

# Most people use the wrong Claude tool.

Here's how to pick the right one in 10 seconds.



## PROJECTS

*Claude starts with your context.*

A folder about you. Every chat starts informed.

### USE WHEN

- ✓ You want context in every conversation
- ✓ You work in teams
- ✓ You reference the same docs constantly

### AVOID IF

- ✗ You need Claude to create files
- ✗ You want automated repeatable tasks

### BIGGEST MISTAKE

Uploading 50 docs. Upload your best 5.



## COWORK

*Claude makes real files on your computer.*

Give it a task. It creates actual docs, not just chat.

### USE WHEN

- ✓ You need a real deliverable
- ✓ You want Claude to ask questions first
- ✓ You need scheduled recurring tasks

### AVOID IF

- ✗ You're on the free plan
- ✗ You want to share outputs instantly with a team

### BIGGEST MISTAKE

Giving it a task without an about-me.md file.



## SKILLS

*Claude learns your workflow once.*

Train it once. It repeats the task perfectly. No instructions.

### USE WHEN

- ✓ You repeat the same task 3x+ per week
- ✓ You want consistent output every time
- ✓ You want Claude to trigger automatically

### AVOID IF

- ✗ It's a one-off task
- ✗ You haven't tested the workflow manually first

### BIGGEST MISTAKE

Building Skills for tasks you only do once.

"Am I chatting, creating, or automating?"