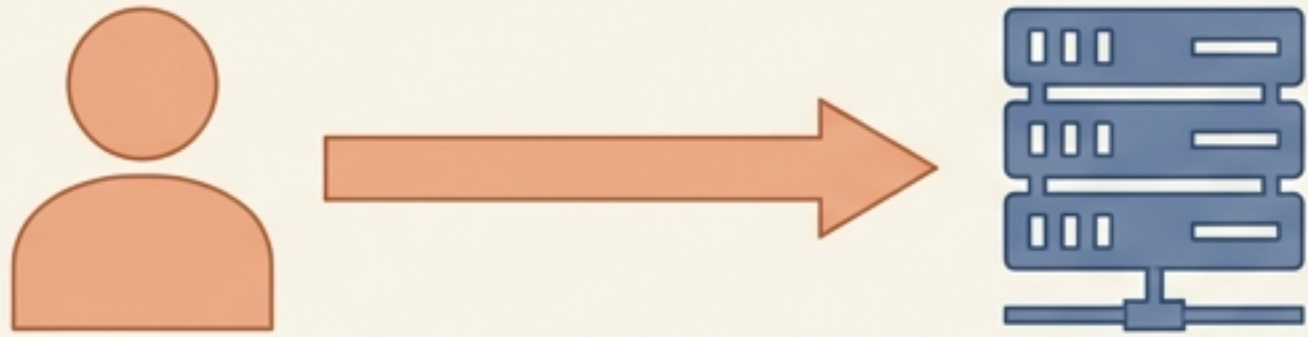


World 5: Real-World Claude Workflows

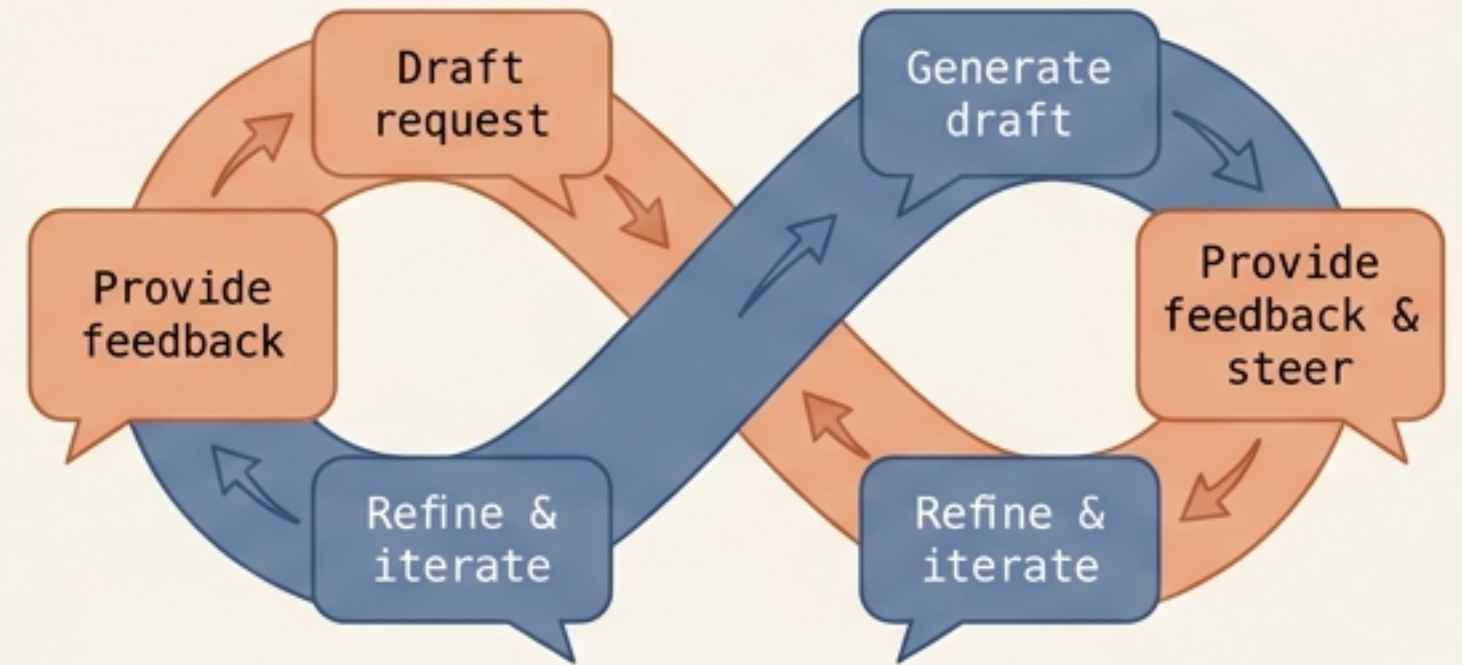
A practical playbook for the four-step loop and everyday AI collaboration.

