this file: it was Week 1's free skill. Download it from the hub, drop it in ABOUT ME/, then edit it until it's yours.

Break

Back at 3:25

Laptop trouble? Grab a helper now.

Want the prompts? They're all on the hub.



Session hub

jaikharbanda.github.io/wit-claude

File 3 + the glue

my-company.md

- Goals with real numbers
- Where your energy goes this quarter
- What you're saying no to
- Update quarterly, not weekly. North star, not your Tuesday deadline.

Global instructions

- Settings → Cowork → Edit Global Instructions
- “Read everything in ABOUT ME/ before every task”
- “Never read OUTPUTS/ or TEMPLATES/ uninvited”
- Full paste-ready text is on the hub

This is the click moment: from here on, every session starts with Claude already knowing you.

Templates, and your voice

Reuse your best work

When Claude makes something you like:

“Save this as a template in TEMPLATES/.”

It keeps the skeleton, drops the content. Next time:

“Use the template in TEMPLATES/report.”

You're the bottleneck

You type ~60 words a minute. You speak ~150.

Dictate your answers and feedback: more context, better output, and it sounds like you.

Try your OS's built-in dictation, or Wispr Flow (free tier).

Stop burning your credits

Claude counts tokens, not messages. Every reply re-reads the whole conversation.

- 1 Restart from an earlier message instead of “no, I meant...”. Follow-ups stack the whole history every turn.
- 2 Fresh session every ~20 messages. Ask for a handover summary, paste it into a new session.
- 3 Batch tasks into one message: three asks, one context load.
- 4 Sonnet for quick work. Save Opus + extended thinking for the hard stuff.
- 5 Keep ABOUT ME/ under ~6,000 tokens so profile reading stays cheap.

The 20-minute setup sprint

Finish the checklist. Helpers are circulating. Done early? Run one real task, then show your neighbour.

- ☐ Folder created: ABOUT ME / OUTPUTS / TEMPLATES (or a browser Project)
- ☐ about-me.md written by the interview and saved
- ☐ anti-ai-writing-style.md downloaded and personalised
- ☐ my-company.md drafted (short interview, Part 2 of the skill)
- ☐ Global instructions pasted into Settings → Cowork
- ☐ One template saved from today's work

4:20 hard stop: we wrap together.

If today sparked something

Boom —
Training by
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You may already be paying for this training without using it. Founders: usually low cost. All four links are on the hub.

Before Saturday the 11th

1

Run one real task through your new setup this week, and bring the result.

2

Not finished? Everything is on the hub: prompts, the interview skill, both downloads.

3

Next week is the finale: Connect, Build & Stay Safe. Same time, same room.



Everything's here

jaikharbanda.github.io/wit-claude