The Claude Master Session Setup

Pin one chat, put it in charge of your other sessions, and get back a list of what is actually waiting on you.

Why one chat should be in charge

I used to keep eight or nine Claude chats open at once. One for the sales page, one for emails, one for whatever client thing came in that morning, a couple I could not remember opening. Each one was fine on its own. Put together they were a mess, because nothing in that pile knew about anything else in the pile.

The fix is small. You pin one chat and tell it that it is in charge of the others. Once it has that instruction it reads your other sessions, tells you which decisions are waiting on you, opens new sessions when a job needs one, and groups your chats into folders so you can find them a week later.

That is the whole idea. One manager, a list on demand, and the actual work pushed down into sessions that only know about their own job. The rest of this guide is the exact wording I use and the places it goes wrong.

01

How the master session actually works

1. You pin a single chat and give it an instruction saying it manages your other sessions. That instruction is what gives it reach. Without it, it is a normal chat that only knows what you pasted into it.
2. When you ask what is waiting on you, it scans across your sessions instead of guessing, and hands back a list of the decisions that are sitting there. You read the list, you pick one, you go to that session.
3. When a job is big enough to deserve its own chat, the master session opens one and names it, then files it with the related ones. Your tab bar stops being a pile and starts being a few labelled groups.

02

The one thing almost everyone gets wrong

People set the master session up correctly, then start working inside it. Within an hour they have asked it to draft a full sales page, the chat is now carrying all of that detail, and the overview they pinned it for is gone. The manager turned back into a worker and nobody noticed.

> **WATCH OUT**
>
> The master session assigns and asks. It does not draft. The moment you want something written, open the session that owns that job and write it there. If you catch yourself scrolling inside the master session to find an output, it has already drifted and you should start a fresh one.

03

The prompts, in full

Two long prompts do most of the work. The first one creates the manager. The second one splits a project into nested sessions. Paste them as they are, then change the bracketed parts.

1. PUT THE MASTER SESSION IN CHARGE (PASTE THIS FIRST, IN THE PINNED CHAT)

```
You are my master session. From now on this chat manages my work across
my other sessions. Your job is to track, not to draft.

What you do:
1. Keep a running list of every active piece of work I tell you about, with
   its own session name.
2. When I ask what is waiting on me, read across my open sessions and give me
   a plain list of decisions, shortest first. One line each.
3. When a piece of work is big enough to need its own chat, say so and open a
   new session for it, named after the task.
4. Group related sessions together so I can find them later.

What you never do:
- Write the sales page, the emails, the ads or any other long output in here.
  If I ask, remind me which session that belongs in and open it instead.
- Give me a summary longer than the thing it is summarising.

Start by asking me what is currently open.
```

2. SPIN UP NESTED SESSIONS FOR A PROJECT (PASTE IN THE PROJECT'S MAIN CHAT)

```
Split this project into sub sessions.

Project: [PROJECT NAME]
Deadline: [DATE]
Pieces: [SALES PAGE, EMAIL SEQUENCE, ADS, ANYTHING ELSE]

For each piece, open its own session named "[PROJECT] - [PIECE]" and give it:
- the one job it owns, in a sentence
- what it needs from me before it can start
- the format it reports back in: three lines, what is done, what is blocked,
  what it needs next

You stay the main chat. You do not write any of the pieces. When I come back,
give me the three line report from each one and nothing else.
```

3. SET THE REPORT FORMAT (PASTE ONCE IN EACH SUB SESSION)

```
Report format for this session. Every time you finish a chunk of work,
end your message with exactly this block and nothing after it:

STATUS: [done | in progress | blocked]
OUTPUT: [one line on what exists now]
NEEDS: [the next decision from me, or "nothing"]

Keep the block to three lines. The main chat reads these, so they have to be
readable without opening this session.
```

