Your First 30 Days With Claude, Day by Day

30 days. 1 task a day, about 15 minutes each. The exact prompt to paste every day, what done looks like, and which video shows it.

Here's the whole plan, start to finish.

1 task a day. About 15 minutes. Every day has the exact prompt to paste, what "done" looks like, and the video where I do it on screen so you can watch first if you get stuck.

Use your real work for every one of these. Your business, your job, or whatever you're trying to get done. Practice questions teach you nothing. Real ones teach you everything.

Everything runs on the free plan unless a day says otherwise. When a day needs a paid plan, there's a free swap right next to it.

Skip a day? Do it tomorrow. The order matters more than the calendar.

Week 1: Get in, and get it knowing you

By Sunday Claude knows who you are and has done 1 real thing for you.

Day 1: Get in and ask 1 real question

Download the Claude app or open claude.ai. Sign up with your email. Pick the free plan. Then paste this:

```
I have never used an AI tool before. Ask me 3 questions about my work, one at a time, and then tell me the single task I should hand to you first.
```

Answer its questions honestly, like you're talking to somebody who started working for you.

Done when: Claude has named 1 task to hand over. Write it down. That's your homework for Day 4.
Watch it done: Setup from zero

Day 2: Learn the screen, change 3 settings

Open Settings. Fill in the box that tells Claude about you (Settings, then Profile). Check Memory is how you want it. Check whether your chats are used for training and decide for yourself.

```
Explain every button and menu on the screen I'm looking at in plain English, like I've never used software before. Then tell me which 3 I'll use every day.
```

Done when: your profile box is filled in and you know where Settings lives. *Watch it done: The window, The 3 day one settings*

Day 3: Let Claude interview you

This is the most important 15 minutes of the month. Don't skip it.

```
Interview me so you can understand my work. Ask me 1 question at a time, up to 10 questions, about what I do, who I do it for, what eats my time, and how I like things written. Don't let me give lazy answers, push back if I'm vague. When you're done, write a summary of me I can paste into future chats.
```

Done when: you've got a summary of you. Save it somewhere you can find it. Paste it into your profile box from Day 2. *Watch it done: Let Claude interview you*

Day 4: Do the task from Day 1

Take the task Claude picked on Day 1. Do it now. If you get a generic answer, add context and ask again:

```
That's too generic. Here's my situation: [2 or 3 sentences about who it's for, what's at stake, and what good looks like]. Try again.
```

Done when: you've got something you'd use, not something you'd have to rewrite. *Watch it done: Your first real conversation, Context is the whole game*

Day 5: Give Claude a file

Find a real document. A contract, a bill, a policy, a spreadsheet, a screenshot of something you don't understand. Drag it into the chat.

```
Read this and tell me: what's the most important thing in it, what I should watch out for, and what I should push back on or ask about.
```

Done when: Claude found 1 thing you'd have missed or skimmed past. *Watch it done: Attachments*

Day 6: Get the honest version

Claude defaults to encouraging. Take something you made this week (a plan, an email, an idea) and paste it with this:

```
Be brutally honest. Don't soften it. What's weak about this, what would make someone say no, and what would you change first?
```

Done when: you got at least 1 note that stung a little. That's the useful one. *Watch it done: Why your answers suck*

Day 7: Score your week

```
Here's what I used you for this week: [list them]. Which of these would save me the most time if I did it every week? What should I hand you next week that I'm still doing by hand?
```

Done when: you've got 1 thing to take into next week.

Week 2: Ask better, catch it when it's wrong

By Sunday you'll get usable answers first time, and you'll know when not to trust one.

