

Claude Code Skills

cheat sheet

 **Mindset**

It's a recipe, not magic.
Write the steps once, Claude repeats them.

Not unique to Claude Code.
Agent Skills is an open standard.

Standing vs. on-demand.
CLAUDE.md is always on. A skill waits till called.

Context is everything.
The more you tell Claude, the better the skill.

Small beats big.
One skill per job, not one for everything.

Structure, not a one-off.
Best for output you want the same every time.

 **The loop**

Notice you repeat it

→ Say “make this a skill”

→ Answer its questions

→ Test on something real

→ Refine

not happy? say “shorter”, “more formal” — it adjusts.

 **Getting started**

1 Gather examples
old emails, posts, decks you liked

2 Say it
“turn this into a skill”

3 Answer its questions
the skill creator walks you through it

4 Test & tune
try it, then refine in plain language

 **Say it like this**

- “Write this email with my writing skill.”
- “Make a quote for Lisa with my quote skill.”
- “What skills do I have?” — or type /

- “Turn this into a deck with my brand-deck skill.”
- “Use my DNA skill for this LinkedIn post.”
- “First my writing skill, then my LinkedIn skill.”

 **CLAUDE.md vs. Skill**

CLAUDE.md
always on · fixed facts about you or your project.

Skill
waits till needed · a procedure or format.

 **Where skills live**

~/.claude/skills — yours, in every project · .claude/skills — this project only.
Type / in Claude to see every skill and command you've saved.
Give it a file: hold Option, right-click, ‘Copy as Pathname’ — paste the path, not the file.

 **Good first skills**

Brand guide — how you look & sound

· DNA skill — writes in your voice

· Quote or report — a task you repeat

· Handover — wraps up a project