VIP TRAINING · DAY 3 · DO MORE

Skills, Connectors & Scheduled Tasks

Set up Claude to work the way you do: teach it your process, connect it to your apps and let it run on a schedule.

Sean Brown · Senior Photography Education · VIP Resource

START HERE

Three Tools That Turn Claude Into Your Assistant

Most people use Claude one chat at a time. These three features are how you stop starting from scratch.

PART 01

Skills

The how. Your process, saved inside Claude, so it does a task your way every time.

PART 02

Connectors

The where. Links Claude to your apps, like your calendar, email, Notion and Monday.com.

PART 03

Scheduled Tasks

The when. Claude runs a task on its own, on the schedule you choose.

Each one is useful alone. Together, they're a system: a scheduled task runs every Sunday, uses a connector to read your calendar, and follows your skill to plan the week exactly how you like it.

BEFORE YOU START

Check your plan and settings. Skills and connectors work on every Claude plan, including Free. Skills need **Code execution and file creation** turned on in **Settings › Capabilities**. Scheduled tasks need a paid plan (Pro, Max, Team or Enterprise). On a Team or Enterprise plan, your account owner may need to turn these features on first.

A note on menus

Claude updates its app often, and menu names can move. The steps in this guide match Claude's help center as of September 2026. If a label looks different, search the feature name at **support.claude.com**, or simply ask Claude: "Where do I find my skills?"

HOW TO USE THIS GUIDE

Your Step-by-Step Roadmap

Do it in order. Each part builds on the one before it, and by the end, Claude is doing real work while you shoot.

STEP	WHAT YOU'LL DO	TIME
Part 01 · Skills		
01	**Turn on skills** and find your skills library	2 minutes
02	**Pick your first skill**	5 minutes
03	**Build it with Claude**, then save it	20–30 minutes
04	**Use it, improve it and share it**	Ongoing
Part 02 · Connectors		
05	**Connect your apps**	2 minutes per app
06	**Put them to work** in a chat	Ongoing
Part 03 · Scheduled Tasks		
07	**Create your first scheduled task**	5 minutes
08	**Write prompts that run without you**	5 minutes
09	**Pick your next tasks** from the idea list	Ongoing

01

PART ONE

Skills: Teach Claude Once

A skill is a set of saved instructions for one task. When the task comes up, Claude loads your skill on its own and follows your steps, your rules and your standards.

Without a skill

You open a chat, explain the task, paste your context and fix the result. Then you do it all again tomorrow, and the results drift.

With a skill

You say “Here’s Emma’s questionnaire. Build her timeline.” Claude already knows how, and it’s the same quality every time.

STEP 01

Turn On Skills

1

Turn on file creation

Go to **Settings › Capabilities** and make sure **Code execution and file creation** is on. Skills need it.

2

Open your skills library

Go to **Customize › Skills**. You’ll see your personal skills, skills shared with you and any from your organization.

3

Switch skills on or off

Use the toggle next to each skill. Only skills that are on get used.

STEP 02

Pick Your First Skill

If you do a task the same way more than twice, it should probably be a skill.

SKILL IDEA	WHAT IT DOES
Session Timeline Builder	Style questionnaire in, minute-by-minute shoot plan out, ending at golden hour
Inquiry Replies	Paste an inquiry, get a warm reply that answers their questions and objections
Client Blog Posts	Session details in, a formatted, SEO-friendly blog post out
Room Mockup Builder	Builds the image prompt for styled rooms that show portraits as wall art
Social Captions	A week of captions in your voice from a few photos and bullet points
Gallery Emails	Delivery, ordering and product-arrival emails in your voice
Review Replies	Warm, personal replies to every new Google review
Consult Notes	A call transcript becomes a client summary and next steps

STEP 03

Build It With Claude

You don't need to write any code. Claude has a built-in skill creator that interviews you and writes the skill for you.

1. ### Gather 2–3 examples

   Your best timelines, posts or emails. Examples show Claude what great looks like.

2. ### Start a new chat and paste the prompt

   Attach your examples. Claude will ask questions one at a time. Answer them in detail. That's what makes the skill good.

3. ### Test it on a real example

   Tell Claude exactly what to fix. Repeat until the result is something you'd send.

4. ### Save it

   When it's ready, Claude offers to save the skill to your account. It then appears in **Customize › Skills** .

STEP 03 · THE PROMPT

Your Skill Creator Prompt

SKILL CREATOR PROMPT

Help me create a Claude skill for my senior portrait photography business.

The task: **[e.g., turn a completed style questionnaire into a minute-by-minute session timeline]**

When I'd use it: **[e.g., whenever I paste in a questionnaire or ask to plan a session]**

How I do it today:
[describe your process step by step]

My rules: **[e.g., always look up the real sunset time, urban locations first and fields last, 10 minutes of buffer, finish in golden hour]**

I've attached **[2–3]** examples of great results.

Interview me one question at a time until you understand the task fully. Then write the skill, test it on one example with me, and help me save it to my account.

