

Turn your brain dump into a *full day*, on autopilot

How to set up the "plan my day" skill in Claude so from now on, you just say the words and get a schedule.

WHAT THIS ACTUALLY DOES

You'll teach Claude a permanent skill called **plan-my-day**. After that, any time you say "plan my day" or "brain dump" and dump your messy list of tasks, Claude will:

- Check your real calendar first! No guessing what's already booked
- Sort your brain dump into fixed times, errands, movement, deep work, admin, and meals
- Batch your errands by location so you're not driving all over town
- Build a draft schedule around when you're actually sharp vs. sluggish
- Wait for your okay, then add it all to your calendar, nothing gets booked without your approval

Before you start

You just need a Claude account with your calendar connected. If Claude can already see your calendar in a chat, you're ready to go. No downloads, no code.

Set it up in 4 steps

1

Open a new chat with Claude

Any normal conversation works, desktop or mobile, doesn't matter.

2

Copy the prompt on the next page

Copy the whole thing, word for word. You don't need to edit anything, it's ready to paste as-is.

3

Paste it in and hit send

Claude will ask you a handful of quick questions first, your home address (or rough location), your wake/bed times, your energy patterns, that kind of thing. Just answer honestly in your own words.

4

Let Claude build and save the skill

Once you've answered, Claude writes the skill and you'll save it to your account. That's it, setup is done, forever.

That's the whole setup. From now on, whenever you want a day planned, just open a chat and say "plan my day" or "brain dump" and list out everything on your mind, Claude takes it from there.

Step 2: the prompt

Copy everything inside the box below and paste it into a new Claude chat.

COPY THIS WHOLE PROMPT →

I want you to create a Claude skill for when I say "plan my day" or "brain dump" that takes everything on my mind and turns it into a full-day schedule I can approve in plain text, then automatically adds it to my calendar once I approve.

Before building it, ask me:

1. My home address, and whether I'm somewhere different right now (temporary location, travel dates)
2. My earliest wake time and latest bedtime
3. Any regular fixed locations I go to (gym, office, etc.) beyond home
4. Default durations for common recurring tasks I do (so you're not guessing)
5. My daily energy pattern — when I'm sharpest, when I get sluggish, and when I like to move my body
6. My meal windows, and whether the skill should check my calendar first before adding meal blocks (only add if missing)
7. How I want errands handled — should you look up real store hours/locations, batch them by area so I only leave the house once, and factor in travel time?
8. Which calendar tool/account to use, and whether to ask before replacing or duplicating any existing events

Once I answer, write this as a proper SKILL.md file: check my calendar first, parse my brain dump into fixed-time items / errands / movement / creative work / admin / meals, look up and batch errands, build a plain-text draft schedule respecting my energy pattern and time window, wait for my explicit approval, then create the events on my calendar (with embedded step-by-step details in descriptions if useful for me), and finally re-check the calendar afterward to confirm nothing's duplicated or wrong.

Tip: on your phone, tap and hold inside the box to select all, then copy.

Every time you use it after that

- ✓ You say "plan my day" and dump everything on your mind, unfiltered
- ✓ Claude checks what's already on your calendar
- ✓ Claude sorts everything and batches your errands by area
- ✓ You get a plain-text draft schedule to look over
- ✓ You approve it (or ask for tweaks)
- ✓ Claude adds it to your calendar and double-checks nothing's duplicated

Quick tips

- Answer the setup questions honestly and specifically, the more real detail Claude has about your routine, the better the schedules it builds.
- Traveling or staying somewhere new? Just tell Claude your temporary location when you brain dump, it'll plan around that instead of home.
- Want to change how it works later? Just tell Claude in plain English, "actually, batch my errands on weekends only", and it'll update the skill.
- This only needs to be set up once. After today, all you ever have to do is say the words.

That's it! Go brain dump in Claude

A free guide by Kaitlyn Dickie