

* FIRST RESOURCE

5 Claude Skill Templates You Can *Actually* Use

Free templates to help you turn repetitive tasks into
reusable Claude Skills.

Ready to copy into your own Skills

Each one is a real SKILL.md starting point — swap the details in the highlighted box and it's yours.

● ● ● meeting-to-actions / SKILL.md

```
---
name: meeting-to-actions
description: Turns raw meeting notes or a transcript into a clear list of action items with owners and
deadlines. Trigger when the user pastes notes, asks to "turn this into action items," or wants a recap with
next steps.
---
```

1. Meeting Notes → Action Items

Stop re-reading your own notes to figure out who owes what. Paste raw notes in, get a clean owner / task / deadline list out — formatted the way your team already works.

CUSTOMIZE IN 30 SECONDS

How your team names owners, your default deadline window, and where output should land (doc, Slack, task tool).

● ● ● inbox-triage / SKILL.md

```
---
name: inbox-triage
description: Sorts a batch of emails or DMs by urgency and drafts a reply option for each. Trigger when the
user says "triage my inbox," pastes several messages, or asks for reply drafts.
---
```

2. Inbox Triage & Reply Drafts

Turns a wall of unread messages into an urgent / can-wait / ignore list, each with a ready-to-edit reply. You still hit send — Claude just clears the blank-page problem.

CUSTOMIZE IN 30 SECONDS

Your tone, the urgency buckets you actually use, and any standard lines you always include.

● ● ● weekly-status-report / SKILL.md

```
---
name: weekly-status-report
description: Converts scattered updates into a clean weekly status report for a manager or client. Trigger on
"weekly report," "status update," or "recap this week."
---
```

3. Weekly Status Report Builder

Feed it messy bullet points from the week — Claude returns a report structured around what shipped, what's blocked, and what's next.

CUSTOMIZE IN 30 SECONDS

Your report sections, reading level, and whether it's for one client or a running weekly log.

● ● ● content-calendar / SKILL.md

name: content-calendar

description: Turns a rough list of content ideas into a scheduled, platform-specific posting calendar with hooks. Trigger on "content calendar," "plan my posts," or "schedule this month."

4. Content Calendar Generator

Dump your idea list — Claude spaces it across the month, matches format to platform, and writes a one-line hook for each so you're never staring at a blank calendar on posting day.

CUSTOMIZE IN 30 SECONDS

Your platforms and posting frequency, your content pillars, and the caption style you want.

● ● ● data-cleanup / SKILL.md

name: data-cleanup

description: Cleans a messy spreadsheet or CSV — fixes formatting, removes duplicates, and standardizes fields. Trigger on "clean this spreadsheet," "format this data," or an uploaded file with visible mess.

5. Data Cleanup & Formatting

Hand off a spreadsheet full of inconsistent dates, duplicate rows, and mismatched casing — get back a standardized file you can actually trust for reporting or import.

CUSTOMIZE IN 30 SECONDS

Your standard formats (date, currency, casing), required columns, and what counts as a duplicate.

Made by RABIIOS — studio créatif & technologique
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