

// THE PART OF CLAUDE THAT ACTUALLY DOES THE WORK → THE COLD-START PLAYBOOK.

DELEGATE · THE FIRST FIVE

// Cowork for IT Pros · BA · architect · tester · DBA · support · helpdesk · admin.

WHEN TO DELEGATE multi-step + multi-tool + an artifact you can read · not a chat reply, not a refactor

FILE-SHAPE WORK Organize folders. Build spreadsheets. Compose status docs. Anything that produces an artifact.	RESEARCH SYNTH Read N sources, output one structured brief. Cited claims, themed grouping.	RECURRING RITUALS Morning digests. Triage scans. Drift checks. Weekly status. Fire on a cadence.	MULTI-TOOL MOVES Pull from Slack + Drive + Jira → one doc. Where copy-paste between apps takes 20 minutes.
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THE FIRST FIVE run them in order · each one builds trust with one more capability

01	ORGANIZE A FOLDER	"Sort my Downloads by file type. Move installers older than 30 days to ~/Archive/installers." Filesystem write, low stakes, the whole loop in 90 seconds.
02	SYNTHESIZE RESEARCH	"Read top 10 results for X plus the official docs. Output a 2-page brief, themed, cited." Multiple connectors + one structured artifact. No filesystem mutation.
03	STATUS DOC	"Read every file in ~/work/this-week/. Produce a 1-page status. Bullet lists. No fluff." Highest-ROI Cowork task most IT Pros never delegate.
04	SCHEDULED DIGEST	"/schedule each weekday 7:30am — scan inbox for #escalation since 5pm yesterday, summarize, save to ~/morning-brief/." Your first cron-shaped delegation.
05	SPREADSHEET BUILD	"Take this CSV. Build a 3-tab xlsx with VLOOKUPS and conditional formatting." Where Cowork visibly outperforms chat — multi-tab spreadsheets don't paste.

THE PROMPT five lines · why each one matters · works for tasks 1-5

delegate-shape.md	cowork delegation pattern → pickbits.ai/cowork
"Show me the plan before you run it."	Forces a plan-first loop. You approve the shape, not just the result. Catches ambiguity at step 1.
"Read only ~/work/X/. Write only to ~/work/X-output/."	Safety contract. Bounds the blast radius. No surprise edits anywhere else on disk.
"Stop and ask if you'd touch anything outside that scope."	Pre-authorizes the agent to interrupt. Cheaper to confirm than to reverse a mistake.
"Mark uncertain spots [TBD]. Don't guess."	Visible gaps over invented confidence. You can trust what's there.
"Debrief at the end: what you did, what you skipped, why."	The audit trail is the receipt. Read it in 30 seconds before you accept the artifact.

WATCH VS TRUST decide per task · reversibility × stakes

	REVERSIBLE	IRREVERSIBLE
LOW-STAKES	TRUST — let it run, skim the debrief.	WATCH — approve each step. Recovery cost > ask cost.
HIGH-STAKES	WATCH — even reversible deserves a human gate.	DON'T RUN — ship as a draft for human action.

SAME IDEA ELSEWHERE
Codex (cloud agents) — filesystem-shaped tasks translate; sharper on repo-rooted, weaker on "files in a folder."
ChatGPT scheduled tasks — task #4 (digest) is the canonical match; output stays in chat, not on disk.
Copilot Workspace — GitHub-anchored work. Permission-on-write by default; the matrix above still applies.

next: **C02 SCHEDULE** · recurring rituals + the cost conversation · **pickbits.ai/cowork**
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