Search Engine Mindset



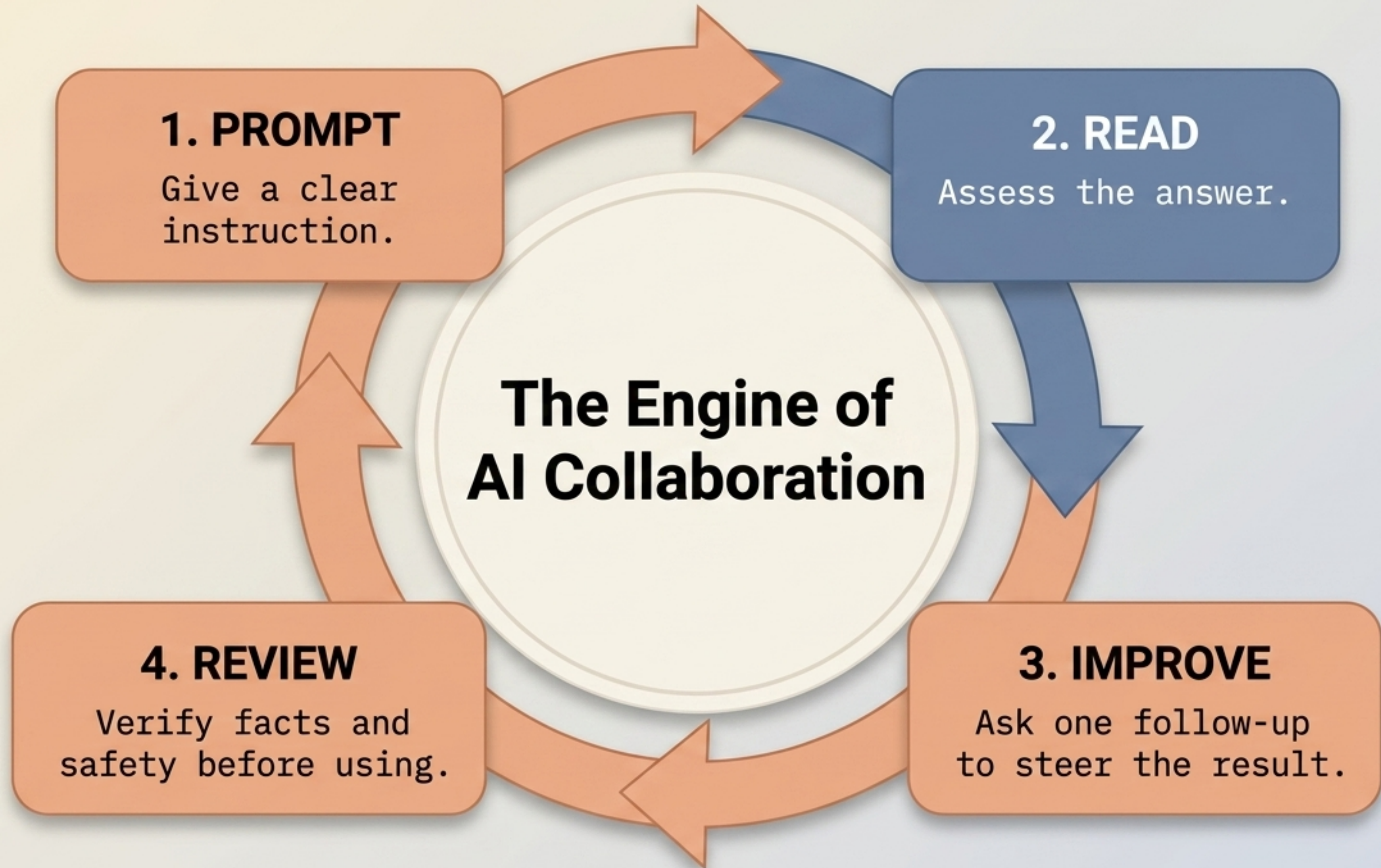
- Expects perfect answers on the first try.
- One-way transaction.
- Abandons task if the first result is wrong.

