

Six team tasks are matched to the right Claude building block

You practise this in the course

Task	Building block	Reason
Always write in Australian English	Custom instructions	A preference for every chat
HR policy background	Project	Background knowledge for related chats
Monthly report method	Skill	A repeatable method with a template
Sales team bundle	Plugin	Packages skills and connectors together
Read the CRM	Connector	Live information from another service
Push data to finance	Custom integration	Changes data, so needs design and approval

YOU START WITH

Six tasks a team repeats, from tone rules to live data.

WHAT YOU PRACTISE

Distinguishing instructions, Projects, skills, plugins and connectors, and spotting when a custom integration is needed.

THE PROMPT USED

“For each of these six team tasks, suggest whether it needs custom instructions, a Project, a skill, a plugin or a connector, and give a one-line reason.”

THE FINISHED OUTPUT CONTAINS

- Each task matched to a building block
- A one-line reason for each
- The task that needs an integration, not a skill

STILL NEEDS HUMAN CHECKING

- Availability on your plan
- Who maintains each building block
- Data the task would touch

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Module: Choosing the right building block