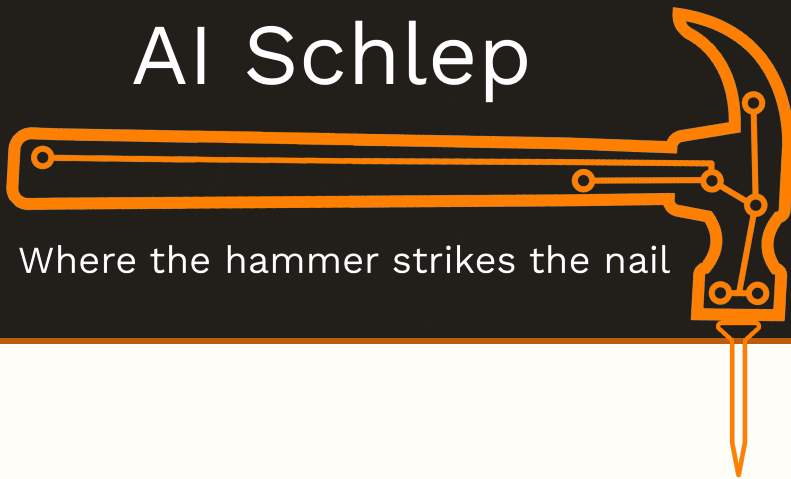




Start here.

Your AI coworker, set up in about ten minutes. Duane passed this along, so you're in the right place. I'm Doug. I built this kit, and this one page is the only instruction you need. Five small steps, then your coworker takes it from there.

DO THIS FIRST



Get the Claude desktop app.

Download it from claude.com/download. Not the website, not the phone app. It has to live where your files are.

THE FIVE STEPS

Unzip the kit.

1

It came as a zip file (your browser saves it to Downloads unless you chose otherwise). On Windows: right-click it, choose **Extract All**, click **Browse** and pick your Documents folder, then click **Extract**. On Mac: just double-click it. Either way you get one folder called AI Schlep Kit. (Double-clicking a zip on Windows only peeks inside it; extracting makes the real folder.)



Make sure it lives somewhere you'll remember.

2

On Windows you already picked Documents when you extracted. On Mac the AI Schlep Kit folder landed next to the zip, usually in Downloads: move it into Documents, or anywhere that makes sense to you. This is its home now.



Rename *starter-folder* to your business name.

3

Open the AI Schlep Kit folder and find *starter-folder* inside. Click it once, press F2 on Windows or Return on Mac, and type your business name.



Point a new Claude Project at it.

4

Open the Claude desktop app, go to **Projects**, start a new project, and click **Add folder**, then **Choose a different folder**. Navigate to Documents, then AI Schlep Kit, click your business folder, and click **Select Folder**. If it asks to let Claude change files there, click **Always allow**. Replace the path in the **Name** box with your business name. In **Instructions** type: "Start every chat by reading CLAUDE.md in this folder and following it." Click **Create project**.



Open a chat and say hello.

5

Click the message box, type hello, and press Enter. If your coworker asks about folder access again, click **Add folder** if that's what it offers; if a Folder access request box appears, check **Don't ask again for this folder on this device** and click **Allow**. Your coworker then introduces itself, asks a few questions, and sets itself up. Ten minutes, mostly talking.



How you know it worked

Your coworker says hi and starts asking about your business. If you get a generic "What would you like to work on?" instead, the Project is pointed at the wrong folder. Open Projects in the sidebar, open your project, click Change next to the folder, and pick the one with your business name on it. Folder right but greeting still generic? Reply: Read CLAUDE.md in this folder and follow it.

That's it. Do these five and you're running. The rest of the kit explains itself once you're inside.

Doug

Doug · 4Trades.ai

STUCK? ASK CLAUDE FIRST.

Then email doug@4trades.ai

4trades.ai/aischlep

Once you're inside.

You don't need this page today. Come back to it after you've said hello and setup is done.

● Work in short sittings

Your first session runs about ten minutes. The coworker interviews you, writes your business profile, and tidies up its own setup files at the end. It asks before deleting anything. Say yes, and watch that ending. Closing each session cleanly is the one habit that makes it smarter every week instead of messier.

● Then pick a door

It offers four first projects. Pick the one that matches what drains you most.

Know what to charge

a quote ready for your review

Sound like yourself

a simple brand guide

Answer customers faster

replies ready to review

Start the week informed

your Monday briefing

Each takes ten to fifteen minutes and ends with something real you can use.

● Trust & safety

NON-NEGOTIABLE. READ TWICE.

- **Never share passwords, PINs, or codes.** Connections happen in the Claude app's settings, where Claude never sees them.
- **Approve every action yourself** for the first few weeks. Trust is earned, same as with a new hire.
- **Anything it writes that you send is your work.** Read it before it goes out. Always.
- **Watch for smuggled instructions** in emails and web pages. Your coworker treats what it reads as information, never as orders.

? When you get stuck

Ask Claude first. Paste in the exact problem and what you already tried. If that doesn't crack it, email me at doug@4trades.ai and tell me where you stopped. Your stuck moment is what I write about next at 4trades.ai/aischlep.

A FEW WORDS YOU'LL SEE

Project

Your workspace in the Claude app. Holds your files and memory.

Shelf

Your files sorted like books: Customers, Costs, Sales, Marketing.

Playbook

A saved job it can run, like building a quote.

Wrap-up

The 90-second habit that closes each session cleanly.