Co-Pilot Mindset



- Expects drafts that need steering.
- Two-way collaboration.
- Iterates through back-and-forth conversation.

Key Takeaway: Treat Claude like a capable new teammate who needs clear instructions, context, and review.



Task: What exactly do you want the AI to do? (e.g., Draft an email)

Context: What background information does it need? (e.g., We are launching a new product next week)

Audience: Who is reading this? (e.g., Our executive leadership team)

Format: How should it look? (e.g., A three-bullet summary)

Constraints: What are the boundaries? (e.g., Under 150 words, no jargon)

The Beginner Prompt Formula: Task + Context + Audience + Format + Constraints.

Initial draft output generated.

The XP Boost Mission: Do not just rewrite it yourself. Ask Claude to critique its own work.

Before we finalize this, what is missing? Critique your own answer for clarity.

Self-correction output, leading to a much stronger final draft.

Never accept the first draft. The magic happens in the follow-up.



Accuracy

Did it hallucinate or make things up?



Tone

Does this sound like like me, or like a robot?



Privacy

Is all sensitive data removed?



Facts

Are the names, dates, and numbers exactly right?



Unkept Promises

Did it offer something to the customer that we cannot deliver?

Confidence is not correctness. Verify claims against trusted sources.

Everyday Workflow 1: Drafting a High-Stakes Email

Prompt & Read

>_ Write an email to my team about the project delay.

Dear Team,

It has come to my attention that the project timeline has been adversely impacted...

Improve

Human Intervention

Rewrite this to be much warmer. Remove the corporate jargon and make it a bulleted list.

