

Solo consultancy operating system

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From the first brief to the client report: eight workflows for a one-person practice.

Fieldwork | findaiskills.com.au

Source-inspected workflows. Not independently run-tested. Review each output before use.

1. Account research

INPUTS

- An authorised client brief and supporting documents
- The decision, audience, timeline and assumptions
- The complete skill folder and any required supporting files

EXPECTED OUTPUT

A client-ready draft with evidence and unresolved questions

SETUP

1. Review the linked source and the publisher's current README before installing.
2. Download or install the complete plugin/skill folder, preserving references and scripts. Do not paste a terminal command intended for another app.
3. Use the setup path for the platform you actually have; configure only the required apps and permissions.
4. Start with a permitted sample and the starter prompt. Check the first result against your own normal review process.

STARTER PROMPT

Use account-research for [business task]. Our business is in [country and state/territory], our currency is [currency], and the intended reader is [audience]. Use only the attached authorised inputs and approved policies. First identify missing information and unavailable tools. Prepare a draft for human review; cite the supplied evidence, separate assumptions, and do not send, publish, lodge, purchase or change records.

REVIEW

Protect client confidentiality. Verify facts and distinguish evidence from recommendations before sharing the result.

SOURCE

<https://github.com/anthropics/knowledge-work-plugins/blob/33eeda1e8fd856455b05479d13a0f85b5f803744/sales/skills/account-research/SKILL.md>

Source revision: 33eeda1e8fd856455b05479d13a0f85b5f803744

Checked: 2026-10-18

Workflow: <https://findaiskills.com.au/skills/anthropics-sales-account-research/>

2. Schedule meeting

INPUTS

- An authorised client brief and supporting documents
- The decision, audience, timeline and assumptions
- The complete skill folder and any required supporting files

EXPECTED OUTPUT

A client-ready draft with evidence and unresolved questions

SETUP

1. Review the linked source and the publisher's current README before installing.
2. Download or install the complete plugin/skill folder, preserving references and scripts. Do not paste a terminal command intended for another app.
3. Use the setup path for the platform you actually have; configure only the required apps and permissions.
4. Start with a permitted sample and the starter prompt. Check the first result against your own normal review process.

STARTER PROMPT

Use schedule-meeting for [business task]. Our business is in [country and state/territory], our currency is [currency], and the intended reader is [audience]. Use only the attached authorised inputs and approved policies. First identify missing information and unavailable tools. Prepare a draft for human review; cite the supplied evidence, separate assumptions, and do not send, publish, lodge, purchase or change records.

REVIEW

Protect client confidentiality. Verify facts and distinguish evidence from recommendations before sharing the result.

SOURCE

<https://github.com/anthropics/knowledge-work-plugins/blob/33eeda1e8fd856455b05479d13a0f85b5f803744/sales/skills/schedule-meeting/SKILL.md>

Source revision: 33eeda1e8fd856455b05479d13a0f85b5f803744

Checked: 2026-10-18

Workflow: <https://findaiskills.com.au/skills/anthropics-sales-schedule-meeting/>

3. Make the monthly client report

INPUTS

- Channel performance exports
- Reporting period
- Client targets and prior-period data

EXPECTED OUTPUT

A performance summary, evidence for changes, and proposed next actions.

SETUP

1. In Claude Code, add the publisher's marketplace:
2. claude plugin marketplace add anthropics/knowledge-work-plugins
3. Install the full plugin so supporting files and connectors stay together:
4. claude plugin install marketing@knowledge-work-plugins
5. Start a fresh session, supply the listed inputs, and use the starter prompt. For Cowork or chat, use Customize ? Plugins and follow the current official guide. Connector access depends on your setup; uploaded files can support the selected draft workflow.

STARTER PROMPT

Use performance-report with these channel exports for [period]. Compare against [targets] and the previous period. Separate observed results from possible explanations. Cite the source metric for every recommendation.

REVIEW

Check attribution windows, currencies, and totals against the channel exports.

SOURCE

<https://github.com/anthropics/knowledge-work-plugins/blob/33eeda1e8fd856455b05479d13a0f85b5f803744/marketing/skills/performance-report/SKILL.md>

Source revision: 33eeda1e8fd856455b05479d13a0f85b5f803744

Checked: 2026-10-18

Workflow: <https://findaiskills.com.au/skills/client-performance-report/>

4. Write in Australian business English

INPUTS

- The text to draft, edit or review
- The intended reader, context and preferred level of formality
- Approved facts, claims and any business voice examples

EXPECTED OUTPUT

An edited or drafted message for your review, with Australian spelling and the requested tone.

SETUP

1. Review the linked source and the publisher's current README before installing.
2. Download or install the complete plugin/skill folder, preserving references and scripts. Do not paste a terminal command intended for another app.
3. Use the setup path for the platform you actually have; configure only the required apps and permissions.
4. Start with a permitted sample and the starter prompt. Check the first result against your own normal review process.

STARTER PROMPT

Use aussie-business-english for [business task]. Our business is in [country and state/territory], our currency is [currency], and the intended reader is [audience]. Use only the attached authorised inputs and approved policies. First identify missing information and unavailable tools. Prepare a draft for human review; cite the supplied evidence, separate assumptions, and do not send, publish, lodge, purchase or change records.

REVIEW

Protect client confidentiality. Verify facts and distinguish evidence from recommendations before sharing the result.

SOURCE

<https://github.com/jezweb/claude-skills/blob/1260fa7439b36b18dbf16648ccc7fb44783f6c23/plugins/writing/skills/aussie-business-english/SKILL.md>

Source revision: 1260fa7439b36b18dbf16648ccc7fb44783f6c23

Checked: 2026-10-18

Workflow: <https://findaiskills.com.au/skills/jezweb-aussie-business-english/>

5. Prepare local SEO basics for an Australian business

INPUTS

- Verified business name, services, locations and website URL
- Approved contact details and business information
- Current site files or implementation constraints

EXPECTED OUTPUT

A proposed metadata and technical-SEO package to validate against the actual website.

