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The **Skills** and SOP Kit

Turn the processes you already wrote into things that run themselves

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You commented AI. Here it is.

Most owners already have SOPs. They sit in a Google Doc nobody opens. A Claude Skill is that same SOP, except the machine reads it and does the work. This is how you make the jump.

Part 1: The difference nobody explains

A prompt is something you type. A skill is something the system already knows.

	Prompt	Skill
Where it lives	Your head, or a doc you paste from	A file the assistant loads on its own
Who has to remember it	You, every single time	Nobody
What happens when it improves	You update your paste buffer	Everyone gets the better version instantly
What happens when you are on vacation	Nothing runs	It still runs

The moment a process is written down as a skill, it stops depending on you being awake.

Part 2: Which SOPs to convert first

Not all of them. Convert in this order:

1. **The one you explain most often.** If you have said it out loud more than five times this month, it is costing you real hours.
2. **The one with a checklist.** Anything already shaped as steps converts almost for free.
3. **The one that breaks when you are busy.** Follow-up, onboarding, quote chasing. The tasks that quietly get skipped are the ones worth making automatic.
4. **The one only you know.** This is the scary one and the most valuable. If the answer to "who else can do this" is nobody, that is a single point of failure wearing a person suit.

Leave alone: anything requiring judgment about a specific client relationship, anything legal, anything where being wrong is expensive and hard to detect.

Part 3: The anatomy of a skill that works

Four parts. Miss one and it misfires.

Name and trigger. Plain language describing when to use it. "Use when a new client pays and needs onboarding." Not "onboarding_v2_final".

The steps. Numbered, in order, written the way you would tell a new hire. Specific beats clever.

The rules. What it must never do. This section is what separates a skill you trust from one you babysit. Example: never send anything to a client without showing me first. Never invent a number.

The example. One worked case, start to finish. This does more than three paragraphs of instruction.

Part 4: The conversion, step by step

1. Open the SOP you picked. Read it out loud. Anywhere you say "and then obviously you", write that part down. That is the missing step.
 2. Split it into what a machine can do alone, and what needs a human decision. Draw an actual line.
 3. Write the machine half as numbered steps.
 4. Add the rules section. Start with three nevers.
 5. Add one worked example using a real past case, with names changed.
 6. Run it on something low stakes. Watch it fail. The first failure tells you which step was written in your head instead of on the page.
 7. Fix that step. Run again.
- Most skills work on the third attempt. If yours works first try, the task was probably too simple to be worth converting.

Part 5: The mistake that wastes a month

People try to convert their biggest, messiest process first, because that is where the pain is. It fails, and they conclude the whole approach does not work.

Start with something that takes you fifteen minutes and happens twice a week. Get one win. The instinct for what converts well is the actual skill, and you only build it by doing several small ones.

Part 6: How to tell it is actually working

Four numbers, measured monthly:

Metric	What it tells you	Bad sign
Times run	Is anyone using it	Built and never triggered
Times corrected	How much you still babysit	Corrections not dropping over time
Time per run vs manual	The actual saving	Under 30 percent, not worth maintaining
Failures caught late	Whether your rules are tight	Anything a client noticed before you did

If corrections are not trending down after a month, the rules section is too thin. That is almost always the problem.

Do it yourself checklist

- ☐ List every process you explained more than five times this month
 - ☐ Pick the one that takes about fifteen minutes and happens weekly
 - ☐ Write it as numbered steps, out loud first
 - ☐ Draw the line between machine work and human decision
 - ☐ Write three nevers
 - ☐ Add one real worked example
 - ☐ Run it on something low stakes
 - ☐ Fix the step that failed, run again
 - ☐ Log times run and times corrected for four weeks
 - ☐ Only then convert a second one
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What usually happens next

The second skill takes half as long to write. The fifth one takes twenty minutes. By then you stop thinking of them as automations and start thinking of them as how the business is documented.

That is the actual shift. The time saved is real, but the thing that changes your week is that the business stops living in your head.

If you want a hand picking the first one, reply to the DM with what you do and where your week goes. I will tell you which process I would convert first and why.