

ASH AI Essentials

A **skill** is a set of standing instructions Claude reads and follows on its own. You don't call them and you don't type anything special. Claude notices when one applies and uses it. Every trigger below was tested. Here's what each one changes about your day.

do this

When Claude needs something from you

Opens the exact page, points at the exact button, hands you the exact thing to paste. No hunting through a settings menu.

what the

Somebody used a word you didn't know

Plain English, no follow-up embarrassment. Ends by telling you whether you actually need to care about it.

anti AI writing

Anything a human will read

Strips the tells. There's a banned word list and a set of structural rules. Put the before and after side by side once and you'll never turn it off.

handoff

Long chat, and now it's tomorrow

Compresses the whole thread into a document you paste into a fresh chat to keep going. Also how you hand your work to a colleague.

fact checker

Before it goes out with your name on it

Checks every claim in a draft against live sources. Tells you what held up, what it couldn't verify, and what's wrong.

infographic builder

One image, ready to post

Turns content into a single polished graphic sized for social feeds and for printing.

how to

"I don't know where to start"

Say what you want to end up with. Claude walks you there one small step at a time until the thing actually exists.

grill me

Before anything big gets built

Claude interviews you first. Three or four questions, mostly tappable. You get a first draft that's close instead of one you throw away.

prompt optimizer

For the thing you ask every week

Describe roughly what you want. Get back a finished prompt in a copy block. Save it. Reuse it.

skill creator

Build your own

The moment your team notices it's typing the same instructions every week, that's a skill. This writes it for you.

dashboard first

Answers with more than one number

Come back as something you can look at. Charts, tiles, comparisons, built to read on a phone.

INSTALLING IT

1. Open the file we sent in the Claude desktop app.
 2. Press the install button.
 3. Settings → Plugins to see it any time.
- Everyone on the team does this once.

TRY THESE THREE TODAY

1. Paste a draft email and say **make this sound human**.
2. Paste a word you didn't know and say **what the**.
3. Name something you want to set up and say **how do I**.

WHAT TO EXPECT

Skills don't make Claude smarter. They make it behave the same way every time. The payoff shows up in the work you repeat, not in the demo. Give it two weeks.