

Claude 101

WORKING WITH CLAUDE

THE BASICS

- 01 **It's all about prompting in context.** Give Claude the background, files, and constraints up front.
- 02 **Describe a goal, not a method.** Say what a good result looks like; let Claude find the way.
- 03 **Give examples, not just instructions.** One sample beats a long explanation.
- 04 **Point Claude at the real files** and context — attach the doc, link, or repo instead of describing it.
- 05 **Tell it who the audience is.** The same task reads differently for a teammate than for a client.
- 06 **The longer the chat, the less accurate.** Start a fresh chat for a new topic.

PICK THE ROOM

Chat

Regular conversations, and the master brain for code sessions.

Co-work

One-off tasks needing browser control and connectors.

Code

A project that needs multiple changes, plus background automation.

SHIFT GEARS

The models are like the gears of a bike. The left shifter is the model — **Haiku** • **Sonnet** • **Opus** • **Fable** — and the right shifter is the effort level. Haiku is the lightest: the lighter the gear, the faster and cheaper the response, but the less accurate.