

Cowork OS

Ten skills that turn a blank Claude Cowork folder into a self-organising, self-improving system. None are tied to a person or an industry: they manage the workspace itself, so they work the same whether you do marketing, law, research, or run a bakery.

Install (about one minute)

1. Save the zip file you were sent anywhere on your computer.
2. In Cowork, click **Customize** (left menu), then **Add plugin > Create plugin > Upload plugin**, and choose the zip. Keep it as a .zip: do not unzip or rename it.
3. Open a new chat and type: **optimise my workspace**.

What is inside

Skill	What it does	Say this
cowork-setup	One-time setup: compares the kit with what you have and adds only what is missing, with your approval.	“optimise my workspace”
workspace-hygiene	Full structural audit of files, memory, routing and scheduled tasks, with a severity-ranked report.	“audit my workspace”
memory-router	Routes any “remember this” to the correct file, so memory never duplicates or lands in the wrong place.	“remember X”, “save this”
new-project-setup	Scaffolds a project: folders, a blank instruction file and memory file, and a row in your routing map.	“start a new project for X”
inbox-triage	Walks your capture inbox one item at a time and files each where it belongs, on your sign-off.	“triage my inbox”
scheduled-task-create	Creates a scheduled task and logs it to a registry in the same action.	“schedule a task to X”
disabled-skill-check	Checks whether a relevant skill exists but is switched off, before improvising.	runs on its own
session-audit	Catches your corrections, preferences and decisions at session end and proposes saving each.	“audit this session”
consolidate-memory	Compresses an over-long memory file: archives older entries, never deletes them.	“tidy my memory”
orientation	A read-only tour of the kit and how to start.	“what can this kit do”

What it never touches

Everything stays inside your Cowork folder. The kit never sends an email, never posts anything, and never touches files outside your workspace. Nothing is deleted or overwritten without showing you first and getting your yes, and anything ever replaced is kept as a dated backup you can restore.

The one idea that makes it work

Skills are logic; your personal content is data. A skill describes a process, and the files it reads hold your specifics. Keeping them separate is what makes the system clean, easy to change, and shareable.