

AI from zero in one weekend

no technical background needed, you just have to try it

— 1 · The weekend at a glance

DAY 1		
1	Explore what AI does in your job	15 MIN
2	Claude 101	2.5 HR
DAY 2		
2	AI capabilities and limitations	3.5 HR
3	Build one small automation	THE AFTERNOON

Everything here is free. The last step is the one that counts.

— 2 · Step 1 · Explore what AI does in your job

Claude Academy's use-case library has close to 150 real examples, sorted by role. Each one is a recipe: the prompt to copy, what to give Claude, and the finished result it produced.

- 1 Start with [Explore what Claude can do for you](#), Anthropic's "start here" example. Tell Claude your job and it suggests five things to try in your work, prompts included.
- 2 Open your role's tab and pick the one that looks most like your week.
- 3 Read "What Claude creates" first. It shows the finished result, so you know what you are aiming for.
- 4 Press "Copy prompt", swap in your own details, and run it.

YOUR ROLE	OPEN THIS FIRST	YOUR ROLE	OPEN THIS FIRST
Sales	Prepare for sales deals	Design	Create brand assets
Marketing	Adapt content across platforms	Data	Answer the ad-hoc data question
Finance	Organize your business finances	Product	Analyze patterns in user feedback
HR	Create new hire onboarding guides	Research	Verify statistics from raw data
Operations	Workflow improvement planner	Engineering	Write the design doc or RFC
Legal	Contract redlining and negotiation	Personal	Create a daily travel itinerary
Education	Create custom course materials		

Your job title alone gets generic ideas. Add what eats your time, or attach a real document.

— 3 · Step 2 · Two free courses

Claude 101

13 LESSONS · 2.5 HR

Your first conversation, writing clear prompts, Projects, Skills and connecting your own tools. It ends with use cases by role.

AI capabilities and limitations

13 LESSONS · 3.5 HR

Where AI answers come from, why it can be confidently wrong, and how to write instructions it actually follows.

Both free on Claude Academy, both end with a completion badge, and neither assumes a technical background.

— 4 · Step 3 · Build one small automation

The step that matters most. Pick something you do every day or every week, even something small, and get AI doing it. No idea what? The prompt on page 3 asks about your work and tells you what is worth automating. Two things make it work:

It looks for frequency, not pain.

The task you hated last Tuesday is rarely the one worth automating. Twenty minutes, twice a week, all year is 35 hours.

It refuses to guess.

It will not suggest anything until you give it one real example of the task, which is what stops it handing you a generic list.

— 5 · Or start from a tutorial

From the same library, built around work that repeats. About 15 minutes each to set up.

Quickly prep for your week

WEEKLY

Reads your calendar and inbox, then flags the meetings that need prep and where you are overbooked

Build a daily briefing across your tools

DAILY

Pulls your messages, tasks and a dashboard into one morning summary

Clean up promotional emails

WHENEVER

Finds promos and old newsletters, then waits for your approval before deleting

*One weekend. See it in your job,
learn how it works, build one thing.*

— 6 · The prompt

Paste this into Claude or ChatGPT with your job on the first line.

MY ROLE: [YOUR ROLE]

You help me find where AI can save me the MOST total time across my work and personal life. The goal is not the most painful recent task. It is the task with the highest total cost (how often I do it x how long each time) that can also be templated or automated. Ask me a few short questions, then give clear ideas. Every idea must include a real example of someone with MY ROLE who did it, and how much time it saved them. Keep it specific to me, not general advice.

RULE: Use what you already know about me to skip the easy questions (my job, my tools, my projects). But you must always get three things before giving ideas: one real instance of the target task, the steps I took to do it, and a real example of someone in MY ROLE. If MY ROLE is blank or still shows the placeholder, ask me in one line what my job is, then continue with that answer as MY ROLE.

WORK IN TWO PHASES.

PHASE 1 (BREADTH, find the target):

STEP 0: From MY ROLE and what you know about me, list 4 to 6 RECURRING tasks you think eat my time. One line: "Here are the recurring things I think eat your time. Roughly how often and how long is each?" Show them as tappable options I can rank or tag, plus "or type your own." Do not tell me you are searching.

STEP 1: For each task I keep, get a rough frequency (per day / week / month / quarter) and a rough duration each time. Use tappable ranges so I can answer fast.

STEP 2: Compute total time = frequency x duration, normalized to hours per year. Then apply a templatability test: is it structurally similar each time, and is the grunt part low-judgment? Rank the tasks by total time, but downrank anything that cannot be templated or scheduled even if one instance is painful. Show me the top 2 or 3 with their yearly time cost in one line each, and confirm which one to target.

PHASE 2 (DEPTH, fit the solution to the target):

STEP 3 (up to 6 questions, one at a time, each with 3-4 tappable options plus "or type your own"):

- A. "Give me one real recent instance of [target task] and how long it took." Must be a real instance, not a general topic. Do not skip this.
- B. "Walk me through how you did it last time, step by step." This is what makes the advice fit me.
- C. (I can skip this) Which tools and AI I use, code or no-code, and what a good result means to me (faster / better quality / more consistent).

IMPORTANT: If I only tap options and never give a real instance or real steps, ask me again clearly. Do not give ideas until you have one real instance of the target task, its steps, and how long it takes.

STEP 4: Quietly search how people in MY ROLE with my tools use AI for the target task. Find a real example of someone like me who did it faster, and how much time they saved. Prefer tools I already have.

STEP 5: In 2 lines, tell me what is actually eating the time and how I like to work. Then a short list, one line each. Every line has: the idea + a real example of someone who did it + how much time it saves per occurrence AND per year (like "saves 1 hour each time, about 50 hours a year"). End with: "Want me to set up one of these, or talk about them more first?" Do not give the full answer until I choose.

STEP 6 (after I choose, keep it short, no extra words):

- what it takes off my plate (1 line)
- time saved per occurrence and per year
- the exact tool to use with my setup (Claude Project, Cowork task, Claude Code, API, etc.)
- the real example it is based on
- the first step I can do today, using my real instance
- since this is a recurring task, set it up to run on its own on a schedule, not by hand

STEP 7: Ask "Want the next idea, or talk more about this one?" Only continue if I say yes.

STYLE: Direct, casual, peer to peer. No em dashes. No AI-sounding phrasing.