INSPIRED SOLUTIONS

CHECK ITS WORK, THEN LET IT RUN

Six mistakes to stop, one ready-to-use job for every team, and how to make it run without you

AI Training with Rick | October 16, 2026 | 37 minutes

INSPIRED SOLUTIONS

Show Us Your Job

Homework from September 25: run your job once and bring what it made.

Tell us	Example
What did Claude make?	Show the file, the draft, or the Monday.com board.
What one line did you change?	The part of the prompt that made it fit how you really work.
Did it run a second time?	Same prompt, new week. Did it still work?

Two volunteers, one minute each. A broken result counts. Show it.

INSPIRED SOLUTIONS

When Claude Gets It Wrong (1 of 2)

What Claude did	The line that fixes it
Made up a customer contact's email address from the	"Use only email addresses from my mail or contacts. If you can't find one, leave the To line blank and tell me."
Said an email never came. It was there.	"If you find nothing, search a second way (name, subject, date range) before you tell me it is not there."
Gave me 36 job titles. I had to ask three more times to get all 119.	"Give me the full list the first time. Tell me what you left out and why."

Claude sounds just as sure when it is wrong. Check the facts that leave the building.

INSPIRED SOLUTIONS

When Claude Gets It Wrong (2 of 2)

What Claude did	The line that fixes it
Called something expired, reading an old file. Monday.com had the right dates.	"Monday.com is the source. If a file disagrees with Monday, Monday wins, and tell me the file is out of date."
Scored every YouTube title 100 out of 100, even nonsense.	"Test it with junk first. If junk scores well, the tool is broken."
Wrote a reply that wiped out the email it was answering.	"Make it a real reply. Keep their message quoted underneath mine."

You are responsible for what it makes. These six fixes catch the mistakes that hit me. Keep checking.

INSPIRED SOLUTIONS

Tell It Once: Put the Rules in Your Project

Where it goes

Cowork: your project's instructions.

Claude Code: the CLAUDE.md file in your work folder.

Why

Every chat in that project reads them first. You type them once, not every Monday.

COPY-PASTE PROMPT

```
Rules for every job in this project:
1. Use only email addresses from my mail or contacts. If you can't find one, leave it blank and tell me.
2. If you find nothing, search a second way before you tell me it is not there.
3. Give me the full list the first time. Tell me what you left out and why.
4. Monday.com is the source. If a file disagrees, Monday wins. Tell me the file is out of date.
5. If every result looks perfect, test it with junk before you trust it.
6. Replies keep the original message quoted underneath.
7. Drafts only. Never send. Write Unavailable instead of guessing.
```

INSPIRED SOLUTIONS

SALES

Quotes and Proposals

The job

An RFQ or RFP lands. Claude builds the quote worksheet, the submission checklist, and a first draft from what we already wrote. You set the price.

Then try

"Here's the amendment. Tell me what changed and update my worksheet and checklist."

You check: every vendor cost against the vendor's quote, line by line. Our price is always a person's call.

COPY-PASTE PROMPT

```
Read: the RFQ and every attachment in this bid folder, and the vendor quote I saved here.
Act as: our quote desk and proposal coordinator.
Make:
1. Excel "Quote – [RFQ number]": every line item, quantity, part number, and the vendor's cost. Leave a blank column for our price. Flag any line with no vendor quote.
2. A checklist: every form, signature, and document they want, the page it is on, the due date, time zone, and how to submit.
3. For a proposal: a first draft of each section using our past proposals in this project. Highlight every sentence that is new.
Don't: set our price, change the vendor's numbers, or send anything. If a part has no vendor quote, write No quote yet.
I will check: every vendor cost against the vendor's quote.
```

Check Payroll Before It Runs

The job

Every pay period, compare what payroll is about to pay against the approved timesheets, and catch the mistake before the money moves.

Then try

"Draft a plain-English answer to this employee's pay question using our policy. Draft only, I will send it."

You check: every flagged row against the timesheet before payroll is submitted.

COPY-PASTE PROMPT

```
Read: this pay period's payroll preview report and the approved timesheets I saved here (names and hours only), and last period's payroll report.
Act as: our payroll checker.
Make: Excel "Payroll Check – [pay date]", one row per employee: timesheet hours, payroll hours, regular and overtime, and the change from last period. Flag:
– hours that don't match
– overtime with no approval
– anyone new or missing since last period
– any pay change over 10% from last period
Add a second tab: one question per flag for the manager.
Don't: change anything in payroll or guess a number. If it is missing, write Unavailable.
I will check: every flag before payroll is submitted.
```

State HR and Legal Rules, Side by Side

The job

We hire in many states. Before a new hire, a final paycheck, or a drug test in a new state, get the rules side by side, with the official link for each one.

Then try

"We are hiring in [state] for the first time. What do I need set up before day one?" Or: "What changed in these states since January?"

You check: every line against its official link. Anything new or unclear goes to our attorney before we act.

