

M A V E R I C K A I

Claude Routines: Put Your Week On Autopilot

**SCHEDULE CLAUDE TO WORK EVEN WHEN YOUR COMPUTER'S
CLOSED**

Claude can now run tasks completely on its own, on a schedule, in the cloud, whether your laptop is open, asleep, or in your bag. Set one up once and it just keeps happening: your inbox cleaned every morning, your week planned every Sunday, all while you do nothing.

What Routines are and why they're a big deal

How to build one in the Claude desktop app

The Cloud setting that makes it run with your computer closed

Turning on notifications so you know the second it's done

5 routines worth stealing today

A one-page setup cheat sheet

2026 Edition

What Routines Actually Are

Until now, if you wanted Claude to do something on a schedule, your computer had to be on and the app open at that exact moment. Routines change that. A routine is a saved job, a set of instructions plus a schedule plus your connectors, that runs on Anthropic's cloud. It fires at the time you set whether your computer is open, asleep, or shut in a drawer.

That's the unlock. You're not automating with your machine anymore, you're handing Claude a standing order it carries out on its own. Set up a few of these and a real chunk of your weekly busywork just handles itself.

0

need to keep your computer on

1

setup per routine

24/7

it runs on the cloud

WHAT YOU NEED

The Claude desktop app (Routines live in the Code section of it). Then connect the same apps you already use with Claude, email, calendar, and so on, so your routines can actually reach into your stuff. Heavier plans get more routine runs per day, but you can start with a couple on any plan.

Step 1: Find Routines

They're a little tucked away, so here's exactly where to look.

STEP 1: Open the desktop app and go to Code

Open the **Claude desktop app** and choose **Code** at the top. Routines live inside here (they started life as a Claude Code feature, but they can run everyday tasks, not just coding).

STEP 2: Click Routines on the left

On the left side, you'll see **Routines**. Click it. This is your control panel for every scheduled job you set up.

TIP

Don't let the "Code" label scare you off. A routine is just Claude following your plain-English instructions on a timer, cleaning your inbox, sending you a summary, whatever you describe. No coding required.

Step 2: Build Your Routine

Now create the job. A few quick choices and you're done.

STEP 1: Create it (or let Claude create it for you)

You can build the routine yourself, or have the AI set it up for you. Either works. Give it a clear name so you know what it is at a glance, like "Morning inbox cleanup."

STEP 2: Set it to Cloud (this is the important one)

In the top right, make sure the routine is set to **Cloud**. This is the whole magic: Cloud means it runs on Anthropic's servers, so it happens on schedule even when your computer is closed. If it's set to run locally instead, it only fires when your machine is awake and the app is open, and a closed laptop means a skipped run.

STEP 3: Write the instructions

Tell it exactly what to do, in plain English, like you're briefing an assistant. Not sure how to word it? Open a normal Claude chat, describe what you want, and ask it to "write me routine instructions for this." Then paste those in.

STEP 4: Schedule it and connect your apps

Pick the day and time it should run. Then connect it to the same connectors you already use in Claude (email, calendar, and so on), so it can actually do the work. Save, and it's live.

IF IT'S NOT RUNNING WHEN EXPECTED

Nine times out of ten it's one of two things: the routine isn't set to Cloud (so it only runs when your computer's awake), or the connector it needs isn't linked. Check both, flip it to Cloud, confirm the apps are connected, and you're set.

Step 3: Turn On Notifications

This is the part the video calls the best part, and it's easy to miss. Without it, your routines run silently and you never quite know when they're done. With it, you get pinged the moment each one finishes.

STEP 1: Open your notification settings

Go to your **Claude Settings**, then **Notifications**.

STEP 2: Turn on finish alerts

Switch on notifications for when a routine finishes. Depending on your settings, Claude can email you or send a push notification the second a routine is done, so the result lands in your inbox or on your phone without you checking.

THIS IS WHAT MAKES IT FEEL LIKE MAGIC

A routine that cleans your inbox at 9am and then pings you "done, here's what I found" feels completely different from one that runs in silence. Turn notifications on for every routine that produces something you'll want to see.

5 Routines Worth Stealing

Here are five to set up today, with the instructions to paste in. Change the times and details to fit your life.

1. Morning inbox cleanup

EVERY DAY AT 9AM

Go through my inbox: archive newsletters and promos I haven't opened, flag anything that actually needs a reply, and send me a 5-line summary of what matters most today. Don't delete anything.

2. Sunday week planner

EVERY SUNDAY AT 6PM

Look at my calendar and my open tasks for the week ahead, and email me a clear, prioritized list of exactly what I need to get done, most important first, with anything time-sensitive flagged.

3. Daily morning brief

EVERY WEEKDAY AT 7AM

Pull my calendar for today, any emails I was tagged on or that look urgent, and the top news in [my industry], and send me a one-page morning brief.

4. Weekly numbers report

EVERY FRIDAY AT 4PM

Pull this week's activity from my connected apps, build a short report of what happened and what's still open, compare it to last week, and email it to me.

5. Follow-up catcher

EVERY DAY AT 5PM

Check my sent email for anyone I said I'd follow up

with and haven't, and send me a short list of who I
owe a reply or a next step, so nothing slips.

Getting The Most Out Of Them

Start with the boring, safe stuff

Summaries, briefings, cleanups, reports, these are perfect first routines because if one gets something slightly wrong, nothing breaks. Get comfortable, then add more.

Be specific about the output

"Summarize my inbox" is okay. "Give me a 5-line summary, most urgent first, and flag anything needing a reply today" is far better. The clearer you are, the more useful the result, every single day.

Watch anything that sends or changes things

A routine that reads and summarizes is low-risk. One that sends emails, posts, or changes your data is higher-stakes, especially running unattended. Have those draft or flag for your approval rather than firing on their own until you fully trust them.

Mind your daily limit

There's a cap on how many routine runs you get per day, and it goes up with your plan. So spend them on the routines that save you the most, and don't schedule twenty overlapping ones you don't need.

TIP

Name your routines clearly and check in on them every couple of weeks. As your week changes, tweak the times and instructions so they keep matching your actual life.

The One-Page Cheat Sheet

The whole setup, in order. Screenshot this.

Step	What you do
1. Open Routines	Claude desktop app, Code, then Routines on the left
2. Create	Build it yourself or let the AI create it; give it a clear name
3. Set to Cloud	Top right, choose Cloud so it runs with your computer closed
4. Write instructions	Plain English; or ask Claude in a chat to write them for you
5. Schedule + connect	Pick the time, link the connectors it needs
6. Notifications on	Settings, Notifications, get pinged when each one finishes

The rules that make it work

Set it to Cloud or it won't run when your computer's off. Connect the apps it needs. Be specific about the output you want. Start with safe read-and-summarize routines. Turn on notifications so you actually see the results. And mind your daily run limit.

YOUR ACTION PLAN

1. Open the desktop app, go to Code, then Routines. 2. Build the morning inbox cleanup, set it to Cloud. 3. Add the Sunday week planner. 4. Turn on finish notifications in Settings. 5. Wake up tomorrow to work that already did itself.

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Set it once. Let it run while you sleep.