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FREE GUIDE · ROADMAP

Your Claude weekend plan

What I'd build with Claude this weekend if I was starting from zero. Five steps, in order, with the 50 questions for your «About me» document and the exact prompts to paste.

01
About me
Claude interviews you

02
One place
all your context together

03
Projects
one per area of your work

04
Your apps
email, calendar, documents

05
One real thing
skills, and build it

+
The 50 questions
pages 2 and 3

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STEP 01 · SATURDAY MORNING

Your «About me» document

Claude is only as good as what it knows about you. Instead of writing a long bio, let Claude interview you, one question at a time, and turn your answers into a document you reuse everywhere.

Open a new chat in Claude and paste:

```
I want to build an "About me" document you can use in every future chat.
Interview me with the 50 questions below, ONE at a time. Wait for my answer
before asking the next one. If an answer is vague, ask one follow-up.
When we finish, write the document with these sections: Who I am, What I sell,
Who I sell to, How I talk, My priorities, Rules for working with me.
Keep it under 2 pages and use my own words where you can.
[paste the 50 questions here]
```

Answer by voice if it's faster: dictate on your phone and paste. Plan about 60 to 90 minutes. Save the result as **About_me.md** (or a Google Doc).

THE 50 QUESTIONS · 1 TO 25

YOU

1. What do you do, in one sentence?
2. How did you get here? Give me the short story.
3. What are you better at than most people?
4. What do you hate doing and would hand off today?
5. What does a normal week look like for you?
6. When in the day do you do your best work?
7. What tools and apps do you use every day?
8. What decisions do you always want to make yourself?
9. What are you trying to learn right now?
10. What does success look like for you in 12 months?

YOUR BUSINESS

11. What exactly do you sell, and at what prices?
12. Which offer makes you the most money?
13. How does someone go from a stranger to a client?
14. Where do your leads come from today?
15. What results do your clients get? Give real examples.
16. Why do people choose you over the alternatives?
17. Who are your main competitors or alternatives?
18. What do clients complain about most, about you or your industry?
19. What's your monthly revenue goal, and where are you now?
20. What's the biggest bottleneck in the business right now?

WHO YOU SELL TO

21. Describe your best client ever.
22. Who is a client you never want again, and why?
23. What problem keeps your ideal client up at night?
24. What have they already tried that didn't work?
25. What words do they use to describe their problem?

THE 50 QUESTIONS · 26 TO 50

26. What makes them finally decide to buy?
27. What objections do you hear most before they buy?
28. Where do they spend time online?
29. Who else influences their decision?
30. What do they want to feel after working with you?

HOW YOU TALK

31. Paste 3 messages or posts that sound exactly like you.
32. How would your friends describe the way you talk?
33. Formal or casual? Short or long? Emojis or not?
34. Which words or phrases do you use a lot?
35. Which words would you never use?
36. Which creators or brands do you like the tone of?
37. How do you say no to someone?
38. How do you explain your offer to a friend over coffee?
39. What topics or opinions are you known for?
40. Which language or languages do you write in?

YOUR PRIORITIES

41. What are your top 3 goals for the next 90 days?
42. What projects are you working on right now?
43. What tasks eat most of your time each week?
44. What would you do with 10 extra hours a week?
45. What must always be checked by you before it goes out?
46. What information is private and should never be shared?
47. How do you want answers: short and direct, or detailed?
48. When should Claude push back and tell you you're wrong?
49. What does a great week look like at the end of Friday?
50. Anything else Claude should always know about you?

Tip: update your About me once a month. Paste the old one and ask: "What changed? Ask me only the questions whose answers are probably outdated."

STEP 02 · SATURDAY AFTERNOON

One single place for all your context

The reason Claude «forgets» is that every chat starts empty. Fix it once: put your About me, your key documents and your task list in one place Claude reads every time.

- **In the Claude app:** create a Project and add your About me and key documents to its knowledge. Write the instructions: “Read About me before answering. Answer in my tone.”
- **In Claude Code:** one folder with your files and a **CLAUDE.md** at the top that points to them. Claude Code reads it at the start of every session.

```
Read About_me.md and the files in this folder. Write a CLAUDE.md
that tells you who I am, where everything lives and how I like to work.
Keep it short. Show it to me before saving.
```

STEP 03 · SUNDAY MORNING

Your real work, organized into projects

One project per area of your work, so every conversation already knows what it’s about. Each one starts with your About me plus what’s specific to that area.

Clients
offers, client notes, proposals, onboarding

Content
your best posts, hooks, ideas, calendar

Finances
prices, costs, invoices, monthly numbers

Start with three. Add more only when an area keeps coming up in your chats.

```
This project is for [AREA]. Here is what you need to know: [3-5 lines].
Before answering, check my About me and the files in this project.
If something is missing, ask me instead of guessing.
```

STEP 04 · SUNDAY AFTERNOON

Connect your apps

Connect your email, your calendar and your documents so Claude works inside the tools you already use: it can find the email, check your week and read the doc instead of you copying and pasting.

- In the Claude app, open the connectors in Settings and add the ones you use (for example Gmail, Google Calendar and Google Drive).
- Start with read access where you can. Add more only when you need it.

Check permissions before you accept. Read what each connection can see and do. If it asks for more than the job needs, don't connect it. You can remove any connection later from the same place.

```
Look at my calendar for this week and my unread emails from today.
Tell me the 3 things I should handle first and draft replies
for the emails, but don't send anything.
```

STEP 05 · THE STEP MOST PEOPLE SKIP

Install a couple of skills and build one real thing

Skills are folders of instructions that teach Claude to do a task your way. Install one or two, then build **one small thing you'll actually use** this week. Just one.

- Official examples: github.com/anthropics/skills. Docs: code.claude.com/docs/en/skills.
- **Before you install a skill, check its security:** read the SKILL.md and every script inside. Only install from sources you trust. A skill can run code on your computer.

Ideas for your first real thing:

- A weekly report of your numbers from a spreadsheet.
- A reply template for your most common client email.
- A content idea list from your best posts.

THE WEEKEND

The plan, hour by hour

Saturday

- **Morning:**
  About me interview (step 1).
- **Afternoon:**
  one place for your context (step 2).

Sunday

- **Morning:**
  three projects (step 3).
- **Afternoon:**
  connect your apps, install skills and build one thing (steps 4 and 5).

Prompts for next week

Monday plan

```
Read my About me, my calendar for this week and my open tasks.
Give me my top 3 priorities and what to say no to.
```

Write like me

```
Using my About me and my best posts, write 5 hook ideas for this
week's content. Use my words, not marketing language.
```

Friday review

```
What did I finish this week? What's still open? What should I
change in my About me or my projects based on this week?
```

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