M A V E R I C K A I

DON'T USE CLAUDE UNTIL YOU'VE INSTALLED THESE 5 PLUGINS

TURN CLAUDE FROM A CHATBOT INTO AN EMPLOYEE

Plugins are bundles of skills and connectors packaged for one job. Instead of hunting for skills one by one, you click once and Claude gets a whole playbook for marketing, finance, legal, design or running your day. This guide shows you how to install the five I use, the one prompt that sets them all up for you, and the best first thing to try with each.

Install all 5 in about two minutes

Marketing, Finance, Legal, Design and Productivity

One setup prompt that teaches Claude about you

The best first prompt for each plugin

Fixes if a plugin doesn't show up

6 copyable prompts

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Start Here: The 5 Plugins

THE PLAN

1. Install the 5 plugins (about two minutes).
2. Send the setup prompt so Claude learns about you.
3. Try the first prompt for each plugin.

Before you start

Your account: Any paid Claude plan (Pro, Max, Ultra, Team or Enterprise). Plugins aren't on the Free plan.

Your materials: Nothing yet. A contract, a design or a spreadsheet helps later.

Your first goal: All 5 installed and one real piece of work done with each.

All five are made by Anthropic and free to add on any paid plan.

Plugin	What it does for you
Marketing	Campaign plans, social posts, newsletters, email sequences, SEO audits and competitor briefs, all in your brand voice.
Finance	Income statements, variance breakdowns, reconciliations and month-end close work from your numbers.
Legal	Contract review, NDA triage, compliance checks and risk flags before you sign anything.
Design	Design critiques, UX copy, accessibility checks and developer handoff specs, so your work stops looking like AI made it.
Productivity	A task list, a memory of your people and projects, and a daily dashboard. It syncs with your email, calendar and chat when you connect them.

TIP

Plugins work in Claude chat on the web, the Claude desktop app and Cowork. Anything you add is saved to your account, so it follows you everywhere you sign in.

Step 1: Install All 5

Do this on a computer, at claude.ai or in the Claude desktop app.

- **Open Customize.** Click **Customize** in the left sidebar.
- **Open Plugins.** Click the **Plugins** tab at the top, then **Discover**.
- **Add each one.** Search **Marketing** and click the **+** on the card made **by Anthropic**. Do the same for **Finance**, **Legal**, **Design** and **Productivity**.
- **Check they're in.** Click **Yours**. All five should be listed there.

TIP

Not sure a plugin is worth it? Click **Try** on the card to test it in a chat first.

HEADS UP

Search shows lots of plugins with similar names. Pick the ones that say **by Anthropic** under the name.

Copy This First: The Setup Prompt

Open a new chat and send this. Claude asks you a few quick questions and sets all five plugins up around your work, so everything after this sounds like you.

PROMPT 1 | COPY & PASTE

```
I just installed your Marketing, Finance, Legal, Design and Productivity plugins. Set
them up for me.

Ask me one question at a time, wait for my answer, then ask the next. Find out:
1. What I do and who I do it for.
2. My brand voice, with an example of something I've written.
3. The numbers I track for money (revenue, costs, anything else).
4. The kinds of contracts I sign most.
5. What I'm designing or building right now.
6. My top 3 priorities this week.

When you're done, give me a short summary of what you learned, then tell me the single
best first thing to do with each plugin for my situation.
```

TIP

Want Claude to remember this between chats? Turn on memory in Claude's **Settings**, or save the summary into a Project you work in.

Step 2: Try Each Plugin

Type **/** in the message box (or click **+**) to see every skill your plugins added. You can also just ask in plain words, like the prompts below. Claude picks the right plugin on its own.

Marketing: a full campaign in one go

PROMPT 2 | COPY & PASTE

```
Plan a 30-day campaign for [YOUR PRODUCT OR OFFER] aimed at [WHO IT'S FOR]. Give me the goal, the channels, a content calendar, three ad ideas and a 4-email sequence, all in my brand voice.
```

Finance: what changed in your numbers

Attach a spreadsheet or export of your income and costs, then send:

PROMPT 3 | COPY & PASTE

```
Build me an income statement from this file, compare it with last month and explain the biggest changes in plain English. Then tell me the three things I should look at first.
```

Legal: review before you sign

Attach the contract, then send:

PROMPT 4 | COPY & PASTE

```
Review this contract for me. I'm the [CLIENT / FREELANCER / BUYER / SELLER]. Flag every risky clause in plain English, rate each one low, medium or high, and tell me exactly what to ask them to change.
```

HEADS UP

Claude flags risks, it isn't your lawyer. For anything big, run its notes past one.

Design: an honest critique

Paste a screenshot of your site, slide or app, then send:

PROMPT 5 | COPY & PASTE

```
Critique this design. Tell me what looks generic or AI-made, what's hard to read, and any accessibility problems. Then give me the five changes that would make the biggest difference, in order.
```

Productivity: run your day

PROMPT 6 | COPY & PASTE

```
/start
```

Claude creates your task list, builds a memory of your people and projects, and opens a dashboard. Then connect your email and calendar in **Customize > Connectors** (Gmail and Google Calendar, or Microsoft 365) and send **/update** each morning to catch missed to-dos.

Common Mistakes and Quick Fixes

If this happens	Try this
No Plugins tab	Plugins need a paid plan. On a work account, your admin may have turned them off.
Can't find a plugin	In **Customize > Plugins > Discover**, search its exact name and look for **by Anthropic**.
Claude doesn't use the plugin	Type **/** and pick the skill by name, or say "Use the Legal plugin for this."
Answers sound generic	Send the setup prompt first, and give real examples of your writing and work.
Productivity can't see your email or calendar	Connect them in **Customize > Connectors**, then send **/update** again.
Finance numbers look off	Check the file has clear column names and dates, then ask Claude to list what it read before it calculates.
Some plugin features are grayed out	A few parts only run in Cowork or Claude Code. The skills and commands still work in chat.

Quick Reference: Your 5 Plugins

Plugin	First thing to try	Good skills to know
Marketing	30-day campaign plan	Campaign plan, email sequence, SEO audit
Finance	Income statement from your file	Income statement, variance analysis, reconciliation
Legal	Contract review	Review contract, triage NDA, compliance check
Design	Design critique	Critique, UX copy, accessibility
Productivity	/start	/start, /update

DO THIS TODAY

Install all five from **Customize > Plugins > Discover**, send the setup prompt, then pick the one plugin that saves you the most time this week and use it on a real task tonight.

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