Goal selection

Use this when the task feels too broad.

METHOD MAP

Outcome → Human choice → Support

TRY THESE STEPS

1. Name one result.
2. Name one decision you will keep.
3. Ask Claude Code to prepare only supporting information.

Turn over for the worked example, repair, and check.

Goal selection

Use this when one task contains several possible results.

INPUT Choose one result and one decision you will make. Start with the fictional workshop brief.

1. Choose one result you can inspect, such as a readiness summary.
2. Name the decision you will make, such as which claim to use.
3. List the evidence Claude Code should prepare.
4. Ask Claude Code to prepare that evidence or a short list of options.
5. Review the result and choose your next action.

WORKED EXAMPLE

In the fictional workshop brief, choose one result: help six learners open the practice folder and finish a file summary. Keep technical approval with Jai. Ask Claude Code to summarize readiness from the invented attendee file.

NOTICE

The request combines a career change, event plan, and application campaign.

REPAIR

Choose one deliverable, such as an evidence map, and save the larger goal for later.

OUTPUT

One bounded request and one retained decision.

CHECK

You can state the result and the decision you will make.

Keep in mind. In this course, hero means the learner chooses the goal and final decision. Sidekick means Claude Code prepares work under that direction.

Source inventory

Use this when the result misses information.

METHOD MAP

Folder → File list → Approved sources

TRY THESE STEPS

1. Name the folder.
2. List its files.
3. Approve sources before drafting.

Turn over for the worked example, repair, and check.

Source inventory

Use this when a result is missing information or uses the wrong file.

INPUT Choose a practice folder and only the files needed for this task.

1. Name the exact folder Claude Code may inspect.
2. Ask it to list the files before it reads them.
3. Compare the list with the sources you expected.
4. Add a missing source by its exact path.
5. Check the list again before drafting.

WORKED EXAMPLE

For the personal packet, allow sources/sample-career-notes.md and sources/sample-personal.md. Confirm both files appear before asking for an evidence map.

NOTICE

The list includes unrelated material or misses your intended source.

REPAIR

Stop the draft. Name the approved files and request a new read-only list.

OUTPUT

A checked list of source paths for one task.

CHECK

Every listed file is one you selected.

Keep in mind. Review each access request separately. The folder organizes these practice files.

Evidence ranking

Use this when a draft includes too much.

METHOD MAP

Role → Relevant evidence → Ranked list

TRY THESE STEPS

1. Name the audience and role.
2. Rank evidence by fit.
3. Explain one item you left out.

Turn over for the worked example, repair, and check.

Evidence ranking

Use this when a draft includes too many details.

INPUT Choose a role or audience and at least two source notes.

1. Name the role and the person who will read the draft.
2. Write what that reader needs to understand.
3. Rank source notes by how well they support that goal.
4. Remove details that do not help the reader.
5. Keep uncertain claims in a separate list.

WORKED EXAMPLE

Avery's workshop schedules and status spreadsheet fit an event operations role. The restaurant note does not. Five roles is supported; five promotions is not.

NOTICE

The draft repeats every note or makes an uncertain detail sound certain.

REPAIR

Ask for a ranked evidence list and a separate list of unknown details.

OUTPUT

A short evidence list ordered for one audience.

CHECK

You can explain the top item and one exclusion.

Keep in mind. Recheck the ranking when the role or audience changes.

Facts and assumptions

Use this when the source and your interpretation are mixed together.

METHOD MAP

Facts → Questions → Hypotheses

TRY THESE STEPS

1. Label what the source says.
2. List what you still need to ask.
3. Keep explanations separate.

Turn over for the worked example, repair, and check.

Facts and assumptions

Use this when facts and guesses are mixed together.

INPUT Use the fictional workshop brief. Do not assume account access or private business information.

1. Copy source backed statements into a facts list and cite them.
2. Write missing information as questions.
3. Write possible explanations as hypotheses.
4. Check that each item is in the right list.
5. Draft only after reviewing the labels.

WORKED EXAMPLE

The recording shows Nicole needed help finding her place in the terminal. A labelled guide may reduce setup questions. Whether a partner wants that guide is still unknown.

NOTICE

A proposed problem appears in the draft as a confirmed need.

REPAIR

Label it as a hypothesis and add a question that could confirm it.

