

The Context Files, Already Written.

The thing every guide gets wrong: they tell you WHAT files to write. Homework. This is the opposite — the files are already written. You fill in the blanks like a Mad Lib, delete what doesn't apply, and you're done in 15 minutes. Written in plain English, for people who have never made a "markdown file" and don't want to learn what that means today

(it's a text file. that's it. that's the secret.)

START HERE — the part everyone else skips

Question 1: Are you already using Claude with Projects (or Cowork with a connected folder)?

→ **YES:** before you fill out anything, try this. Open your project and paste:

"Based on everything we've done together in this project, write my three context files for me: one about who I am and what I do, one about how I write and talk, and one about how I like to work with you. Ask me for anything you can't infer. Keep each file under a page."

If you've been working with Claude for more than a few weeks, it already knows most of this. **Let it do the homework.** Then read what it wrote, fix what's wrong (the fixing is the point — every correction teaches it), and you're done. You never needed the blank page.

→ **NO — I'm just getting started:** perfect. The blanks on the next pages take 15 minutes. Honest answers beat impressive answers — this file is for your assistant, not your LinkedIn.

Question 2: Do you feel like this is a lot? It's three short files. You've filled out longer forms to get a boarding pass. Keep going.

FILE 1: **about-me.md** — who your assistant works for

About Me

I'm [YOUR NAME], and I [YOUR JOB IN ONE PLAIN SENTENCE – e.g., "run a 12-person accounting firm" / "sell software to hospitals" / "own two pilates studios"].

The people I'm usually talking to / writing for: [WHO – clients? customers? my team? my boss?]

What a great week looks like for me: [FILL IN – e.g., "three new client calls booked and zero nights working past 8"]

What I'm actually measured on: [FILL IN – revenue? deals closed? clients retained? if you're the owner: what number do you check obsessively?]

Things you should know about my world: [2-3 FACTS – e.g., "my busy season is Jan-Apr", "my biggest client is [X] and they get white-glove everything", "I compete mostly against [Y]"]

My tools: I use [EMAIL], [CALENDAR], [CRM OR WHERE CLIENT INFO LIVES], [WHERE MY FILES LIVE].

Don't explain basic [YOUR FIELD] concepts to me – I've done this for [N] years.

FILE 2: **my-voice.md** — how you sound, so it stops sounding like a robot

My Voice

I write like I talk. My texts to friends sound like: [PASTE 2-3 REAL TEXTS OR SLACKS YOU'VE SENT. YES REALLY. THIS ONE STEP DOES MORE THAN EVERYTHING ELSE COMBINED.]

Words and phrases I actually use: [LIST 3-5 – e.g., "honestly," "here's the thing," "love that"]

Words I would NEVER use: [LIST – e.g., "synergy," "circle back," "I hope this

email finds you well," "delve"]

My emails are usually [SHORT AND DIRECT / WARM AND CHATTY / DEPENDS – pick one and describe the "depends"].

Emojis: [YES / NO / ONLY WITH FRIENDS]. Exclamation points: [SURE / SPARINGLY / ONE PER EMAIL MAX].

When I disagree with someone, I sound like: [FILL IN – e.g., "direct but warm – 'help me understand' not 'you're wrong'"]

The best compliment my writing gets: [FILL IN – e.g., "you always get to the point" / "your emails sound like you"]

FILE 3: `how-we-work.md` — the rules of the relationship

How We Work Together

Before starting something big: **[ASK ME QUESTIONS FIRST / JUST TAKE YOUR BEST SHOT AND I'LL REDLINE IT – pick one. if unsure: best shot + redline.]**

When you're not sure about a fact: say so. Never make up numbers, names, or quotes. I'd rather hear "I don't know."

My default lengths: emails **[SHORT / MEDIUM]**, documents **[BULLET-Y / PROSE]**, explanations **[GIVE IT TO ME STRAIGHT / WALK ME THROUGH IT]**.

Things you should always do: **[e.g., "flag anything that commits me to spending money", "spell-check names obsessively", "tell me when my idea has a hole in it – nicely"]**

Things you should never do without asking: **[e.g., "send anything", "delete anything", "promise dates to clients"]**

When I say "make it sound like me," check `my-voice.md` again first.

After you fill these out

Put all three files wherever you work with Claude: a Project's knowledge, or the folder Cowork is connected to. That's it — they get read automatically.

Then the maintenance rule (the only one): every time you catch yourself correcting your assistant — "no, shorter," "I'd never say that word," "always cc my assistant on those" — that correction goes in a file. Thirty seconds. The files get smarter; the corrections stop repeating. In a month it sounds so much like you it's mildly unsettling.

— from @ai4thegals: *I bought hundreds of prompts before learning the real unlock was three text files and the willingness to paste my actual texts into one of them. You're welcome.* 📄