

MISS AI

CLAUDE MADE SIMPLE · CLASS 01

What is AI?

Your first 20 minutes with Claude. Download it, set it up so it knows you, and get your first genuinely useful answer.

20 MINUTES

NO TECH BACKGROUND

COSTS \$0

Keira, Miss AI

Eight months ago I'd never opened Claude. This is exactly how I'd start if I were brand new today.

START HERE

Which one are you?

Click yours to jump to the right place.

BEFORE YOU START

Open this guide on your **computer** so you can copy the prompts across. Copy: highlight, then **Cmd/Ctrl + C**.
Paste: **Cmd/Ctrl + V**.

BRAND NEW

"I've never really used AI."

Start at the very beginning and do every step. No question is too basic.

Start with **"What is AI?"** ›

FRUSTRATED

"I've tried AI, but the answers feel generic and it never remembers me."

You're not doing anything wrong. It just doesn't know you yet. This class fixes that.

Start with **"Why this matters"** ›

LEVELLING UP

"I already use Claude. I want more out of it."

Skip the download. Run the interview, save your profile and switch memory on.

Jump to **Step 4** ›

START HERE

What is AI, in plain English?

An **AI assistant** is a computer program you can talk to in normal language. You type or say what you need, and it replies, a bit like texting a very knowledgeable helper.

It can explain things, write emails and posts, plan your week and help you think through decisions.

The two names you'll hear most

ChatGPT

Made by a company called OpenAI. The one most people have heard of.

Claude

Made by a company called Anthropic. The one we use in this series. It can also make documents and plans for you.

WHICH ONE IS BEST?

Both are good. What matters more is knowing how to use one properly, and those skills carry over to any AI.

Two words to know

Prompt: what you type or say to the AI.

Chat: one conversation with it.

WHY THIS MATTERS

Every new chat, you start from zero.

Most people who try AI hit the same wall. You explain your work, your goals and how you like things done. Then you open a new chat and it's all gone.

Out of the box, an AI knows nothing about you. So every answer is written for "anyone", which is why so many answers feel generic.

The fix takes about 20 minutes. You set it up once, then top it up now and then. Claude has two settings that solve this:

Your profile

A short description of you: who you are, what you do and how you want answers. Claude reads it before every chat.

Memory

What Claude picks up as you work together, so it gets better at helping you over time.

Today you'll set up both.

THE GOLDEN RULE: CONTEXT FIRST

An AI is only as good as what it knows about you. Give it the full picture once, and every answer after that gets better.

5 steps. Do them in this order.

Click steps 1 and 2 to open the links. Full instructions for every step are on the next pages.

1

Download the Claude app

Free download: claude.ai/download

2 MIN ›

2

Sign in

Creating your account is free: claude.ai

1 MIN ›

3

Take the 60-second tour

Chat box, sidebar and Settings

2 MIN ›

4

Let Claude interview you

It asks, you answer out loud, it writes your profile

12 MIN ›

5

Get your profile, save it, test it

So every chat starts knowing you

3 MIN ›

STEP 1 • 2 MINUTES

Download the Claude app.

Do this on your **computer**, not your phone. We're using the desktop app because it can later work with files on your computer.

On a Mac

- 1 Go to claude.ai/download and click the download for **Mac**.
- 2 Open the file from your **Downloads** folder and drag **Claude** into **Applications**.
- 3 Open Claude from your Applications folder. If your Mac asks "Are you sure you want to open it?", click **Open**.

On Windows

- 1 Go to claude.ai/download and click the download for **Windows**.
 - 2 Open the file from your **Downloads** folder and follow the installer.
 - 3 Open Claude from the **Start** menu.
-

STEP 2 · 1 MINUTE

Sign in.

- 1 Open the Claude app.
- 2 Sign in with your email or Google account. New to Claude? Choose the option to sign up. It's free.
- 3 You may be asked to verify your email or phone number. Follow the prompts.
- 4 If you see any upgrade offers, skip them for now.

