

Most people use Claude like a search engine. They type a question, read the answer, close the tab. That workflow captures maybe 10% of what the platform actually does. This cheat sheet covers the four things that separate Claude power users from everyone else — and turns 4 hours of manual work into 45 minutes.

SECTION 01

From Vending Machine to Collaborator

WRONG Open a new chat. Type a question. Wait for an answer. Repeat tomorrow from scratch.

RIGHT Use a **Project** with your role, tone, and context already loaded. Claude picks up exactly where you left off.

THE PERSISTENT CONTEXT RULE

Never start a conversation without a **System Instruction** or **Project**. Set it once: your role, your output format, your constraints. Every session after that runs at full depth from the first message.

SECTION 02

The Anatomy of an Elite Prompt

- Role Assignment**
"You are a senior GRC analyst reviewing this policy for NIS2 compliance gaps."
- Context + Source Material**
Wrap documents in XML tags: `<policy>...</policy> <task>...</task>`
- Constraints**
"No bullet points. American English. Swedish corporate tone. Under 300 words."
- Output Format**
"Return as a markdown table with columns: Risk, Severity, Recommended Action."

Pro tip: Paste a sample of what the ideal output looks like. One example cuts back-and-forth by 2-3 iterations.

SECTION 03 · THE HERO WORKFLOW

Save 2 Hours of Admin Every Week

- Paste Your Meeting Transcript**
Copy from Teams, Zoom, or your notes. Raw is fine.
- Run the Action Item Extractor**

You are a senior executive assistant. Review this meeting transcript and extract:

- All action items with owner and due date (table format)
- Key decisions made (bullet list, max 5)
- A follow-up email draft in Ray's voice: direct, no fluff, no em-dashes

`<transcript>[paste here]</transcript>`

- Result in 15 Seconds**
Formatted task list + follow-up email ready to send. In your voice.

SECTION 04 · RAY'S SPECIALTY

Pro Tips for Speed & Security

- Token Optimization**
Start every Project instruction with: "Be concise. Prioritize output over explanation." Cuts response time 30-40% and saves your monthly usage limit for complex work.
- Security: Why Claude for EU Work**
Anthropic's Constitutional AI is trained to refuse harmful outputs at the model level — not a filter on top. For GDPR and NIS2 work, Anthropic has also declined U.S. government data arrangements that OpenAI has accepted.
- Extended Thinking — Use it Selectively**

USE FOR
Regulatory interpretation, conflicting compliance requirements, risk assessments with real consequences, nuanced contract analysis.

SKIP FOR
Standard emails, status updates, summarizing a document, formatting tasks. Save deep thinking for decisions that matter.

Ready to Install the Full System?

Skip the trial and error. Book a 60-minute AI Operating System session and leave with a configured Claude workspace, three working enterprise workflows, and a clear path to EU AI Act Article 4 compliance. Delivered in English. Designed for international teams in Sweden.

Book Your AOS Installation Call →

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