

Show Claude once

Connectors, and the skill you record once

Connect your tools. Record the task once. Run it from your phone.

The third part is the one people miss.

Connect your tools first

A connector lets Claude reach into an app you already use. Every plan has them, free included.

- 1 Open **Customize > Connectors** in the sidebar
- 2 Click **+** next to Connectors
- 3 Pick your app, then click **Connect**
- 4 Sign in when it asks

Start with **Gmail**, **Google Drive** and **Google Calendar**. Claude asks you first before it sends or deletes anything. The full list is at claude.com/connectors.

Record the task

You do not have to describe the task. Recording catches the parts you would never think to type, like which folder you open first and which template you copy.

Cowork needs a paid plan, and the recorder is on **Claude for Mac** only. Turn on **Settings > Capabilities > Code execution and file creation** first, or the skill will not run once you save it.

- 1 Open **Cowork**, click **+** and choose **Record a skill**
- 2 Click **Start recording** and leave the microphone on
- 3 Do the task the way you always do, saying out loud what you are doing and why
- 4 Click **Done**

You get about 10 minutes. Claude watches it back, writes up your steps and offers you a skill. Click **Save** and it sits in **Customize > Skills** under a name you can call later.

Close anything private before you start. Everything on screen is captured, and so is anything you say.



Not on a Mac

There is no recorder on Windows or the web. Do the task in Cowork the ordinary way, then finish with:

| *"Package what we just did into a skill."*

You get the same skill. You type it instead of showing it.

What this looked like in the video

Procurement. An RFP goes out, offers come back by email, some in Excel, some as PDFs, some priced in EGP and some in USD. The job is one report comparing them.

RECORDED ONCE

- 1 Connected **Gmail** and **Google Drive**
- 2 Showed Claude where the proposals and the report template sit in Drive
- 3 Showed it how to find the supplier offers in the inbox
- 4 Walked through comparing each offer against the proposal
- 5 Pointed at the template the report has to match

Now it is one sentence. *"Run the RFP skill, the proposal is in this Drive folder."*

Three more worth recording

Screening CVs

Hand it the job description and a folder of CVs. Back comes a shortlist with a note on each name, screened your way.

The monthly expense claim

Receipt photos from your mail turn into one sheet, categorised, EGP and USD kept apart.

The report you send every week

It pulls the week out of mail and Drive, fills your template and drafts the email.

Pick the one you did most recently, while the fiddly parts are still fresh.

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Start at claude.com/connectors

The part worth copying
The files were in Drive and Gmail, not on the laptop. That is why the skill runs from a phone.

A skill that opens a folder on your computer needs the desktop app awake. A skill that goes through connectors does not.