IT COSTS \$0

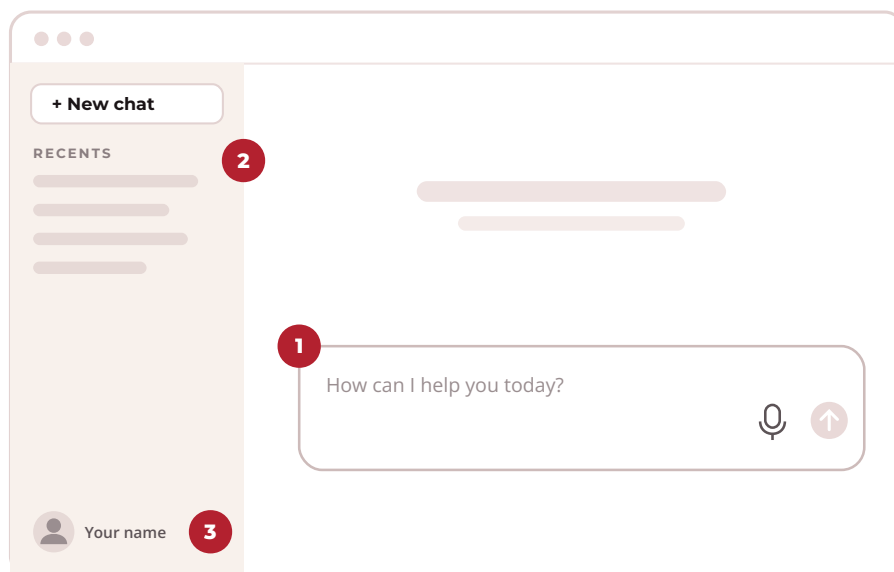
Everything in this class works on the free plan.

SIGNING IN WITH EMAIL?

Claude sends you a code or a link instead of asking for a password. Check your inbox, and your spam folder if it doesn't arrive within a minute.

STEP 3 · 2 MINUTES

The only 3 things you need today.



Simplified illustration. Your screen may look slightly different.

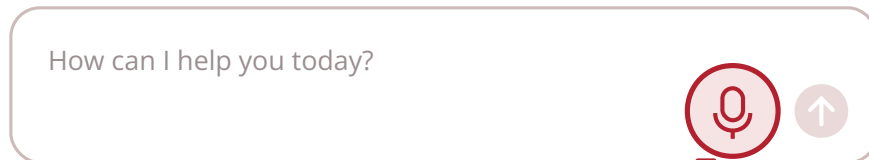
- 1 **Chat box.** Where you type or talk. Talk to it like you'd message a smart friend.
- 2 **Sidebar.** Your past chats live here, so you can pick up where you left off.
- 3 **Settings.** Click your name or picture (bottom left), then click **Settings** in the menu. This is where Step 5 happens.

You'll also see things like **Projects**, **Artifacts** and **Scheduled tasks**. Ignore them for now. Each one gets its own class.

Talk, don't type.

In a moment Claude is going to interview you. Answer out loud instead of typing: you'll naturally say far more, and Claude gets a much better picture of you. Set this up first.

Option 1: the microphone in Claude



Tap to talk

Simplified illustration. If you see a microphone icon in the chat box, click it and start talking.

Option 2: your computer's dictation

MAC
fn or ⌘ globe × 2
Press twice, quickly

WINDOWS
Win + **H**
Together

Click inside the chat box first. The first time, your computer may ask you to turn dictation on or allow the microphone: click **OK**. Then just talk, and don't worry about tidy sentences.

The better you answer, the better it gets.

Talk like you're having a coffee

Imagine you're explaining your life and work to your best friend over coffee. Don't polish it. The messy, honest version gives Claude more to work with.

Be specific

"I run a 3-person cleaning business in Auckland" beats "I'm a small business owner".

Say what annoys you

Too long? Too formal? Too many bullet points? Say so. Telling Claude what to avoid is the most useful thing you'll say.

Check your profile

If anything is wrong, say "Change this part" before you save it.

5 areas. Answer as fully as you can.

① **Your work**

"What do you do, in plain words?" "Who is it for?" "How do people find you?"

② **You**

"What does a normal week look like?" "Are you technical, or brand new to this?"

③ **Your goals**

"What are your top 3 priorities?" "What would make the next 6 months a win?"

④ **Right now**

"What's working?" "What's stuck?" "Where are you stretched thin?"

⑤ **How you like to work**

"Short answers or detail?" "Casual or formal?" "Anything that annoys you?"

NOT RUNNING A BUSINESS?

That's fine. Answer about your job, a side project or what you want to learn. Claude adapts.

Already use ChatGPT? Bring what it knows.

