Set up Claude in one weekend

Here's how to set up what I showed in my video: five things to do in one weekend so Claude knows who you are, has your files, is connected to your apps and has finished something real for you. You won't write any code, and every step works on a free Claude account.

What you need

- **A Claude account** at claude.ai. Free works. Anthropic says projects are open to every account, with a maximum of five projects on Free, and skills are open to Free too.
- **A computer**, for the steps where you move files.
- **A little time on Saturday and Sunday.** Nothing else to install.

Step 1: let Claude interview you into an about-me doc

1. Open a new chat in Claude.
2. Paste this:

```
Ask me 50 questions about my work, my goals and how I like things done, one question at a time. Wait for my answer before the next one. When we're done, write everything up as an about-me document.
```

1. Answer each question. This goes much faster out loud:
   - **On your phone**, tap the microphone icon on the right of the chat box in the Claude app, speak, and tap the arrow to send. Anthropic calls this dictation: your speech turns into text and Claude answers in text.
   - **On the web or in the desktop app**, tap the sound wave symbol in the lower right of the chat window. Anthropic calls this voice mode, a spoken conversation where Claude talks back. Your words show up in the chat as you

speak. It is a different feature from dictation, and Anthropic lists it as a beta.

2 When it's done, copy the about-me document into a text file called `about-me` and save it on your computer. This is the one file you give Claude from now on, so you don't explain yourself again.

Step 2: put your notes in one folder

On your computer, make one folder and drop in your notes, documents and what you're working on. Think of it as your second brain.

When you start a task, give Claude the files that matter for it, so it works from something real. In a chat you give Claude files by uploading them, and a project (Step 3) keeps them for every chat inside it. Anthropic says a project's knowledge can hold documents, text files and code snippets.

Step 3: make a project for each part of your life

A project is a workspace with its own files and its own instructions. Make one for your business, one for your work and one for your personal life.

1. Click **Projects** on the left side of Claude, or go to claude.ai/projects.
2. Click **+ New Project** in the upper right corner and give it a name and description. Claude can't see the name or description.
3. In the project's knowledge on the right side of its main page, click **+** and upload the files that project needs.
4. Click **Set project instructions**, write how you'd like Claude to behave and respond in this project, and click **Save instructions**.
5. **Add your about-me file to every project.** Anthropic says context isn't shared across chats in a project unless it's in the project's knowledge, and projects can't see each other. So upload `about-me` to each one. That way Claude knows you and the work.

Free accounts can make five projects, so three is fine. Some Pro, Max and Ultra accounts are being moved to a new version of projects, so if your menus look different, look for the same words.

Step 4: connect the apps you already use

Connectors let Claude reach your apps and search what's in them, so you don't upload files one by one. Start with the app where your documents live. Anthropic's example is Google Drive: connect it and Claude can search your files.

1. In Claude, go to **Customize > Connectors**, then click the **+** next to Connectors. (You can also click **+** in the lower left of a chat, hover over **Connectors** and choose **Manage connectors**.)
2. Pick the connector you want, such as Google Drive, and click **Connect** or **Install**.
3. Follow the sign-in prompts to give Claude access.

Claude can only reach what your own account can open in that app. Only connect apps you trust, since connecting lets Claude access, and possibly change,

data in them. Anthropic says that on the Free plan you can connect one tool, and paid plans can connect more, so pick the one that matters most.

Step 5: put one skill to work on real work

A skill gives Claude a specialized way of doing a job. Pick something you do every week and try it on a real task.

1. Go to **Settings > Capabilities** and make sure **Code execution and file creation** is on. In the updated Settings layout it's called **Create and edit files**. Skills need it.
2. Go to **Customize > Skills** and switch on the skills you want.
3. Anthropic's built-in skills cover Excel spreadsheets, Word documents, PowerPoint presentations and PDFs. With them on, Claude uses the right one when your request fits. You don't have to name it.

For example, if you write proposals, open your business project, give Claude your notes and ask:

```
Using my notes, draft my next proposal as a
Word document.
```

Read it, fix what's off, and you have something you actually needed. If you want a skill built for your own routine, Anthropic lets you upload one as a ZIP file under **Customize > Skills**, with the **+** button, **+ Create skill** and **Upload a skill**.

By Sunday night

Your context is organized (the about-me file and your folder), your apps are connected, and you've finished one real task.

Written on 26 November 2026 from Claude's help pages "How can I create and manage projects?", "What are projects?", "Use connectors to extend Claude's capabilities", "Use skills in Claude", "Use dictation on Claude Mobile" and "Use voice mode". I haven't run these steps myself while writing this guide. Claude changes fast: if a menu has moved, look for the same words in the app.