COPY-PASTE PROMPT

```
Turn on web search.
Read: the official state labor department and state law websites for [Virginia, Texas, Florida].
Act as: an HR compliance specialist with 20 years in multi-state employers.
Make: Excel "State HR Rules - [states] - [date]", one row per rule, one column per state:
- final paycheck deadline
- paid sick leave
- pay frequency and overtime
- new-hire reporting
- drug testing and background checks
- required posters and notices
For every cell: the official link and the date you checked it.
Don't: use blogs or law-firm ads as the source, or guess. If you can't find it, write Not found.
I will check: every cell against its link.
```

Contract Folder to Project Plan

The job

A contract is awarded. Claude reads the whole folder and gives you the plan, the equipment check, and the risk list before kickoff.

Then try

"Here's the meeting recording. Update the plan and risks, and draft the follow-up to the customer." For the security plan: "Here's the new policy. Show me every line of our SSP that changes."

You check: the equipment check against the PWS before anything is ordered.

COPY-PASTE PROMPT

```
Read: every file in the [project] contract folder: the PWS, drawings, bill of materials, the partner's quote, and the kickoff notes.
Act as: a senior AV and network engineer with 25 years on DoD classified rooms, and our project manager.
Make:
1. Excel "Project Plan – [project]": every task in the PWS, who owns it (us or the partner), start, finish, and what it waits on.
2. Excel "Equipment Check": every item on the bill of materials against what the PWS requires. Flag missing, extra, or a different model.
3. A one-page risk list: the five things most likely to slip, and what we do first.
Don't: change the scope, make up a part number, or name a date the customer didn't give. If the PWS doesn't say, write Ask the COR.
I will check: the equipment check against the PWS.
```

Renewals and License Position

The job

Every month, know what renews in the next 90 days, where seats sit unused, and where we owe a true-up, before the vendor tells you.

Then try

"Turn this into a monthly job that runs the first business day of every month."

You check: the top five renewals against the actual contracts.

COPY-PASTE PROMPT

```
Read: the license export I saved here (title, vendor, seats owned, seats used, renewal date) and the contract list.
Act as: a certified software asset manager with 20 years in pharma.
Make:
1. Excel "Renewal Calendar - [month]": every title renewing in the next 90 days, by date, with seats owned, seats used, and percent used. Flag under 70% used (cut seats) and over 100% (true-up risk).
2. A one-page summary for the customer: what renews next, where we can save, where audit risk sits.
3. A reminder email to each software owner 60 days before renewal. Save to Drafts.
Don't: guess a date or a seat count. If the export doesn't say, write Unavailable. Don't send.
I will check: the top five renewals against the contracts.
```

Make Sense of the Inventory Reports

The job

Every Monday, turn the inventory reports into one page: what changed, what to reorder, and what is wrong, before the customer finds it.

Then try

Friday: the invoice backup prompt from September 25. Before a call: "Give me the five things the customer will ask about."

You check: three parts against the physical count.

COPY-PASTE PROMPT

```
Read: this week's inventory reports in this folder (Inventory on Hand, PO Summary, Receiving Summary, Sales Summary) and last week's.
Act as: our VMI inventory analyst.
Make: Excel "VMI Weekly – week ending MM-DD-YYYY":
Tab 1, What Changed: on hand this week vs last week, per part.
Tab 2, Reorder: every part below its reorder point, with any open PO.
Tab 3, Problems: received but not billed, billed but not received, prices with more than two decimals, part numbers listed twice.
Then a five-line summary to open the customer call with.
Don't: change any number from the reports. If a report is missing, tell me which one and stop.
I will check: three parts against the count.
```

Turn VMI Numbers Into a Report

The job

Month end: the same inventory and Monday.com numbers become a five-slide deck for the customer and a two-page PDF, with charts, in minutes.

Then try

"Make it a scheduled job: first business day of every month, files saved to this folder."

You check: every number on the slides against the inventory report it came from.

COPY-PASTE PROMPT

```
Read: this month's and last month's inventory reports in this folder, and the VMI board on Monday.com.
Act as: our VMI program manager reporting to the customer.
Make:
1. A five-slide PowerPoint "VMI Report – [Month YYYY]": orders filled, items received, on-time delivery, parts below reorder point, and problems fixed. Compare to last month and the last 90 days. One chart per slide. Inspired colors.
2. The same report as a two-page PDF.
3. Three lines for the cover email to the customer. Save to Drafts.
Don't: make up a number or a trend. If a report is missing, write Unavailable on that chart.
I will check: every number against the reports.
```

LinkedIn Posts and Blog Posts

The job

This is how I do it: start from a real job we did, write it the way I talk, and check every number before it goes up.

Then try

"Turn this blog post into three LinkedIn posts for the next three weeks."

You check: every number and certification against company.md and the past performance file.