SETUP

1. Review the linked source and the publisher's current README before installing.
2. Download or install the complete plugin/skill folder, preserving references and scripts. Do not paste a terminal command intended for another app.
3. Use the setup path for the platform you actually have; configure only the required apps and permissions.
4. Start with a permitted sample and the starter prompt. Check the first result against your own normal review process.

STARTER PROMPT

Use seo-local-business for [business task]. Our business is in [country and state/territory], our currency is [currency], and the intended reader is [audience]. Use only the attached authorised inputs and approved policies. First identify missing information and unavailable tools. Prepare a draft for human review; cite the supplied evidence, separate assumptions, and do not send, publish, lodge, purchase or change records.

REVIEW

Use supportable claims and the business's approved voice. Verify attribution and results, and get approval before publication or campaign changes.

SOURCE

<https://github.com/jezweb/claude-skills/blob/1260fa7439b36b18dbf16648ccc7fb44783f6c23/plugins/web-design/skills/seo-local-business/SKILL.md>

Source revision: 1260fa7439b36b18dbf16648ccc7fb44783f6c23

Checked: 2026-10-18

Workflow: <https://findaiskills.com.au/skills/jezweb-seo-local-business/>

6. Answer a question from your business data

INPUTS

- A permitted dataset or export
- A data dictionary and decision question
- The complete skill folder and any required supporting files

EXPECTED OUTPUT

An analysis or visualisation with source-linked findings

SETUP

1. Review the linked source and the publisher's current README before installing.
2. Download or install the complete plugin/skill folder, preserving references and scripts. Do not paste a terminal command intended for another app.
3. Use the setup path for the platform you actually have; configure only the required apps and permissions.
4. Start with a permitted sample and the starter prompt. Check the first result against your own normal review process.

STARTER PROMPT

Use analyze for [business task]. Our business is in [country and state/territory], our currency is [currency], and the intended reader is [audience]. Use only the attached authorised inputs and approved policies. First identify missing information and unavailable tools. Prepare a draft for human review; cite the supplied evidence, separate assumptions, and do not send, publish, lodge, purchase or change records.

REVIEW

Check the data scope, calculations, definitions and missing values. Separate observed results from causal claims; protect personal and confidential information.

SOURCE

<https://github.com/anthropics/knowledge-work-plugins/blob/33eeda1e8fd856455b05479d13a0f85b5f803744/data/skills/analyze/SKILL.md>
Source revision: 33eeda1e8fd856455b05479d13a0f85b5f803744
Checked: 2026-10-18
Workflow: <https://findaiskills.com.au/skills/anthropics-data-analyze/>

7. Build dashboard - Data

INPUTS

- A permitted dataset or export
- A data dictionary and decision question
- The complete skill folder and any required supporting files

EXPECTED OUTPUT

An analysis or visualisation with source-linked findings

SETUP

1. Review the linked source and the publisher's current README before installing.
2. Download or install the complete plugin/skill folder, preserving references and scripts. Do not paste a terminal command intended for another app.
3. Use the setup path for the platform you actually have; configure only the required apps and permissions.
4. Start with a permitted sample and the starter prompt. Check the first result against your own normal review process.

STARTER PROMPT

Use build-dashboard for [business task]. Our business is in [country and state/territory], our currency is [currency], and the intended reader is [audience]. Use only the attached authorised inputs and approved policies. First identify missing information and unavailable tools. Prepare a draft for human review; cite the supplied evidence, separate assumptions, and do not send, publish, lodge, purchase or change records.

REVIEW

Check the data scope, calculations, definitions and missing values. Separate observed results from causal claims; protect personal and confidential information.

SOURCE

<https://github.com/anthropics/knowledge-work-plugins/blob/33eeda1e8fd856455b05479d13a0f85b5f803744/data/skills/build-dashboard/SKILL.md>

Source revision: 33eeda1e8fd856455b05479d13a0f85b5f803744

Checked: 2026-10-18

Workflow: <https://findaiskills.com.au/skills/anthropics-data-build-dashboard/>

8. Turn a dataset into a chart

INPUTS

- A permitted dataset or export
- A data dictionary and decision question
- The complete skill folder and any required supporting files

EXPECTED OUTPUT

An analysis or visualisation with source-linked findings

SETUP

1. Review the linked source and the publisher's current README before installing.
2. Download or install the complete plugin/skill folder, preserving references and scripts. Do not paste a terminal command intended for another app.
3. Use the setup path for the platform you actually have; configure only the required apps and permissions.
4. Start with a permitted sample and the starter prompt. Check the first result against your own normal review process.

STARTER PROMPT

Use create-viz for [business task]. Our business is in [country and state/territory], our currency is [currency], and the intended reader is [audience]. Use only the attached authorised inputs and approved policies. First identify missing information and unavailable tools. Prepare a draft for human review; cite the supplied evidence, separate assumptions, and do not send, publish, lodge, purchase or change records.

REVIEW

Check the data scope, calculations, definitions and missing values. Separate observed results from causal claims; protect personal and confidential information.

SOURCE

<https://github.com/anthropics/knowledge-work-plugins/blob/33eeda1e8fd856455b05479d13a0f85b5f803744/data/skills/create-viz/SKILL.md>
Source revision: 33eeda1e8fd856455b05479d13a0f85b5f803744
Checked: 2026-10-18
Workflow: <https://findaiskills.com.au/skills/anthropics-data-create-viz/>