Day 8: The 4-part ask

Every good ask has 4 things: **who it's for, what you want, what good looks like, and what to avoid.** Rewrite something you asked last week:

```
Write [the thing] for [who it's for]. The goal is [what you want them to do or feel]. Good looks like [length, tone, an example]. Don't [the thing you hate when AI does it].
```

Done when: you've compared the old answer and the new one side by side. *Watch it done: Description*

Day 9: Split a job in half

Pick a job you do every week. Split it into what only you can do and what you can hand over.

```
Here's a job I do every week: [describe it, step by step]. Split it into the parts only I should do and the parts you can do for me. Then do your parts now and leave clear blanks for mine.
```

Done when: a weekly job is now half the work. *Watch it done: Delegation*

Day 10: Catch Claude being wrong

Ask Claude something you already know the answer to, about your work or your area, something specific. Then:

```
How confident are you in that, from 1 to 10? Which parts might be wrong, and how would I check them?
```

Done when: you've seen Claude back down on something. Now you know the move for every answer that matters. *Watch it done: Discernment*

Day 11: Redact, don't avoid

Take a real message about a real client, customer, patient or coworker. Swap the names for "Client A," the address for a zip code, the invoice number for "the invoice." Then ask your question.

Done when: you got a full-quality answer without pasting a single real name. *Watch it done: Diligence*

Day 12: Find the walls

```
What are you bad at? Give me 5 specific things I should never fully trust you with, and
what I should do instead for each one.
```

Done when: you know the 5 things to double check, every time. *Watch it done: What it can't do*

Day 13: Pick your 3 weekly prompts

Go back through your chats. Find the 3 asks that saved you the most time. Make them reusable:

```
Turn this into a reusable prompt with blanks in [square brackets] for the parts that
change each time: [paste the ask that worked].
```

Done when: you've got 3 prompts saved in a note on your phone. *Watch it done: The 10 prompts*

Day 14: Redo the hardest thing

Whatever went worst in the last 2 weeks, do it again with everything you know now. Context, the 4-part ask, the honest version.

Done when: it worked better than the first time. That's the whole skill improving.

Week 3: Make it build the actual thing

By Sunday Claude stops handing you text and starts handing you finished work.

Day 15: Make a Project

A Project holds your instructions and files so every chat inside it already knows you. Create one. Paste your Day 3 summary into its instructions. Add 1 or 2 files you use all the time.

Done when: you ask a question inside the Project and Claude answers like it already knows your situation. *Watch it done: Projects*

Day 16: Ask for the document, not the advice

Stop asking what should go in it. Ask for it:

```
Write the full [proposal / policy / welcome guide / plan] for [who]. Put it in a document
I can edit, not in the chat.
```

Then edit it by talking: "make section 2 shorter," "add a line about cancellation."

Done when: you've got a finished document you'd send. *Watch it done: Artifacts, Claude Docs*

Day 17: Get a real spreadsheet

```
Make me a spreadsheet file I can download, not a table in the chat. Columns: [what you track]. Include a total row with working formulas.
```

Done when: you opened the file in Excel or Google Sheets and the formulas work. *Watch it done: Spreadsheets*

Day 18: Turn a mess into a report

Paste or upload something messy. Receipts, notes, a long email thread, a month of anything.

```
Turn this into a clean report I could hand to [my accountant / my boss / a client]. Group it, total it, and flag anything that looks off or missing.
```

Done when: an hour of tidying took 2 minutes. *Watch it done: Mess to report*

Day 19: Build your first tool

```
Build me a simple calculator for [the math you do by hand all the time]. I type in: [inputs]. It shows me: [outputs]. One page, big clear numbers.
```

Use it. Find what's wrong. Fix it by saying it in plain words.

Done when: you've used a tool you made to do a real calculation. *Watch it done: Make it build a tool*

Day 20: The email you've been avoiding

Everybody's got 1. The awkward follow-up, the price increase, the "you still owe me" message.

```
Write the email I've been avoiding. Situation: [what happened]. I want them to [the outcome]. Keep it short, firm and friendly. Give me 3 versions, from softest to firmest.
```

Done when: it's sent.

Day 21: Check what Claude remembers

Open Settings, then Memory. Read what Claude's holding about you. Fix anything wrong. Delete anything you don't want there.

