

Everything you need is in this one image.

A practical guide to Claude Cowork — by Shani Burshtein

Setup

Models

Prompting

Tools

Teams

Mastery

Tips 1–10

1. Cowork Setup

- Download the desktop app. Not the browser.
- Create one folder on your PC called 'COWORK'.
- 4 subfolders: About me, Projects, Templates, Ou...
- Download anti-ai-style here: <http://how-to-ai.g...>
- Subscribe for free. Open my welcome email.
- Hit the automatic reply button inside.
- Download anti-ai & my about me from my Notion.

Tips 21–30

3. Prompting

- Stop writing long prompts. Files > prompts.
- One task per prompt. One. Not five.
- Say "Does NOT sound like" to kill the AI voice.
- Give the task, not the method. Let it figure it...

Tips 41–50

5. Connectors

- Settings → Connectors → Browse → Click "Add."
- Slack, Google Drive, Notion, Gmail. 50+ tools.
- Claude reads your actual files. No copy-pasting.
- Free on all plans. No extra cost. Just connect.

Tips 61–70

7. Claude in Excel

- Install "Claude by Anthropic" from Microsoft Ma...
- It reads every tab. Explains formulas in Englis...
- Drop a PDF in. Claude extracts the tables for y...
- No macros. Claude highlights what it touches.

Tips 81–90

9. Artifacts

- Charts, dashboards, trackers — inside the chat.
- They work automatically in Cowork.
- Preview before you export. Edit it live. Then c...
- Share with non-Claude users as HTML.

Tips 11–20

2. Pick the Right Model

- Opus 4.7 + Extended Thinking for complex tasks.
- Sonnet = quick edits. Haiku = scanning files.
- The model matters less than the prompt.
- Bad prompt on Opus > Great prompt on Haiku.

Tips 31–40

4. AskUserQuestion Tool

- "Start with AskUserQuestion" in all 1st prompts.
- Claude builds you a clickable form. Click answe...
- It asks the right questions so you don't have t...
- If the direction is wrong, say it. It rebuilds.

Tips 51–60

6. Plugins

- Cowork → Customize → Browse → Install.
- Marketing, Legal, Sales, Data — pick your role.
- Type / to trigger any plugin command instantly.
- Customize to match your company and voice.

Tips 71–80

8. Projects & Teams

- One Project per deliverable. Not per client.
- Upload a great example. It matches the standard.
- Convert one person first. Then scale to the tea...
- Use the 15-minute demo. Show, don't tell.

Tips 91–100

10. Advanced Mastery

- Keep your files under 200 lines. Shorter is bet...
- 80% of your file should be what you're NOT.
- Review outputs. Especially financial work.
- Claude does 80% busywork. You do the 20%.