The Claude Master Workspace

One folder that holds your whole working life, set up so Claude knows who you are, what you run and how you like things done, every time you open it.

by Taku

Give Claude a home base, not a better prompt

Make one folder for everything you do. Give each area of your life its own subfolder, with a CLAUDE.md file that says what the area is, who it serves and how it should sound. The root file loads every session and an area's file loads once Claude works in that folder, so you stop explaining yourself.

The master document in this download does the setup with you. You attach it, say **interview me**, and Claude asks only what it does not already know, then builds the folders and files.

> It is not prompt engineering. It is context engineering: the more you work in it, the better Claude knows your work.

In this guide

1. The folder
2. How to start
3. The interview
4. The rituals
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6. Checklist and sources

One folder, one subfolder per area

```
Workspace/
  CLAUDE.md                the map: who you are, which folder for what
  WORKING-WITH-ME.md       how you like Claude to work
  memory/                  session notes, lessons, dream reports
  .claude/skills/          wrap-up, dream, new-skill
  Job/                     one folder per area of your life
  Studio/                    CLAUDE.md
  Personal/                  context/  plans/  scripts/
                             outputs/  reference/
  _archive/                old files go here, nothing is deleted
```

Your job, each business or side project, content, studies and personal life each get a folder. Every area folder has its own CLAUDE.md, a `context/` folder (about, me-here, strategy, current), and places for plans, scripts, outputs and reference files.

Three steps, word for word from the document

1. Make an empty folder that will be your workspace (for example `Workspace` in your home folder), or unzip the starter skeleton that came with this file.
2. Open Claude Code or Cowork in that folder.
3. Attach this file in the chat (drag it in, or paste it), and say: **interview me**.

The finished workspace runs in Claude Code or Cowork. In a normal claude.ai chat, Claude can still run the interview and write every file for you to save.

Claude reads first, then asks only the gaps

Round 1: You

Claude looks at the folder, your existing instructions and memory, and your connected tools, then says back what it knows. It asks only what is missing: what you do, the tools you use, how you like to work, your default tone, what it must never do.

Round 2: Your areas

Your job, each business, content, studies, personal. Usually three to six.

Round 3: Each area

What it is and who it is for. What matters in the next three months. What you do there again and again, and what is sensitive.

Round 4: Close

What you are tired of explaining. Then Claude shows the folder plan and builds only after you say yes.

How the workspace keeps getting better

RITUAL	WHEN	WHAT IT DOES
Read order	start of every session	Claude reads the map, your preferences, the area and the latest lessons before doing anything, so you stop re-explaining yourself
Write as you go	the moment you state a preference	your rules land in the right file straight away and survive the session
Session note	end of every task	a short record: what was done, your words, what worked, what failed, next step
Wrap-up and clean-up	end of every task	outputs filed and dated, stray files archived, current.md updated with the old version kept
Dream	every 5 session notes	patterns across sessions become lessons, rules and skills, so the next session starts knowing more
New skill	the second time a job repeats	the job is written down once and done the same way every time after
Lessons file	whenever a fix is found	one line per lesson, dated, read at the start of every session
Archive, never delete	always	nothing is lost, and old versions stay findable
Save points (optional)	every wrap-up	a private version history, so any file can go back to how it was on any day
Source of truth	always	the workspace files win over Claude's automatic memory; the dream moves anything useful into them

Built on how Claude actually works

How they load

CLAUDE.md files are plain text instructions Claude loads on its own. Files in the folder you start in, and above it, load at launch; files in subfolders load once Claude works there.

Claude Code docs, memory

Under 200 lines

Anthropic's advice: target under 200 lines per CLAUDE.md. Longer files use more context and are followed less well.

Claude Code docs, memory

Skills are folders

A skill lives at .claude/skills/<name>/SKILL.md. The folder name becomes the command you type. Custom commands were merged into skills.

Claude Code docs, skills

Cowork skills

Cowork loads the skills turned on for your claude.ai account, so add the workspace skills there if they do not show up.

Claude Code docs, skills

Superpowers

An open-source skills library on Anthropic's official plugin marketplace. Install: /plugin install superpowers@claude-plugins-official

github.com/obra/superpowers

Connectors

Connectors for the tools you already use are reviewed and listed in the Anthropic Directory.

claude.ai/directory

Your first session

- [ ] Unzip the starter folder, or make an empty one
- [ ] Open Claude Code or Cowork in it
- [ ] Attach the master document and say: interview me
- [ ] Check the folder plan, then say: build it
- [ ] Close the session, open a new one in the workspace folder
- [ ] Give it one real job this week, then say: wrap up

Sources

1. Claude Code docs: how Claude remembers your project (CLAUDE.md, auto memory)
   https://code.claude.com/docs/en/memory
2. Claude Code docs: skills
   https://code.claude.com/docs/en/skills
3. Claude Code docs: connect tools with MCP
   https://code.claude.com/docs/en/mcp
4. Superpowers, by Jesse Vincent
   https://github.com/obra/superpowers
5. Anthropic Directory of connectors
   https://claude.ai/directory

Want this built for your business? Velorum sets up AI systems for growing teams.
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