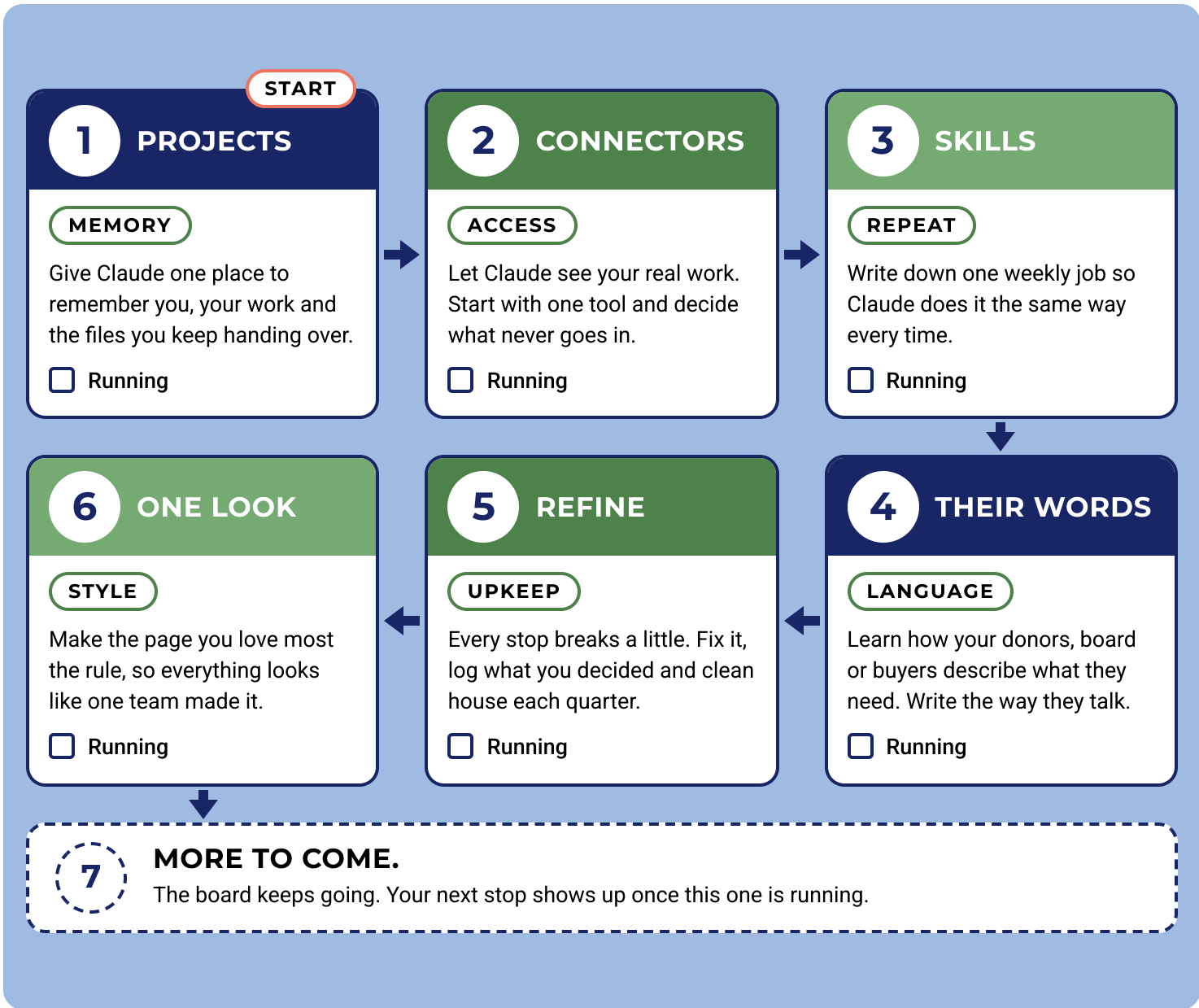


BUILD IT IN STAGES.

Nobody gets AI right on the first try. You build it one stop at a time. Each stop works a little, shows you what is missing and points you to the next one.

THE SIX STOPS.

Check a box once a stop is running.



YOUR FIRST STEP AT EACH STOP.

IN THE ORDER YOU DO THEM.

1	MAKE ONE PROJECT. Write who you are, who you serve and how you like things written. Add the files you paste in most. Try it: Put AI to Work →	WHERE Projects in the left sidebar, then New project.	DONE WHEN You never explain your job again.
2	CONNECT ONE TOOL. Pick the tool you check most. Before you connect it, write down what never goes in. Try it: Personal Access Map →	WHERE Settings, then Connectors.	DONE WHEN Claude answers a question from that tool.
3	WRITE ONE SKILL. Pick one weekly job. Write where the facts live, what good looks like and what to never do. Try it: Claude Skill Builder →	WHERE Customize, then Skills.	DONE WHEN Two runs come back in the same shape.
4	COLLECT THEIR WORDS. Look where your people talk: posts, reviews and forums. Copy their exact phrases into one file.	WHERE Save it as a file in your project.	DONE WHEN Drafts sound like your readers.
5	START A DECISION LOG. One line per decision, with a date. Each quarter, ask Claude to find the mess without changing anything. Try it: The Daily Close → and The Drift →	WHERE The task list you already use.	DONE WHEN Claude stops reopening calls you made.
6	SET ONE LOOK. Give Claude your colors, fonts and one page you love. Ask it to write the rules down first.	WHERE A rules file in your project.	DONE WHEN Two new pages look like one team made them.

KEEP GOING

You will not get every stop right. Each fix shows you the next stop.