STEP 04

Use It, Improve It, Share It

1

Just ask

Talk to Claude the way you normally would: “Build a timeline for this questionnaire.” Claude recognizes the task and uses your skill. You can also name it: “Use my timeline skill.”

2

Improve it anytime

“Update my timeline skill so it always adds a rain plan.” Fixed for good.

3

Share it with your team

Share a skill with your VA from **Customize › Skills**, and they get your results. Got a skill file from someone else? Click **+**, then **Create skill**, then **Upload a skill**, and upload the ZIP file.

YOU’RE STILL THE EXPERT

A skill makes the first draft great. It doesn’t replace your eye. Review anything client-facing before it goes out.

02

PART TWO · STEP 05

Connectors: Link Claude to Your Apps

Connectors let Claude read from and work in the apps you already use, so you stop copying and pasting between tabs.

1

Open your connectors

Go to `Customize › Connectors`. Or, in any chat, click **+** (or type **/**), hover over **Connectors** and choose **Manage connectors**.

2

Browse and choose an app

Click the **+** next to Connectors and browse the directory. Pick the app you want.

3

Connect and sign in

Click **Connect** and sign in to that app. Review what Claude will be allowed to access, then approve.

4

Turn it on in a chat

In a chat, click **+**, hover over **Connectors** and toggle on the apps you want for that conversation.

Connectors Worth Setting Up

APP	TRY ASKING
Google Calendar	“What sessions and ordering appointments do I have next week?”
Gmail	“Find inquiries from this week I haven’t replied to.”
Google Drive	“Summarize my 2026 pricing guide and list every product price.”
Notion	“Give me my monthly check-in from my KPI Dashboard.”
Monday.com	“Add these five blog posts to my content board with due dates.”
Canva	“Find my senior guide template and list what needs updating.”
Dropbox	“Find the model team welcome packet and summarize it.”

The connector directory changes often. Search it for the apps you use most.

STEP 06

Put Your Connectors to Work

The magic happens when a connector and a skill work together. The connector brings in the information, and the skill does the work your way.

STAY IN CONTROL

Connected apps act as *you*. Start by asking Claude to read and draft, not send or delete. Ask it to show you anything before it goes to a client, and only connect the apps you actually need.

Calendar + Timeline Skill

"Check my calendar for this weekend's sessions and build a timeline for each one from their questionnaires in Drive."

Gmail + Inquiry Reply Skill

"Find new inquiries from today and draft a reply to each one. Don't send anything."

Monday.com + Blog Skill

"Write the blog post for Emma's session and add the pins to my Monday.com board."

Notion + Your KPIs

"Compare this month's numbers to last year and tell me the one thing to fix."

CONNECTOR CHECK-UP PROMPT

I've connected **[Google Calendar, Gmail, Notion, Monday.com]**.

For each one, tell me:

- What you can see and do in it
- Three ways it could save me time as a senior portrait photographer
- Which of my skills it works well with: **[list your skills]**

Don't make any changes in my apps. Just tell me what's possible.

Want even more apps?

If an app isn't in the directory, check whether it works through a connector like Zapier, which links to thousands of apps. Or ask Claude: "Is there a way to connect you to **[app]**?"

03

PART THREE · STEP 07

Scheduled Tasks: Claude on Autopilot

A scheduled task runs a prompt on its own, on a schedule. Set it up once, and the work is waiting for you when you sit down.

Scheduled tasks run in the cloud, so they keep running even when your computer is asleep or the Claude app is closed. They need a paid plan.

Option 1: Let Claude Set It Up

1 ### Open Scheduled

Click **Scheduled** in the left sidebar, then **New task** in the upper right.

2 ### Choose Create with Claude

Describe what you want in plain English. Claude writes the prompt and may ask a few multiple-choice questions.

3 ### Review and schedule

Check the task name, schedule and instructions, then click **Schedule**.

Option 2: Set It Up Yourself

Click **Scheduled**, then **New task**, then **Set up manually**. Add a task name, paste your prompt, choose how often it runs (hourly, daily, weekly, on weekdays or manually) and pick the approval setting. Click **Save**. From the Scheduled page, you can edit, pause, delete or run any task on demand, and see its past runs.

CONNECT FIRST

If a task uses your calendar, email or Notion, connect those apps first (Part 02). Tasks that need files on your computer can't run on a schedule, so keep the files a task needs in a connected app like Google Drive or Dropbox.

STEP 08

Write Prompts That Run Without You

Nobody is there to answer questions when a scheduled task runs. So the prompt has to say everything.

EVERY SCHEDULED PROMPT NEEDS	EXAMPLE
What to look at	“Check my Google Calendar for sessions in the next 7 days.”
What to create	“Draft a reminder text for each client.”
Which skill or standards to use	“Use my Session Timeline skill.”
Where to put it	“Put the drafts in my Notion page called Drafts to Review.”
What not to do	“Don’t send anything or change my calendar.”
What to do if something’s missing	“If a client has no phone number, list them at the end.”

