



Claude Skills

A Practical Guide to Building
Reusable AI Workflows

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What is a Claude Skill?

A Claude Skill is a reusable set of instructions that teaches Claude how to do a specific task or follow a repeatable workflow.

Instead of re-explaining your preferences, process, format, examples, and expectations every time, you package them once. Then Claude can apply that guidance when the task comes up again.

A Skill is best for work that is:

- Repeated often
- Step-based
- Format-specific
- Connected to a team standard
- Easy to explain as a workflow

Skill Examples:

- | | |
|---|---|
| ☐ Turn meeting notes into a client follow-up summary | ☐ Summarize research using a consistent structure |
| ☐ Create training handouts in a specific style | ☐ Draft social posts in a brand voice |
| ☐ Review documents against a checklist | ☐ Generate product descriptions from feature lists |

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Design the Workflow Using DIRECT

A strong skill starts with a clear workflow. DIRECT helps you translate a workflow into clear skill instructions.

D

What should Claude do?
Define the repeatable task clearly.

I

What information should the skill use?
Identify the inputs Claude should expect.

R

What role should Claude take while using the skill?
State the desired expertise, experience, and personality traits.

E

What is the desired end goal?

C

What rules, standards, or constraints should shape the skill?
Include anything Claude must account for to do the workflow correctly.

T

How should the output look and sound?

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How to build a Skill in Claude?

1.

Build a Skill with Natural Language.

← Customize	Skills 🔍 +	skill-creator
Skills	▼ Personal skills	Added by
Connectors	skill-creator ▼	Trigger
		Anthropic
		Slash command + auto

Claude includes a built-in `skill-creator` that can generate the necessary skill files for you.

You can verify this built in Skill by going to "Customize" → "Skills" → "skill-creator." (That said, it will be evoked automatically whenever you create a Skill.)

Thanks to the `skill-creator` skill, rather than writing technical files yourself, you can describe the workflow using the DIRECT framework.

Example

Doing: Create a Claude Skill that turns raw meeting notes into a client-ready follow-up summary.

Information: Use the meeting notes, client name, project goal, decisions, blockers, and next steps I provide.

Role: Act as a project coordinator who writes clearly for busy clients.

End Goal: Produce a polished summary that keeps the project moving.

Context: Only use details from the notes. Flag missing owners or unclear next steps.

Tone / Format: Warm, concise, professional. Use headings for Summary, Decisions, Action Items, and Open Questions.

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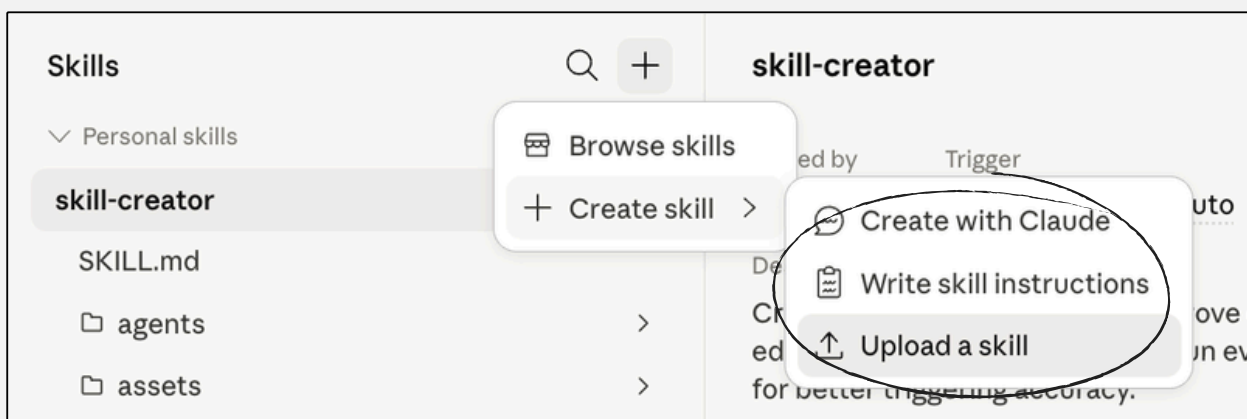




How to build a Skill in Claude?

2. Upload a downloaded skill.md file.

If you already have a completed skill.md, you can upload it directly when creating a skill instead of asking Claude to generate one.



Steps

1. Create your skill.md file.
2. Open Claude.
3. Navigate to Skills.
4. Select '+'
5. Upload the completed skill.md (and any supporting files, if applicable).
6. Save the skill.
7. Test it.

Click Below
for a Skill
Testing
Guide ↓



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