

CLAUDE · ZERO TO PRO

The Operator's Map

Decide the job before you type.

The one-page map from Module 1. Most people use Claude like a search box: type a quick question and hope. Operators do one thing first, before they type a word: they get clear on the job. This sheet is that habit, on a page you keep next to you while you work.

1 Know the job

Be honest about what you actually want. A vague wish is not a job. A job is one specific thing you could hand to a capable person and they would know exactly what to do.

Not a job (a wish)	A job (specific)
"Help me with my emails."	"Turn these three notes into a short, polite reply saying I can't make the meeting."

Say it in one sentence before you type. If you can't, you don't have a job yet, you have a topic.

2 Know the tool

Claude is excellent at some things and the wrong choice for others.

Hand it to Claude	Keep it yourself
Drafting	The final decision on anything that matters
Summarizing	Facts only you know
Reshaping / rewriting	Anything you can't check
Explaining	

The quick rule: if you can't verify the result, don't hand it over.

3 Split the work

You are the manager here. Decide what stays with you and what goes to Claude.

YOU KEEP

The decision, and the facts only you have.

CLAUDE GETS

The heavy lifting, the drafting and the shaping.

The "Is this an AI job?" quick check

Before you hand anything over, run these three. All three yes = go.

- ☐ Can I say the job in **one sentence**?
- ☐ Can I actually **check** / **verify** the result?
- ☐ Is the real decision **still mine** (Claude drafts, I decide)?

Say it well: the three lines

You've decided the job. Now say it well, this is where most prompts fall apart. Claude is sharp, but it knows nothing about your world unless you tell it. Treat it like a talented new hire on their first day: they can do the work, but only if you tell them what you want.

Fill these three every time:

OUTCOME

.....
what you actually want

AUDIENCE

.....
who it's for

FORMAT

.....
what it should look like when it's done

Then hand Claude the one thing only you have: the facts.

If it comes back generic, it's almost always the **Format** line you left out. Add it and run it again.

Worked example: lazy vs directed

Lazy (told it nothing)

write something about our new opening hours

The result

Comes back fine, and generic. It reads like it was written for any shop, because we told it nothing.

Directed (the three lines + your facts)

Outcome: customers know our new hours. **Audience:** our existing customers. **Format:** one friendly short paragraph, with the hours as a simple list. Our new hours: Mon-Fri 8-6, Sat 9-4, closed Sunday.

The result

Same tool, thirty seconds more thinking, and the result is usable as it is. The gap between those two is the whole lesson.

The ladder: where you are today

That decision, knowing the job, has a name. Anthropic, the company that builds Claude, calls it **delegation**. It also puts you on the first rung of a ladder this course climbs the whole way through.

1

Do one specific thing

You give a clear instruction, Claude does it.

YOU ARE HERE

2

Work on it together

Back and forth, shaping it as a team.

3

Run it on its own

Hand off a whole job and let Claude run it.

Today is rung one: one clear task, one clean result.

Grade it yourself

- ☐ Did I say the job in a single sentence before I typed?
- ☐ Was it something I could actually verify?
- ☐ Did I give the outcome, the audience, and the format?
- ☐ Is the result usable as it is, or one small tweak away?

THE ONE THING

Before you type, decide the job and say what you want. That single move is the difference between **asking** Claude and **directing** it.

Good. Fast. Yours. This lesson buys you the **Fast**: you stop wasting tries and start aiming.



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