ChatGPT has picked up a lot about you. A vague question gets a vague summary back, so ask it properly. Open ChatGPT and paste this:

COPY AND PASTE INTO CHATGPT

I'm moving to a new AI assistant and want to bring my context with me. Tell me everything you know about me from our conversations and your memory. Be thorough and specific, not a short summary. Organise it under these headings:

1. **My work:** what I do, who it's for, what I offer and how people find me.
2. **About me:** my role, background, skills and how technical I am.
3. **My goals and projects:** what I'm working towards and anything in progress.
4. **Challenges:** what I've been stuck on or asked you about most.
5. **How I like answers:** tone, length, format, and anything I've corrected you on.

Include any custom instructions I've given you, word for word. If you're unsure about something, mark it "unsure".

Hand it over to Claude.

WANT TO BE THOROUGH?

In ChatGPT, open **Settings**, then **Personalization**. Copy your **custom instructions** and saved **memories** too.

- 1 Read ChatGPT's answer. Delete anything wrong or out of date, then copy it.
- 2 In Claude, click **New chat** and paste it into the chat box. **Don't press Enter yet**, Enter sends the message.
- 3 Hold **Shift** and press **Enter** twice to make a gap.
- 4 Copy the interview prompt on the next page and paste it underneath.
- 5 Now press **Enter** to send.

NO CHATGPT?

Paste anything that describes you instead: your LinkedIn "About", your website's about page, a bio. The more you give Claude, the fewer questions it needs to ask.

STEP 4 • START THE INTERVIEW

Let Claude interview you.

Writing about yourself is hard, so let Claude ask the questions. Click **New chat**, paste this in and press Enter. (Used the shortcut? Stay in that chat.)

COPY AND PASTE THIS EXACTLY

I'm setting you up to work with me. Interview me so you properly understand me. If I've pasted information about me above, read it first and only ask about what's missing or unclear.

Ask one question at a time and wait for my answer. If an answer is vague, ask a follow-up. If I don't run a business, ask about my job, my life and what I want help with instead.

Cover these 5 areas, in order:

1. **My work:** what I do, who it's for, what I offer and how people find me.
2. **Me:** my role, where my time goes, my background, and whether I'm technical.
3. **My goals:** my top 3 priorities this year, what success looks like in 6 months, and any big decisions I'm weighing.
4. **Right now:** what's in progress, what's working, what's stuck, and how stretched I am.
5. **How I like to work:** how I want answers (length, tone, detail) and what to avoid.

When all 5 are covered, write my profile in under 300 words, as instructions to you. Put the profile on its own, with nothing before or after it, so I can copy it cleanly. Then ask me what's wrong or missing.

Ask Claude to write your profile.

Claude should write your profile on its own after the last question. If it doesn't, or you want to finish early, send this in the same chat:

COPY AND PASTE THIS

We're done with the interview. Please write my profile now: under 300 words, written as instructions to you. Put it on its own, with nothing before or after it.

Then check it

- 1 Read the profile Claude writes. Does it sound like you?
- 2 If anything is wrong or missing, just say so: "**Change the part about my goals to...**" or "**Add that I have two kids.**"
- 3 Keep going until you'd be happy for a new assistant to read it on their first day.

GOT SIDETRACKED?

That's normal. The prompt above works at any point, even if the chat wandered.

STEP 5 • PART 2

Save it, then test it.

Save your profile

- 1 Under Claude's profile, click the **copy** icon (two small overlapping squares).
- 2 Click your name (bottom left), then **Settings**. Find the box asking what **personal preferences** Claude should consider.
- 3 Click inside it, paste (**Cmd/Ctrl + V**) and save.

Switch on memory

- 1 Still in **Settings**, find the **Memory** options and make sure memory is on.

Test it

- 1 Click **New chat**. Ask: "**What do you know about me?**" Check it's right.
- 2 Then ask: "**What should I focus on this week?**" It should answer for you, not just anyone.

FEELS GENERIC?

Go back to Settings and check your profile saved.

Tick these off.

- ☐ Claude app downloaded and installed
- ☐ Signed in to my account
- ☐ Found the chat box, sidebar and Settings
- ☐ Finished Claude's interview, all 5 areas
- ☐ Asked Claude to write my profile, and checked it
- ☐ Pasted my profile into my preferences
- ☐ Memory switched on
- ☐ Tested it: "What do you know about me?"

REMEMBER

Your profile isn't set in stone. As your life or work changes, come back and update it. Five minutes, once a month.

CLASS 01 COMPLETE

Claude knows you now.

Most people never do this. Every answer you get from here on is written for you.

NEXT CLASS

Now that Claude knows you, Class 02 shows you what to actually do with it. Follow so you don't miss it.

Follow on Instagram for every new class

@realmissai