PART 5 OF 5 / SKILL

Save your best work as a skill

Turn a result you have reviewed into a reusable method, then test it on a fresh task.

A METHOD TO REVIEW AND IMPROVE

A saved skill records the inputs, steps and standards that helped produce a useful result.

It can carry mistakes forward as well. Check the method, remove private information and review the next output.

Use the file format below for a Claude skill. Other tools may need an adapted set of instructions.

UMER NAWAZ

01 / SAVE THE METHOD

A prompt for your skill

Turn the reviewed method from this task into a reusable SKILL.md file. Start with YAML frontmatter in this form, replacing the sample values:
---
name: reviewed-writing-method
description: Use this method to prepare a short draft from supplied facts and a specified audience.

After the closing --- add Markdown sections for Inputs, Steps, Standards and Checks. Include the questions you needed to ask and the checks a new output must pass. Make any chat-only information an explicit input.
Do not include client names, private figures, passwords or other confidential data. Do not add scripts or external actions. Keep it concise. Return the file text for review before saving or installing it.

CHECK: The file must start and end its metadata block with three hyphens. The name and description must describe the actual method. Review the whole file before installation.

02 / USE AND TEST IT

Install, then review a fresh result

01 Check access

Claude Skills is available on Free, Pro, Max, Team and Enterprise. Enable code execution and file creation in Settings > Capabilities (wording may vary). Team or Enterprise policy can restrict access.

02 Upload the reviewed skill

Put SKILL.md in a folder named for the skill and ZIP that folder. In Customize > Skills choose +, Create skill, then Upload a skill. Upload the ZIP and enable the skill.

03 Test on a new task

Ask for the skill by name. Check that it is loaded and that its output follows the standards. Try a second task with missing information to check that it asks instead of inventing facts.

04 Adapt for another tool

Where another product accepts project or Gem instructions, adapt the method to those instructions. Pasting text is not the same as installing a native skill. Check the tool's supported features.

REFERENCES / CHECKED 25 OCTOBER 2026

Using Claude Skills
Creating Claude Skills
ChatGPT projects
Gemini Gems and the November 2026 transition