

# build your own claude skill.

this is the worksheet i use to build every skill in my library. 3 sections. define the skill, write the rules, add real examples. fill it out, paste the whole thing into a new claude conversation, and ask claude to turn it into a SKILL.md file plus paste-ready system prompt. that's the workflow.

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## 01 / DEFINE

### what is this skill?

#### 1. what's the skill called?

*short. lowercase-hyphenated. e.g. brand-voice-nav, cold-email-opener, weekly-review-ritual.*

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#### 2. what does it do in one sentence?

*lead with the outcome, not the process. e.g. "writes captions in nav's voice" not "helps with writing."*

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#### 3. who is it for?

*creators? agency owners? builders? a specific role? the more specific the better.*

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#### 4. when should claude activate it?

*list 3-5 trigger phrases. e.g. "write me a caption," "draft a tweet," "in my voice."*

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## 02 / RULES

# what are the rules?

#### 5. hard rules. what must always be true?

*things claude can never break. no em dashes. no buzzwords. exact format. specific length. list every constraint.*

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#### 6. soft preferences. what's the default tone?

*lowercase? specific words to use? words to avoid? voice references (founders, brands, writers you sound like)?*

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## 7. what's the output format?

*what does the response always look like? headline first? numbered list? specific sections? draft the template here.*

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## 8. what does claude do if the input is too thin?

*if the user doesn't give enough info, what questions should claude ask before running?*

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### 03 / EXAMPLES

# show, don't tell.

*claude learns from examples better than rules. give it 2-3 real examples of input + your ideal output. this is where most diy skills fail. don't skip it.*

## 9. example 1. input the user might send:

*what would someone actually type?*

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**what the perfect output looks like:**

*write the full response you'd want. yes, write the whole thing.*

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**10. example 2. input:**

*different angle. show the range.*

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**perfect output:**

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04 / SHIP IT

## the final move.

you've defined it. you've ruled it. you've shown it. now ship it.

01. open a new claude conversation.
02. paste this entire filled-out worksheet as your first message.
03. below it, write: "turn this into a claude skill. give me both a SKILL.md file and a paste-ready system prompt version."
04. claude returns two files. save them in a folder named after your skill. zip the folder.

05. upload the zip to claude (skills settings) or drop it in a project's files.
06. test it with a real prompt. iterate. ship.

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got a skill running? send it to me at [navin@ramharak.com](mailto:navin@ramharak.com). the best ones get added to the library with credit.