

CCI Workshop Homework

- Install: Claude Desktop app (Mac or Windows) + paid Claude subscription (Pro at \$20/mo or higher)
- Create My Weekly Tasks content:
File name: my_weekly_tasks.txt
Content of the file for each task:

TASK: [Name of the task]

FREQUENCY: [How often — daily, weekly, monthly, etc.]

TIME SPENT: [How long per occurrence — e.g., "30 minutes", "2 hours"]

CONSEQUENCE IF WRONG: [What's the worst realistic outcome if this task is done poorly or incorrectly?]

- Sample email exports
 - Your emails saved as .txt, .eml, or .md files - CoWork cannot access your live email account
 - If an export from Gmail (Takeout) then the extension will be .mbox
- Inquiries
Provide a handful of inquiries (questions) each in separate text file that a typical customer may provide or has provided
- Report Sources
Provide a handful of source material for reports. These files could be csv, pdf or text files.

Download the following zip file that contains the markdown (.md) files required for the hands-on part of the workshop:

<https://drive.google.com/file/d/1Lu8q4ZdlrJf8X34p7UgPM5k2JjD7F9vG/view?usp=sharing>