The **Vibe Working** setup checklist

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Get going

- [ ] Checked which AI tools my organisation allows
- [ ] Got Claude Pro (or my company account)
- [ ] Installed the desktop and phone apps
- [ ] Wrote my personal instructions
- [ ] Reviewed what memory has saved

Connect and organise

- [ ] Connected my calendar
- [ ] Connected email, with sending set to ask first
- [ ] Connected Google Drive or OneDrive
- [ ] Tidied my Downloads folder
- [ ] Added a “where things live” guide to my instructions

Make it a habit

- [ ] Saved my first skill
- [ ] Captured my day five times
- [ ] Ran a Friday review
- [ ] Handed over a real job and checked the result
- [ ] Put one job on a schedule

Your first week

Monday: Set up. Check what’s approved, get the plan, install the desktop app and write your instructions with the interview prompt. (45 minutes)

Tuesday: Connect your calendar. Ask “what does my week look like, and what should I prepare for?” Then connect email and ask it to find the threads that need a reply. (20 minutes)

Wednesday: Tidy up. Run the Downloads skill. Approve the plan, watch it work, then ask for your “where things live” guide. (30 minutes)

Thursday: Hand over a real job. Pick one task you’d normally spend an hour on. Brief it properly, let it ask questions, check its work. (30 minutes)

Friday: Review and repeat. Capture your day each evening from Monday, then run the Friday review. Pick the next drain to hand over. (15 minutes)

Want the skills ready-made?

The Vibe Working Kit has 15 ready-to-use skills (meeting prep, inbox triage, proposals, status reports and more), the full prompt library and templates. threepoint.io/resources/vibe-working-kit