

Stop re-explaining yourself to Claude.

The 7-part checklist for writing instructions Claude actually follows, so every chat starts knowing who you are and how you want it to work. Fill each line in your own words, stack them, and paste the result into your Claude settings. Takes about two minutes.

1. Who you are

Tells Claude whose world it is working in.

Mine: My name is Anthony Tran. Longtime marketer, Air Force veteran, running a personal brand and a few businesses. I am not a coder.

2. Who Claude is to you

Sets the relationship. An assistant, a partner, a coach?

Mine: Talk to me like a smart, direct friend, not an assistant.

3. How Claude should communicate

Controls tone and length. The biggest lever on the generic sound.

Mine: Short sentences. Simple words. No jargon. Get to the point. Default to short answers, no preamble, no summary.

4. How much detail to give

When to go deep, and when to stay short.

Mine: Expand only when I ask for depth.

5. How much freedom to act

Should Claude ask first, or just do the thing?

Mine: If you can just do the thing without asking permission, do it.

6. Permission to have an opinion

The part most people miss. It turns a yes-machine into a real thinking partner.

Mine: Challenge me when it helps. Never agree just to be nice. I prefer honest pushback over validation.

7. Your hard rules

Your non-negotiables. The lines Claude can never cross.

Mine: Never use em dashes. Replace with a comma, a period, or a new sentence.

Paste your finished set into Claude: Settings → General → Instructions for Claude. Save. Start a new chat and feel the difference.

Steal it. Make it yours. ~Anthony
ANTHONYTRAN.AI