

Build Your First AI Skill

Turn one task you keep repeating into
a playbook your AI can use again.

GUIDES & RESOURCES

GUIDE · 3 PAGES

If you have corrected your AI with the same instructions two or three times, you may already have the beginnings of a skill. A skill saves the method: which information to use, which steps to follow, what good looks like and where a person still needs to review the result.

A skill is the method that stays

The facts can change every time. The method should not. A weekly project update is a good example: this week's wins and blockers change, but the sections, tone, fact-checking rules and approval step remain consistent.

Good skill candidates

- A task you have done more than once
- A process with recognizable steps
- An output you know how to judge
- Work where the inputs change but the method stays mostly the same

What is not a skill

- A one-time request with no repeatable method
- A broad topic such as "marketing" or "finance"
- Work you do not understand well enough to evaluate
- A process you expect the AI to run without review before it has been tested

Meeting prep, weekly updates, research briefs, action-item summaries and recurring reporting can all work well.

Give the AI five things

Trigger

When should this skill be used?

Input

What will you provide each time?

Method

Which steps and rules stay the same?

Output

What must a good result include?

Human review

What still needs your judgment or approval?

Copy this build prompt

BUILD PROMPT

Build a skill called Weekly Update. Whenever I give you messy project notes and ask for a weekly update, turn them into four sections: Wins, Work in progress, Blockers and Next steps. Keep it concise, warm and direct. Do not invent facts. If an owner or due date is missing, flag it. Always show me the draft for approval. Ask any questions you need, then show me the skill before saving it.

Swap in your own task, sections, standards and approval rules. You are not writing code. You are explaining the work to a capable teammate.

A note on ChatGPT, Claude and Copilot

All three now support skills, but availability depends on your plan and your organization's settings. If you don't see a skills option, save the method as project or custom instructions and use the same build prompt. The idea doesn't change: save the method once, then reuse it.

Test it before you trust it

- Open a fresh conversation so the build chat is not doing the work
- Run one realistic example
- Check that the skill activated for the right request
- Check the facts, structure and approval step
- Say exactly what failed, update the skill and test again

The best first skill is deliberately small: one task, one clear method and one result you know how to judge.

The three things to remember

- 01** Save the method, not this week's facts
 - 02** Build it by talking through the work in plain language
 - 03** Test it in a fresh conversation before using it on something important
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WATCH THE WORKSHOP

Watch [Building Skills](#) in the [AI Workshops playlist](#).

Want Forum3 to run this with your team? [Let's talk](#)