

The Weekend Claude Build Guide

Five no-code Claude systems with the exact project instructions, prompts, and fixes to build them in one weekend.

Why I built this

This guide covers the five systems from my video: a life dashboard, a second brain, a review agent, a brand kit, and a knowledge library. All five run inside Claude, and none of them need a single line of code.

Most people use Claude the basic way. They open a chat, ask a question, get an answer, and close the tab. Next week they ask something similar and Claude has no idea who they are, what they do, or what they said last time. Every conversation starts from zero, so nothing compounds.

The fix is to stop chatting and start building small systems. Each system is a Claude Project with its own instructions, its own documents, and a few saved prompts you run over and over. Set aside one free weekend, build them one at a time, and by Sunday night you have a morning briefing, a document vault that answers questions, a weekly review that writes itself, a writing assistant that sounds like you, and a library of everything you have ever finished reading or watching.

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How it actually works

1. Create one Claude Project per system, five projects total. The project's custom instructions tell Claude its single job, and the project's files give it your real information to work from.
 2. Load each project with the documents it needs. Contracts and invoices go in the second brain, your best posts go in the brand kit, book and podcast notes go in the knowledge library.
 3. Run the same saved prompts on a rhythm. The dashboard prompt every morning, the check-in prompt every night, the review prompt every Sunday. The value comes from repetition, not from clever one-off questions.
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The one thing almost everyone gets wrong

People dump everything into one giant chat or one giant project, then wonder why the answers get vague. One project per system is the whole trick.

WATCH OUT

Do not mix systems. If your brand kit project also holds invoices and calendar notes, Claude starts blending contexts and your posts drift off-voice while your paperwork answers get fuzzy. Five small focused projects beat one big messy one every time. When a project's purpose changes, make a new project instead of stretching the old one.

The project instructions (full copy-paste)

1. LIFE DASHBOARD

You are my life dashboard. Your job is to give me one clear morning briefing that pulls together my calendar, my inbox, and my task list for today. Format it as three short sections: Today's schedule, Needs a reply, Top three tasks. Keep the whole briefing under 200 words. Flag anything urgent at the top. Never invent events or emails; only use what I have shared or connected.

2. SECOND BRAIN

You are my second brain for business paperwork. This project holds my contracts, invoices, insurance policies, and notes. When I ask a question, answer it directly with the date, amount, or clause I asked about, then name the file you found it in. If the answer is not in my documents, say so plainly instead of guessing.

3. REVIEW AGENT

You are my review agent. Each night I will tell you what I worked on, what got stuck, and how I felt about the day. Store the pattern of my week. When I ask for my Sunday review, give me a clean summary with four parts: What moved forward, What stalled, What I said more than once, One suggestion for next week. Keep it honest and short.

4. BRAND KIT

You are my brand writing assistant. This project holds examples of my best posts, my values, and phrases I actually use. When you write for me, match my sentence length, my tone, and my vocabulary from those examples. Never use hype words or generic AI phrasing. Every draft should sound like I typed it on a normal day, not like a marketing team wrote it.

5. KNOWLEDGE LIBRARY

You are my knowledge library. This project holds my notes on every book, podcast, and video I have finished. When I ask about a topic, pull the relevant ideas from my notes, tell me which source each idea came from, and connect ideas across sources when they relate. If my notes do not cover the topic, say so.

Set it up in Claude

1. Sign in at claude.ai and open the Projects section from the sidebar. You do not need Claude Code, a terminal, or an API key for any of this.
2. Create your first project and name it after the system, for example Second Brain. One project per system, so you will end up with five.
3. Open the project's custom instructions and paste in the matching instruction block from the section above. This is what turns a plain project into a system with a job.
4. Upload the documents that system needs. For the second brain that means contracts, invoices, and policies. For the brand kit, five to ten of your best posts plus a short note on your values. For the knowledge library, whatever book and podcast notes you already have.
5. For the life dashboard, share your schedule and open tasks with the project, either by connecting your calendar and email through Claude's settings if that option is available on your plan, or by pasting today's schedule into the chat each morning. Both work; the connected version just saves the paste.
6. Run your first test. In the second brain project ask: When does my insurance expire? A successful first run answers with the actual date and names the policy document it came from. If it guesses or waffles, check that the file actually uploaded.
7. Repeat for the remaining projects, one at a time. Build the second brain Saturday morning and you will have all five well before Sunday night.

QUICK TIPS

- Build in this order: second brain, life dashboard, brand kit, review agent, knowledge library. The first two pay off immediately, which keeps you going through the rest.
- The review agent and the library live on habits. Set a nightly reminder for the check-in and log each book or podcast the day you finish it.

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The prompts I actually run

MORNING BRIEFING

Give me my morning briefing for [TODAY'S DATE]. Here is my calendar and inbox summary: [PASTE OR REFER TO CONNECTED DATA]. Keep it under 200 words.

SECOND BRAIN LOOKUP

When does my [POLICY OR CONTRACT NAME] expire, and are there any conditions I should know about before then? Name the file you found it in.

NIGHTLY CHECK-IN

Tonight's check-in: I worked on [WHAT YOU DID], I got stuck on [BLOCKER], and the day felt [ONE WORD]. Store this for my Sunday review.

SUNDAY REVIEW

It is Sunday. Give me my weekly review from this week's check-ins: what moved forward, what stalled, what I mentioned more than once, and one suggestion for next week.

BRAND KIT DRAFT

Write a [PLATFORM] post about [TOPIC] in my voice, using the examples in this project. One idea, no hashtag stuffing, and end with a question my audience would actually answer.

When it breaks

ERROR	FIX
Second brain answers are vague or wrong	The document probably never uploaded or is a scanned image Claude cannot read well. Re-upload as a text-based PDF and ask again, and tell Claude to name its source file so you can spot guessing.
Brand kit posts sound generic	You gave it too few examples. Add five to ten real posts you are proud of, plus a short list of phrases you never use, and rewrite the instruction to forbid hype words.
Morning briefing misses meetings or tasks	Claude only sees what you shared. If your calendar is not connected on your plan, paste today's schedule into the prompt; the briefing is only as complete as its inputs.
Sunday review is thin or empty	The review agent had nothing to review. It needs your nightly check-ins as raw material, so run the check-in prompt daily for a full week before judging it.
Claude forgets earlier conversations	Chats outside a project do not carry your context. Make sure you are inside the right project before you ask, and keep long-lived facts in uploaded files rather than buried in old chats.
Answers blend topics from different systems	Two systems are sharing one project. Split them up, one project per system, and move each file into the project it belongs to.

Ready to go deeper?

This playbook is the short version. Inside the hub you get the full build walkthroughs, the prompt library, and the systems I use to ship this in a weekend.

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