Done when: you know exactly what it knows. *Watch it done: Memory*

Week 4: Make it part of your week

By Day 30 this isn't a thing you're learning. It's a thing you use.

Day 22: Install the desktop app

If you've been using the website, download the free desktop app. Same account, same chats, and it can do things a browser tab can't.

```
What can you do in this app that you can't do on the website? Which of those would a normal person use?
```

Done when: the app is on your computer and you've asked your first question in it. *Watch it done: The app vs the website*

Day 23: Point it at a folder (carefully)

Make a new folder. Copy a few real files into it, copies, not originals. Open that folder in the app.

```
What files are in this folder? Before you change anything, tell me exactly what you're allowed to do here and how I make you ask me first.
```

Done when: Claude has read your files without you uploading anything, and you know where the ask-first setting is. *Watch it done: Point it at a folder, It changes your files, What it's allowed to do*

Day 24: Ask across everything at once

```
Look across every file in this folder. What am I forgetting, or what's about to cost me money? Tell me which file each answer came from.
```

Done when: you found something you'd have missed. *Watch it done: Ask across everything*

Day 25: Teach it 1 job permanently

Pick the job you explain the same way every time. Ask Claude to turn it into a Skill:

```
I do this the same way every time: [describe it]. Help me turn it into a Skill so you do it my way without me explaining it again.
```

Done when: you've used it once without re-explaining anything. *Watch it done: Skills*

Day 26: Hand over a whole job

Give Claude something big with several steps, then go do something else while it works.

```
Here's the whole job: [describe it, start to finish]. Do all of it. When you're done, tell me what you left out because you weren't sure, and what you need from me to finish it properly.
```

Paid plan feature. Free swap: break the job into 3 asks and run them back to back in 1 chat.

Done when: you came back to finished work. *Watch it done: Hand it over*

Day 27: Chat or Code?

```
Explain the difference between the chat side and the code side of this app in 1 sentence. Based on what I've used you for this month, which one should I be in?
```

Done when: you know which door you're using and why. *Watch it done: Chat vs Code, The 2 front doors*

Day 28: Pick your 2

Look back at the month. Pick the 2 things that saved you the most time. Only 2.

Done when: you've written them down.

Day 29: Put them on your calendar

Block 15 minutes, the same time every week, for each of your 2. Monday morning follow-ups. Friday afternoon numbers. Whatever fits your week.

Done when: they're in your calendar, repeating. *Watch it done: Your first week*

Day 30: Your scorecard

```
Here's everything I used you for this month: [list it]. Roughly how many hours did that save me? What's the next thing I should learn, and what's the next job I should hand you?
```

Done when: you've got a number, and a next step.

The tracker

Copy this into a note and tick them off as you go:

```
WEEK 1   [ ]1 [ ]2 [ ]3 [ ]4 [ ]5 [ ]6 [ ]7
WEEK 2   [ ]8 [ ]9 [ ]10 [ ]11 [ ]12 [ ]13 [ ]14
WEEK 3   [ ]15 [ ]16 [ ]17 [ ]18 [ ]19 [ ]20 [ ]21
WEEK 4   [ ]22 [ ]23 [ ]24 [ ]25 [ ]26 [ ]27 [ ]28 [ ]29 [ ]30
MY 2:    1. _____________  2. _____________
```

If you get stuck

Every day above has a video where I do it on screen. Watch that one, then try again.

And if a day doesn't work the first time, that's normal. Say "that's not what I meant, here's what I want" and go again. That sentence is half of what using AI well looks like.

There's a lot more where this came from

Everything I give away is free and lives at **jordybaze.com/free**. Start with whichever of these fits what you're stuck on:

- **The 15 minute setup**: jordybaze.com/free/setup
- **Why your prompts suck, the 4 lines that fix them**: jordybaze.com/free/prompting
- **Where it lies to you**: jordybaze.com/free/truth
