

How I run three businesses around a 9–5.

You commented SYSTEM, so here it is. Five parts, set up once in Claude, in about an hour. Do them in order: each one feeds the next. Copy the prompts and change the underlined bits to fit you.

YOU NEED

The Claude desktop app on a paid plan, with scheduled tasks on.

CONNECT

Your email and calendar, so Claude can read them.

MAKE

One notes folder holding Goals.md and a Daily folder.

1 One goals list ONCE · EDIT EVERY MONDAY

One file everything gets scored against. Big goals with a number and a date, this week's three, and no more than three daily non-negotiables.

Interview me, then write Goals.md in my notes folder. Three sections: Big goals (target, date, how it's measured), This week (3 items), Daily non-negotiables (max 3). My businesses: [list them]. My number to quit the job: [£x].

2 A 7am brief SCHEDULED · EVERY DAY 07:00

You wake up to your top three already written. No inbox scrolling to work out what matters.

Read Goals.md, my email from the last 24 hours and today's calendar. Write today's note in Daily/[date].md: Top 3 today (one line each, most important first), meetings, who needs a reply and what to say. Be blunt. Nothing that doesn't move a goal.

3 One sales thing a day SCHEDULED · MONDAYS 07:00

Claude finds who to talk to and drafts the first message. You send it yourself, by hand, at least one a day.

Find 15 [your ideal customer, e.g. UK firms with 50–500 staff] with a buying signal in the last 30 days (new exec, funding, acquisition, big hire). For each: name, why now with the source link, a score out of 10, and a first message under 280 characters. Save it as this week's send sheet.

4 The rest runs itself ONCE · ADD ONE A WEEK

Anything you do the same way twice a week becomes a scheduled task. Start with one. Check them all once, at lunch.

Read my last 2 weeks of Daily notes and my sent email. List every job I repeat, how long it takes me, and which ones you could run as a scheduled task. Set up the top one, then tell me what it will do and when.

5 A 9pm score SCHEDULED · EVERY DAY 21:00

It marks the day against Goals.md and carries whatever didn't happen into tomorrow's brief. It's meant to sting a bit.

Read today's Daily note, my sent email and my calendar. Score my daily non-negotiables (done / not done), update each big goal with today's number and whether I'm on pace, and list 3 carry-overs for tomorrow. Add it to today's note. Don't let me off.

Two things I learnt the hard way. Leave your computer awake at 07:00 and 21:00, or the tasks run late (mine once wrote the morning brief at 8:45pm). And keep the daily list to three: if everything is a non-negotiable, nothing is.