OUTPUT

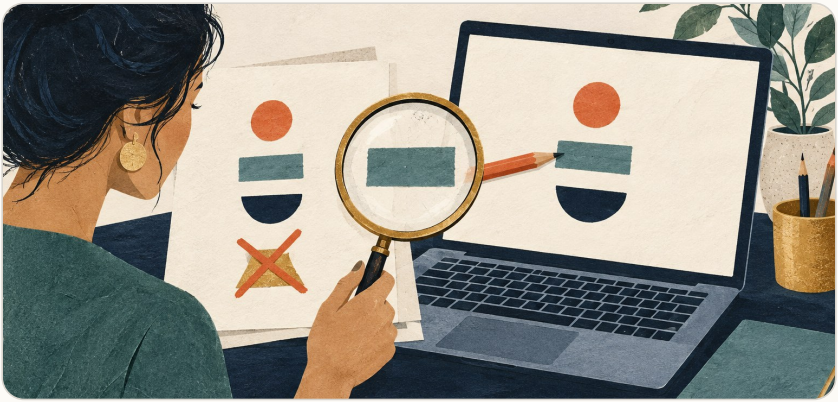
A three-part outline with sources and unknowns.

CHECK

Each statement has a source or is labeled as a question or hypothesis.

Keep in mind. A hypothesis is an idea to test. Ask the organization before calling it a confirmed problem.

Tool inspection



Use this when you need to know what Claude Code did.

METHOD MAP

Input → Tool action → Checked result

TRY THESE STEPS

1. Press Ctrl+O.
2. Read the input path and action.
3. Open the result and compare it with the source.

Turn over for the worked example, repair, and check.

Tool inspection

Use this when you need to see what Claude Code did after it reads or writes a file.

INPUT Use an active session or the annotated example. Keep the expected source path in view.

1. Press Ctrl+O to expand the tool details.
2. Find the input file path.
3. Identify whether the tool read, wrote, or ran something.
4. Open the resulting file yourself.
5. Compare one claim with the source.

WORKED EXAMPLE

Confirm the personal packet used sources/sample-career-notes.md and wrote the evidence map under outputs. Check that three workshops and 48 registered attendees keep their stated meaning.

NOTICE

The summary sounds certain, but the source path or result is unclear.

REPAIR

Open the source and result yourself. Rerun with the exact approved path if needed.

OUTPUT

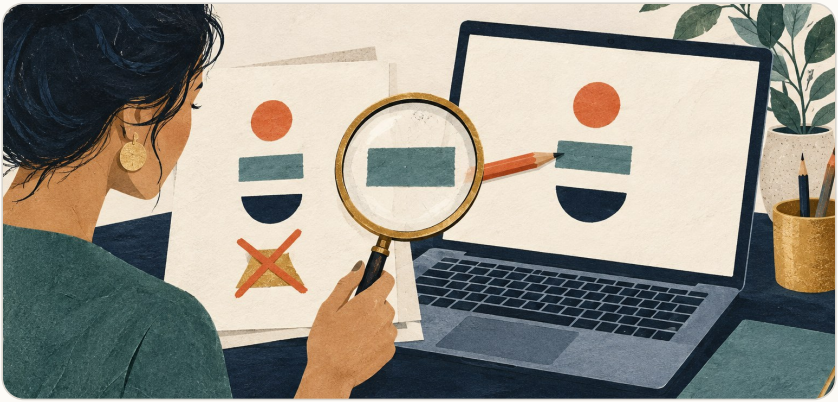
A checked result with a named input, action, and output.

CHECK

The task used the intended file, and one claim matches its source.

Keep in mind. Ctrl+O shows transcript and tool details. It does not show all internal model reasoning.

Claim correction



Use this when one result conflicts with its source.

METHOD MAP

Expected → Observed → Source → Correction → Retest

TRY THESE STEPS

1. Name the expected value.
2. Point to the source.
3. Fix the claim and check another example.

Turn over for the worked example, repair, and check.

Claim correction

Use this when an output conflicts with its source.

INPUT Use the original source and the incorrect output. Keep unrelated content unchanged.

1. Quote the incorrect claim and state what the source says.
2. Point Claude Code to the exact source.
3. Ask for a focused correction and a short change note.
4. Compare the corrected claim with the source.
5. Check another claim for the same kind of error.

