

Set up a Claude *Project* that actually runs your life

So you downloaded Claude. Now what? A **Project** is the bit that turns Claude from "a chatbot I ask random questions" into something that already knows your gym, your calendar, your kids, your whole deal. Six steps. Do them once, coast forever.

A RANDOM CHAT

You re-explain your job, your schedule, your injuries, your preferences. Every. Single. Time.

A PROJECT

It already knows. Every chat inside builds on the last one. You just say what you need today.

THE SIX STEPS

1

Make the project

Sidebar, click **Projects**, then **New project**. Ten seconds. You now have a room that remembers instead of a hallway you keep walking out of.

2

Name it after the one thing you're drowning in

Not "my life." *One* thing. Specific beats ambitious every time. Steal one of these:

Run club

Life OS

Meal planning

Day scheduler

Workouts

Inbox triage

Job hunt

Money stuff

3

Description vs. instructions (the bit everyone gets wrong)

Two different boxes doing two different jobs. Don't dump your life story into the wrong one.

DESCRIPTION

One line, for *you*. It's the label on the folder so future-you knows which project to open.

"My training plan and weekly workouts."

INSTRUCTIONS

The real work, for *Claude*. Your rules, your context, your non-negotiables. This is where you get specific and a little bossy.

Heads up: these are not the custom instructions you set up in your settings earlier. Those apply everywhere, forever. Project instructions only apply inside this project, and they stack on top. So you don't have to repeat yourself, just add what's unique to this one thing.

4

Upload your actual stuff

Project knowledge is anything Claude should already know before you ask. Files, PDFs, screenshots, a note you typed at midnight. Real documents beat a perfect prompt, always.

Physio plan

DEXA scan

Resume

Blood work

Training program

Fave recipes

Client contract

Also worth adding: one example of output you loved. A past email, a plan, a caption. "More like this" is the cheat code.

5

Write the instructions

Here's a real one. This is the **Workouts** project, written exactly how you'd say it out loud:

EXAMPLE: WORKOUTS, PROJECT INSTRUCTIONS

Unless I say otherwise, I have access to a full gym with all equipment, including a sled, kickboxing bags, squat rack and pull up bar. My goal is 10 pull ups by the end of the year.

When I say "plan my workout," ask me my energy level, how much time I have, and what day of my cycle I'm in before you give me anything.

Always work in my physio and rehab exercises plus a short warm up and cool down. My physio exercises are: deadbugs, hip stretch, single leg work.

WHY IT WORKS

- Says what you *have* (equipment), so no fantasy workouts.
- Says the *goal*, so every session points somewhere.
- Defines a *trigger phrase* and what should happen when you use it.
- Lists the *always* items so you stop re-asking.

YOUR TURN, FILL IN THE BLANKS

What I've got to work with: **[tools, time, budget, gear]**

What I'm working toward: **[the goal, with a date]**

When I say **[your phrase]**, ask me **[the 2 or 3 things that change your answer]** first.

Always include: **[non-negotiables]**

Never: **[the thing that annoys you]**

6

Use it like a room you live in

Stop opening a blank chat. Open the project. Every conversation inside it builds on the last one, so today's chat can pick up Tuesday's plan without you explaining anything.

"Plan my workout. 35 minutes, low energy."

"What did we do last week? Progress it."

"Build me a 4 week pull up block."

"My knee is cranky. Swap the leg day."

Three habits

- One project, one job. Make a second one instead of stretching this one.
- Corrected the same thing twice? That's an instruction now. Go add it.
- Upload the file instead of pasting it for the fifth time.

If it feels useless

- Vague name in, vague answers out. Narrow it.
- Nothing uploaded? Then it's guessing. Feed it your real documents.
- Answers too long or too chirpy? Say so in the instructions. It listens.

Your 10 minute checklist

- | | |
|---|-----------------------------------|
| ✓ Project created | ✓ Named after one specific thing |
| ✓ One line description written | ✓ At least one real file uploaded |
| ✓ Instructions written, with a trigger phrase | ✓ Came back to it the next day |

this is the difference between asking Claude a question and actually building something with it.