

Your AI Foundations Recap

Keep the C.T.R. framework close, and see what becomes possible once your workspace knows your work.

The C.T.R. Framework

The three things every strong AI instruction needs.

C

Context

Who you are and what this workspace is for. The more specific, the better the output.

T

Task

What you need it to actually do here. Name the real, recurring work.

R

Restrictions

Tone, format, what to always include or never say. This is what makes it sound like you.

What's Possible Once It Knows Your Work

These are real dashboards built inside a Claude Project using the same foundation you practiced in session. Once Claude understands your work, the same C.T.R. thinking can scale from a single task to an entire workflow.

Executive Meeting Command Center

Executive Meeting Command Center

SAMPLE WORKSPACE

Renata Ellis, Chief Operating Officer

Tuesday, Sept 15

Prepared by: Executive Assistant workspace, built in Claude

Today's schedule

Today's Schedule 5 meetings

This Week at a Glance

8:30 – 9:00 AM

Leadership Sync

Weekly standup with direct reports - Conference Room A

Prep sent

14

Meetings this week

2

Conflicts flagged

6

Prep docs ready

3

Awaiting reply

Travel & Logistics Tracker

Travel & Logistics Tracker

SAMPLE WORKSPACE

Q3 2026 Booking Tracker

Built once, reused for every trip on the calendar

Nashville, TN — APC Conference

Sept 13 – 16, 2026

Traveler: V. Leysath

Confirmed

Flight: Delta 1847, JAX → BNA, 7:10 AM

Hotel: Gaylord Opryland, 3 nights

Ground: Rental car reserved

Est. total: \$1,240

Chicago, IL — Regional Sales Summit

Oct 6 – 8, 2026

Traveler: R. Ellis

Booked

Flight: United 552, hold expires in 48 hrs

Hotel: not yet booked

Ground: TBD

Est. total: \$2,010

Atlanta, GA — Client Site Visit

Oct 21, 2026 (day trip)

Traveler: R. Ellis + D. Okafor

Docs Sent

Flight: Delta 903, round-trip same day

Hotel: not required

Itinerary sent to both travelers

Est. total: \$680

Recurring Reports Dashboard

Recurring Reports

SAMPLE WORKSPACE

Automated Draft Library

Every report your workspace already knows how to write

Weekly Status Report

Every Friday, 3:00 PM

Draft ready

Recipients: Leadership team (5)

Last sent: Sept 5

Next due: Sept 12

Monthly Expense Recap

1st business day of the month

Needs your review

Recipients: Finance, R. Ellis

Last sent: Aug 1

Next due: Sept 1 — overdue

Board Meeting Minutes Digest

Within 24 hrs of each board meeting

Sent

Recipients: Board members (7)

Last sent: Sept 3

Next due: After next meeting