WORKED EXAMPLE

Avery's draft says Avery managed the event budget and was promoted five times. The notes say Avery did not manage the budget and held five roles. Promotion history is unknown.

NOTICE

The correction changes the whole document or leaves a similar claim elsewhere.

REPAIR

Ask for a change list and search for the old claim and related wording.

OUTPUT

A corrected claim and a note about the change.

CHECK

The source supports the fix, and a second claim follows the same rule.

Keep in mind. Check each important claim against its own source.

Proposal rehearsal

Use this when you want someone to review a work idea.

METHOD MAP

Observed need → Sample test → Review

TRY THESE STEPS

1. Choose one problem.
2. Make a sample with fictional data.
3. Ask for feedback on scope.

Turn over for the worked example, repair, and check.

Proposal rehearsal

Use this when you want someone to review a work idea before you propose a pilot or ask for an introduction.

INPUT Use sources/sample-workshop-brief.md, sources/sample-attendees.csv and templates/briefcase.md.

1. Name an observed need and identify its source.
2. Label an untested improvement as a hypothesis.
3. Choose one small test and state what it will measure.
4. Make a sample with invented data.
5. Complete the proposal template with roles, access, a measure, and questions for Jai.

WORKED EXAMPLE

Use the fictional six learner list to make a readiness summary. Show three ready, two needing setup, and one observer. Label the counts as invented and ask Jai to review the checklist.

NOTICE

The sample claims a real result or assumes the recipient requested the work.

REPAIR

Label the data as fictional and narrow the task to the approved files.

OUTPUT

A completed proposal template and one fictional sample for review.

CHECK

The counts match the CSV. The proposal names the roles, access, measure, and open questions.

Keep in mind. Ask the audience about need and results before proposing a larger pilot.

Method reuse

Use this when you have repeated the same useful steps.

METHOD MAP

Trigger → Steps → Check → Next task

TRY THESE STEPS

1. Record the trigger and inputs.
2. Write the steps and check.
3. Try the method on another task.

Turn over for the worked example, repair, and check.

Method reuse

Use this when a task succeeds and you want to save its steps for later use.

INPUT Keep the first task and result. Choose a second task with a different audience or source.

1. Write the situation that should trigger the method.
2. List the inputs and steps in the order you used them.
3. State the expected result.
4. Name how you will check that result.
5. Try the method on a different task and note what changes.

WORKED EXAMPLE

After checking Avery's career claims, record the steps: choose a role, list sources, rank relevant notes, keep unknowns visible, draft, and check claims. Try them on the fictional workshop proposal and add a question step.

NOTICE

The saved method only works on the exact example used to make it.

REPAIR

Name the changed assumption, revise the method, and test it on another task.

OUTPUT

A reusable method with a known boundary and next use.

CHECK

You can state the trigger, inputs, expected result, and one limit.

Keep in mind. Check file access and the result each time you use the method.

Draft from evidence

Use this when you have checked the evidence and are ready to write.

METHOD MAP

Evidence → Draft → Review

TRY THESE STEPS

1. Name the reader and format.
2. Draft from the evidence.
3. Check the claims before sharing.

Turn over for the drafting method and worked example.

Draft from evidence

Use this when you need a first draft that stays faithful to your notes.

INPUT Use a checked evidence map and a chosen reader. Start with sources/sample-career-notes.md for practice.

1. Choose one output, such as a resume paragraph or proposal.
2. Tell Claude who will read it and what that person needs to know.
3. Provide the source paths and the claims you have checked.
4. Ask for a draft that leaves missing information as questions.
5. Compare each important claim with its source before sharing.

WORKED EXAMPLE

From note N1, draft: “I coordinated speaker schedules for three community workshops.” The note supports coordination; it does not support a claim that Avery led the whole program.

NOTICE

The draft adds ownership, metrics, or experience that the notes do not establish.

REPAIR

Quote the unsupported sentence, point to the source, and ask for a narrower claim.

OUTPUT

A first draft with supported claims and open questions.

CHECK

The reader can understand the work, and you can explain the source for each important claim.

Keep in mind. A fluent draft still needs your review. Use P06 for a specific claim correction.