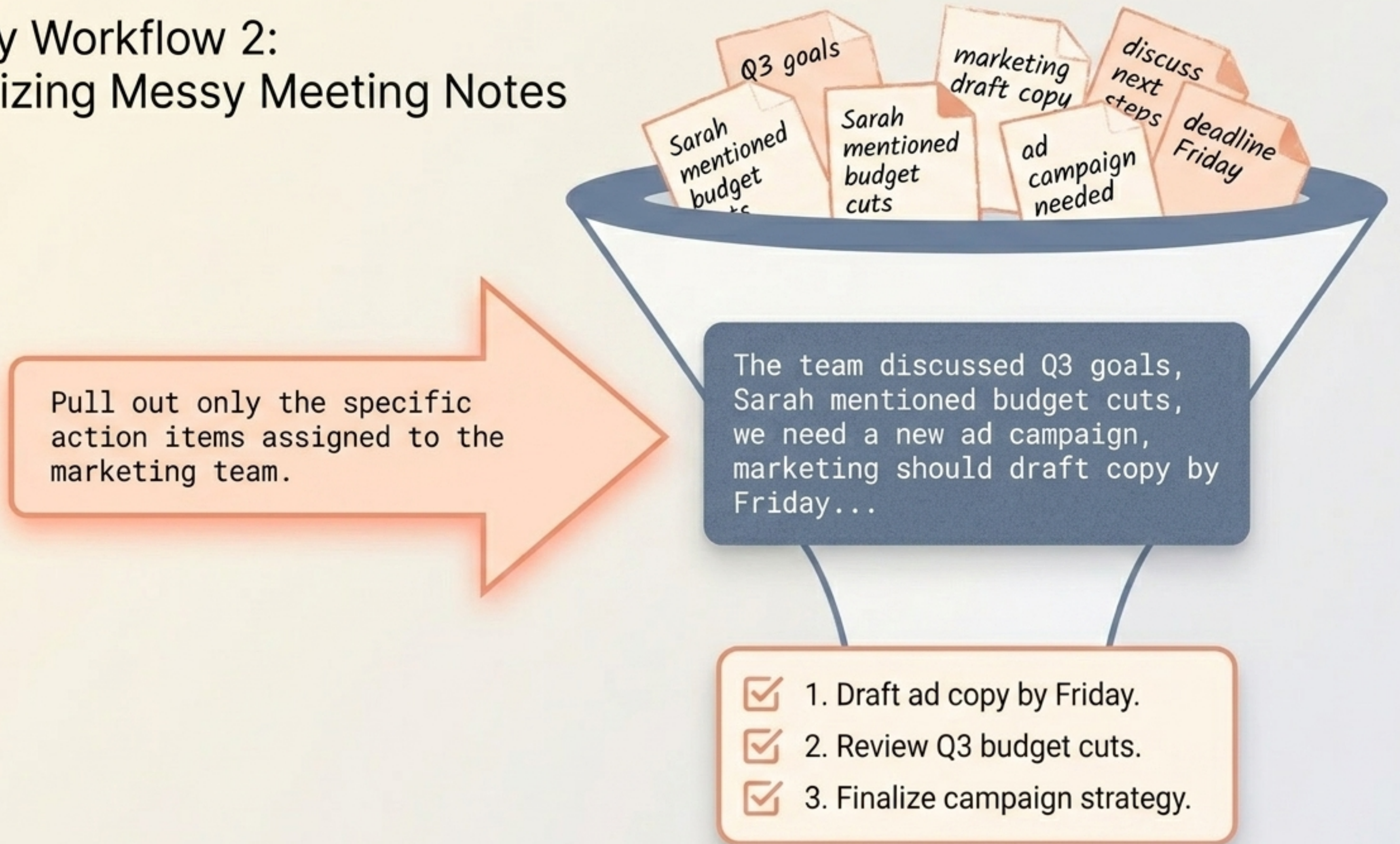
Review & Final

Hi team,

Quick update on the project. Here is where we stand:

- Bullet point 1: Status update...
- Bullet point 2: Key challenges...
- Bullet point 3: Next steps...

Everyday Workflow 2: Summarizing Messy Meeting Notes



Everyday Workflow 3: Creating a Process Checklist

Version 1: Too Generic

Make a study plan.

Month 1: Review basics.
Month 2: Read literature.
Month 3: Practice.

Version 2: Actionable & Specific

Constraint added: I only have 3 days. Focus only on the 'World 5' module. Give me a checklist.

Day 1: Read World 5 summary.
Day 2: Complete 3 practice prompts.
Day 3: Take final quiz.

The Safety Shield: Protecting Private Information



Do Not Paste

Passwords & API keys

Private customer records

Payment card information

Medical or private legal records

Confidential business plans

Internal cost, margin, markup, or profit data



Safer Alternatives

Use fake sample data

Remove private details

Ask for a blank template

Use placeholders (e.g., [CLIENT NAME])



Low Risk (Fast Review)

- Brainstorming ideas
- Summarizing public articles
- Formatting a draft

High Risk (Mandatory Human Review)

- Legal or medical advice
- Financial or pricing decisions
- Hiring decisions
- Customer-facing promises

The higher the real-world stakes, the deeper the human review required.

The Workflow Evolution Matrix

	The Beginner Workflow	The World 5 Workflow
Prompting	Types a few vague words.	Uses the 5-part Prompt Formula.
Iteration	Accepts the first draft blindly.	Uses the 'Improve' step to steer the AI.
Safety	Pastes raw customer data.	Uses placeholders and fake sample data.
Verification	Assumes confidence equals correctness.	Checks facts against trusted sources.

Your Next Mission

Choose one real task today and execute the 4-Step Loop (Prompt, Read, Improve, Review).

[Draft an Email]

[Summarize Notes]

[Create a Checklist]

Remember: Save your final version. You only unlock the true value of an AI assistant through iteration.