COPY-PASTE PROMPT

```
Read: our past performance file for [project], company.md, and my last five LinkedIn posts saved here.
Act as: our marketing lead, writing the way Rick talks.
Make:
1. A LinkedIn post, about 150 words: the customer's problem, what we did, the result, and one line on who we are. Three hashtags.
2. A blog post, 800 to 1,200 words, built around one search phrase [veteran-owned IT company]. Title under 60 characters, description under 155, links to two pages on inspired-us.com.
3. An image idea: a real-photo look, no fake text.
Don't: make up a number, quote, or certification, or use contract dollar amounts. Name the customer first. No dashes as pauses.
I will check: every number and certification. I post it, not Claude.
```

INSPIRED SOLUTIONS

ENGINEERS AND SALES

Study for Your Certification Exam

The job

Security+, CCNA, CTS, CSAM, or an OEM sales cert: Claude turns the official exam objectives into a study plan, cheat sheets, and a practice test you click through.

Then try

"Quiz me one question at a time. Get harder when I'm right. Explain it when I'm wrong." Ten minutes a day.

You check: the study plan covers every objective on the official list. No brain-dump questions, ever.

COPY-PASTE PROMPT

```
Read: the official exam objectives PDF I uploaded for [CompTIA Security+].
Act as: an instructor who has taught this exam for ten years.
Make:
1. A study plan: [6] weeks, 30 minutes a day, every objective covered.
2. A one-page cheat sheet for each domain.
3. An interactive practice test I can click through: 20 questions per domain, scores me, explains every wrong answer, and shows my weakest domain.
4. Flash cards for the terms I miss.
Don't: copy real exam questions or use brain dumps (that can void the certification). Teach only what is on the objectives list.
I will check: every objective is in the plan.
```

INSPIRED SOLUTIONS

Make It Run Without You

1 **Run it by hand until it is right twice.**

Fix the prompt each time it misses. Two clean runs in a row.

2 **Save it so you can run it by name.**

Ask Claude to turn the chat into a saved skill, like a new-opportunity skill.

3 **Put it on a schedule.**

Weekly or monthly. Claude runs it and the result is waiting for you.

If you are retyping the same prompt every week, it should be a scheduled job.

INSPIRED SOLUTIONS

EVERYONE

Turn Your Job Into a Scheduled Job

The job

Take the job you ran for homework and make it run on its own.

Good first picks

Inventory: month-end VMI update. HR: monthly update. Finance: weekly bills check. Sales: Monday bid list.

Review: the plan it shows you, and the first scheduled result, before you trust it.

COPY-PASTE PROMPT

```
Read: this chat, where we did [job].
Be: my assistant who runs this job for me every [week / month].
Make: a saved skill named "[my name] – [job]" that does exactly what we did here, with the fixes we made.
Then: set it to run every [Monday at 7 AM]. Put the result in [folder / my Drafts / Monday.com].
Don't: send anything. Don't run more often than I said. Use Medium effort.
Before you schedule it: show me the steps it will follow and when it runs. Wait for my OK.
```

INSPIRED SOLUTIONS

Schedule Smart: It Costs Money Every Time It Runs

Rule	Why
Weekly or monthly, not hourly	Hourly jobs burn through your allowance. Ask me first.
Medium effort	Plenty for every job in this class.
Name it: your name, then the job	So we can tell whose job is running.
Every Friday, check your list	Turn off anything you did not use that week.

Jobs nobody meant to leave on cost real money. Let's keep it at zero.

INSPIRED SOLUTIONS

Cowork or Claude Code? Which One Do I Use?

	Cowork	Claude Code (desktop app)
Best for	Email, documents, slides, Monday.com	A folder full of files, and jobs that must run the same way every time
Who uses it	Most of you, every day	Anyone, once it is set up
Rules live in	Project instructions	The CLAUDE.md file in your folder
Example	A contracts team's files email	An HR drug-test randomizer

Start in Cowork. Move to Claude Code when one folder has everything for the job.

The Rules (Same as Always)

1. **Drafts only.** Claude writes the email. You press send. Scheduled jobs too.
2. **You are responsible for it.** It makes fewer mistakes, not zero. Check it.
3. **No guessing.** Every prompt says: write Unavailable instead of making something up.
4. **Watch who sees what.** Pricing, pay, and employee information only go to the right people.
5. **Keep private information out.** No CUI, Social Security numbers, medical details, or passwords.

INSPIRED SOLUTIONS

Homework for Next Class

Run your team's job from today's slides this week. If it works twice, put it on a schedule.

- Paste the seven rules into your project instructions today.
- Change one line of your team's prompt so it fits how you really work. Save that version.
- Next class: one minute each. Show what it made, and whether it ran without you.

Prompt help: Rick.

INSPIRED SOLUTIONS

We are focused on making the world a better place.

Check its work. Then let it run.

inspired-us.com
10432 Balls Ford Road, Suite 332, Manassas, VA 20109

8(a) | SDVOSB | EDWOSB | WOSB | MBE | WBE