EXAMPLE · SUNDAY PLANNER (WEEKLY, SUNDAY 6 PM)

Plan my week for my senior portrait business.

1. Check my Google Calendar for Monday–Sunday: sessions, ordering sessions, consults and personal commitments.
2. Read my task list in **[Notion page / Google Doc name]**.
3. My top priorities (from my 90-day plan): **[1–3 priorities]**
4. My rules: **[e.g., no admin on session days, editing in the mornings, off by 6 PM]**

Then place each task on a day, around my calendar, with the most important work first. Batch similar tasks. Flag anything I should delegate to my VA or drop. Suggest 2–3 focus blocks, but don't add anything to my calendar.

Send me a short summary I can read in 2 minutes.

START WITH DRAFTS

For the first two weeks, have every scheduled task create drafts and summaries only. Once you trust the results, decide what (if anything) it can do on its own.

STEP 09

Good Tasks to Schedule

The best scheduled tasks are ones you do on the same day every week or month, that start by checking something and end with a draft for you.

TASK	WHEN	WHAT IT DOES
Sunday Planner	**Weekly · Sun evening**	Reads your calendar and task list, and plans your week around sessions
Monday Content	**Weekly · Mon morning**	Drafts this week's captions and post ideas from your content calendar
Session Prep	**Daily · morning**	Checks for sessions in 2 days and drafts reminder texts, the timeline and a weather check
Inquiry Sweep	**Weekdays · 8 AM**	Finds inquiries without a reply and drafts personal responses
Friday Follow-Ups	**Weekly · Fri**	Lists open leads, consults and clients who haven't booked or ordered
Gallery Nudges	**Weekly · Wed**	Finds galleries delivered 10+ days ago with no order, and drafts a friendly check-in
Review Requests	**Weekly · Tue**	Lists clients whose products were delivered last week, and drafts review requests
Blog & Pin Queue	**Weekly · Thu**	Checks your content board and drafts the next blog post and pins for your VA
Monthly Numbers	**Monthly · 1st**	Runs your KPI check-in from Notion and compares it to your 90-day goal
Evergreen Ideas	**Monthly · 15th**	Suggests 5 blog topics based on the season and what seniors are searching
Model Team	**Monthly · 1st**	Drafts this month's model team challenge and reminder message
SOP Review	**Monthly · 1st week**	Lists your SOPs and asks which tools or steps have changed

No monthly option in your schedule settings? Schedule the task weekly and start the prompt with: "If today is in the first 7 days of the month, do the following. If not, reply 'Nothing this week.'"

Seasonal ideas

Spring: senior season booking push and model team applications. **Summer:** a daily golden-hour and weather check for the next day's sessions. **Fall:** yearbook deadline reminders. **Winter:** holiday wall art promos and a year-end numbers review.

READY TO PASTE

Three More Scheduled Prompts

SESSION PREP · DAILY, 7 AM

Check my Google Calendar for senior sessions happening in 2 days.

For each one:
- Draft a friendly reminder text in my voice with the time, first location and what to bring
- Check the forecast for the session location, and flag rain, wind or heat
- If their style questionnaire is in **[Drive folder]**, build the timeline with my Session Timeline skill

Don't send anything. If there are no sessions, just say "No sessions in 2 days."

INQUIRY SWEEP · WEEKDAYS, 8 AM

Search my Gmail for new photography inquiries from the last 24 hours that I haven't replied to.

For each one, draft a warm, personal reply using my inquiry reply skill. Answer their questions, and invite them to **[book a consult / view my pricing guide]**.

Save each reply as a Gmail draft. Don't send anything. Give me a list of who wrote in and what they asked.

MONTHLY NUMBERS · MONTHLY, FIRST WEEK

Open my KPI Dashboard in Notion and give me my monthly check-in for last month:
- Sales, average sale and conversion rate vs. the month before and the same month last year
- Year-to-date sales vs. my goal, and what I need each month to hit it
- My top lead sources, and which ones booked
- One thing that's working, one to fix and one action for this month

If last month's numbers aren't entered yet, remind me to enter them instead.

YOUR CHECKLIST

Set It Up This Week

One skill, three connectors and one scheduled task, and Claude is working for you before next Monday.

Skills

- [ ] Turn on file creation
- [ ] Find Customize › Skills
- [ ] Pick your first skill
- [ ] Build it with the prompt
- [ ] Test it and save it

Connectors

- [ ] Connect your calendar
- [ ] Connect your email
- [ ] Connect Notion or Monday.com
- [ ] Run the check-up prompt
- [ ] Try a connector + skill

Scheduled Tasks

- [ ] Set up the Sunday Planner
- [ ] Keep it to drafts for 2 weeks
- [ ] Review each run
- [ ] Pick your next task
- [ ] Add one task a week

START WITH ONE

Don’t set up ten things this weekend. Build one skill, set up one scheduled task and live with them for a week. Then add the next. Every one you add is time you get back for the work only you can do.