THE SETUP SPRINT

Set Up Claude Like an Operator — The Complete System

Component 3 of the system. This is your front door: seven days, one short session a day, and at the end Claude knows who you are, how you write, and how you work — so you stop starting from zero in every chat.

You don't need to do this in one sitting. Each day below is self-contained: do the day, stop, come back tomorrow. By Day 7 you run the full system for the first time.

Before Day 1 — what you're building

Most people use Claude as one long blank chat. Every session, they re-explain who they are, what the project is, and how they like things written. Then they fix the generic output by hand.

Operators set it up once instead. The setup is small:

- **4 folders** that organize how Claude works for you
- **2 files** that tell Claude who you are and how you write
- **1 master prompt** that runs the same routine on every task

That's the whole build. Here's the week.

Day 1 — Install the app and make your 4 folders

1. Download and install the **Claude desktop app** and sign in.
2. Create a **new project** and name it after your work — your business name, your role, whatever you'll recognize at a glance. (Example: "My Business" or "Freelance Writing.")
3. Inside the project, set up **4 folders** — this is the architecture every operator uses:
4. **About Me** — the files that say who you are and how you write
5. **Projects** — the work itself: briefs, drafts, notes for each thing you're working on
6. **Templates** — anything you reuse: your email formats, your post structures, your checklists
7. **Outputs** — finished work Claude produces, kept separate from drafts
8. Leave the folders empty for now. Today is just the shelves.

Why this matters: one long chat mixes your identity, your drafts, and your finished work into one pile. Folders mean Claude (and you) can always find the right thing — and your two core files have a permanent home instead of floating in chat history.

✅ *Done when: the project exists and the 4 folders are in it.*

Day 2 — Fill in your About-Me file

1. Open the **About-Me template** (Component 1 — The Operator Profile) and save a copy into your **About Me** folder as `about-me.md`.
2. Work through it top to bottom and replace every [bracket]:
3. Who you are: your name, what you do in one plain sentence, and who you do it for — be specific.
4. What you're working on right now: your main project, anything secondary, and your goal by a real date.
5. How you talk and write: your normal tone, words you actually use, words you never use.
6. Your rules: what Claude should always do, never do, and what it should do when it's unsure.
7. Your tools and files: where your work lives.
8. Don't polish it. Plain and true beats beautifully written. You can edit this file any time — it grows with you.

Time: about 10 minutes. This one file is what stops the re-explaining.

✅ *Done when: every bracket in your about-me file is replaced with your real answer.*

Day 3 — Fill in your Style file

1. Open the **Anti-AI Style template** (Component 1) and save a copy next to your about-me file as `anti-ai-style.md`.
2. Read the **banned-phrase list** — words and phrases that instantly make writing sound machine-made. Add your own: any phrase that makes you roll your eyes goes on the list.
3. Read the **how-real-people-write** rules. Keep the ones that sound like you; adjust any that don't.
4. Fill in the last line: **your voice, in one line** — one sentence written the way you actually talk. This is the register Claude matches, so make it sound like you on a good day, not like a textbook.
5. Leave the **humanizer pass** section as it is for now — you'll run it on Day 5.

✅ *Done when: your style file is saved next to your about-me file, your own banned phrases are added, and your one-line voice sample is written.*

Day 4 — Run the Master Prompt for the first time

Today you use both files at once. Pick a small, real task — a short email, a post draft, a reply you've been putting off. Nothing high-stakes.

1. In your project, paste the **Master Prompt** (Component 2 — The Operator Engine has it in a copy-paste block) and add your task at the end.
2. The prompt tells Claude to read your about-me file and your style file first — and then to **ask you up to 5 questions** before it starts.
3. **Answer the questions.** This is the step everyone skips and the step that does the most work. Claude is asking for exactly the answers that would most change how well it does the task. Short, honest answers are fine.
4. Read what comes back. It should already sound closer to you than a blank chat ever did — because this time Claude knew who it was writing for before it wrote a word.

✅ *Done when: you've run one real task through the Master Prompt and answered Claude's questions.*

Day 5 — Run the humanizer pass

1. Take any recent piece of AI-written text — yesterday's output, or something older that sounds stiff.
2. Run the **5-step humanizer pass** from your style file on it, in order:
3. Read it out loud in your head. Where would a person run out of breath or get bored? Fix there first.
4. Cut every banned phrase — replace it with the plain word a person would say.
5. Add one real detail only you would know: a name, a place, a mistake you made. Generic is the tell.
6. Vary the rhythm: if three sentences in a row are the same length, break one.
7. Check the last line. End on the point, not a summary of the point.
8. Compare before and after. That gap is the difference between output you have to fix and output you can send.

The pass is already built into the Master Prompt as a standing step — today you ran it by hand once so you know what it's doing for you from now on.

✅ *Done when: you've humanized one real draft by hand, start to finish.*

Day 6 — Put one template to work

1. Pick one thing you write over and over — a weekly update, a quote reply, a social post format, a client email.
2. Save your best version of it in the **Templates** folder. Plain text is fine. Name it so you'll find it.
3. Run the Master Prompt on a fresh version of that task, and this time point Claude at your template: *"Use the template in my Templates folder."*
4. Save the finished piece in **Outputs**. From now on, drafts and finished work never share a pile again.

Later — when the basics are habit — this is also where the setup grows: you can connect other tools, add more templates, and schedule recurring tasks. None of that is needed to finish this week. The system already works without it.

✅ *Done when: one real template lives in Templates and one finished piece lives in Outputs.*

Day 7 — Your first /OPERATE run

Today you run the whole system the way you'll run it every working day from now on.

1. Open your project in Claude.
2. Type your ritual command: **/OPERATE**
3. State today's task in plain words: *"Draft the follow-up email to the client from Tuesday."* / *"Outline this week's posts."* / *"Turn these notes into a clean one-page summary."*
4. The routine runs exactly as the Master Prompt sets it out: Claude reads your about-me file and your style file, asks up to 5 questions whose answers would most change the result, waits for your answers, does the task, runs the humanizer pass, and shows you the result — not its process.
5. Save the finished piece in **Outputs**.

That's it. No re-introducing yourself. No fixing robot phrasing by hand. You stated the task; the system you built handled the setup around it.

From here: every new task starts with /OPERATE. When something about your work changes — a new project, a new rule, a phrase you never want to see again — update the file it belongs in (about-me, style, or a template) once, and every future run uses the new version. The system is only ever as current as your files, and your files are five-minute edits.

The 7-day checklist (keep this page)

- [ ] **Day 1** — App installed · project created · 4 folders made (About Me / Projects / Templates / Outputs)
- [ ] **Day 2** — About-Me file filled in and saved as `about-me.md`
- [ ] **Day 3** — Style file filled in and saved as `anti-ai-style.md` · your voice line written
- [ ] **Day 4** — First Master Prompt run on a real task · Claude's questions answered
- [ ] **Day 5** — Humanizer pass run by hand on one real draft
- [ ] **Day 6** — One template saved in Templates · one finished piece saved in Outputs
- [ ] **Day 7** — First full /OPERATE run

Set up once in a week — or re-explain yourself forever. You've picked the week.