Setting it up in Claude or Claude Code

1. Open a fresh chat. Do not reuse one that already has a project in it, because whatever is in there competes with the manager instruction for attention.
2. Pin or star it so it stays at the top of your chat list. This sounds like housekeeping. It is the reason the setup survives past day two, because a manager you cannot find is not a manager.
3. Name it something you will recognise in a hurry. I use "MASTER" in capitals so it reads differently from every other chat in the list.
4. Paste prompt 1 from the previous section, exactly as written, and send it on its own. Nothing else in that message. It should come back asking you what is currently open.
5. Answer that question with your real list. Name each piece of work and say roughly where it stands. This is the only slow part of the setup and it takes about five minutes.
6. Run the test: ask "which decisions are waiting on me right now?" A working setup returns a short list drawn from what you told it and from your other sessions. A setup that did not take will ask you which sessions you mean.
7. If you are doing this in Claude Code rather than the chat app, put the manager instruction in a CLAUDE.md file at the root of the project instead of pasting it every time. Claude Code reads that file at the start of a session, so the manager rules load themselves.
8. In Codex, the same instruction goes in AGENTS.md at the project root. Same idea, different filename.
9. Open your first nested set. Pick one real project, paste prompt 2 into its main chat, and let it name the sub sessions. Paste prompt 3 into each sub session as you open it.
10. Come back the next morning and ask the master session for the list before you do anything else. That habit is the point of the whole setup.

> **WHAT A WORKING FIRST RUN LOOKS LIKE**
>
> You ask what is waiting on you and get back five or six single lines, each naming a session and a decision, with no preamble and no offer to write anything. If it hands you a paragraph of context or starts drafting, the manager instruction did not land and you should paste prompt 1 again in a clean chat.

> 💡 **QUICK TIPS**
>
> - Keep the manager instruction in a note somewhere you can copy it. You will be starting fresh master sessions more often than you expect, because they do fill up.
> - One master session, not one per client. The whole value is that it sees across everything.
> - Rename sub sessions to match the piece they own. "Launch - emails" beats "new chat 14" when you are looking for something on a Friday.

---

04 The queries I actually run

THE MORNING ONE

```
Which decisions are waiting on me right now? One line each, shortest first. Name the session each one belongs to. Do not explain them, I will open the session if I need the detail.
```

BEFORE I START A WORK BLOCK

```
I have [NUMBER] hours. Looking across my sessions, what are the two things worth doing in that time, and what is the reason? Skip anything blocked on someone who is not me.
```

WHEN THE TAB BAR GETS OUT OF HAND

```
Group my open sessions into folders by project. Give each folder a short name. Tell me which sessions are finished and can be closed, and which ones have had no movement for over [NUMBER] days.
```

PULLING A NESTED PROJECT TOGETHER

```
Give me the three line report from every sub session under [PROJECT NAME]. Just the blocks, no commentary. Then tell me the single thing that is holding the project up.
```

WHEN SOMETHING NEW LANDS

```
New piece of work: [WHAT IT IS]. Does this belong in an existing session or does it need its own? If it needs its own, open it, name it, and tell me what you need from me before it can start.
```

When it breaks

ERROR	FIX
It asks "which sessions do you mean?" instead of giving you a list	The authority instruction never landed. Open a clean chat, paste prompt 1 on its own with nothing else in the message, and test again before adding any work.
The master session starts writing your sales page	It drifted back into being a worker. Say "you are the manager, open the session that owns this instead" once. If it drifts a second time, the chat is too full and you need a fresh one.
The list it gives you is vague or made up	It is guessing because it has nothing to read. Tell it what is open, by name, and say which sessions it should be reading. Vague in, vague out.
Sub sessions never report back	The report format was never pasted into them. Prompt 3 goes in each sub session once, at the start. A sub session without it is just another chat you will forget.
The master session gets slow and repeats itself	It is full. Ask it for a handover: the current list, the open sessions and their status. Paste that plus prompt 1 into a new chat, pin the new one, let the old one go.
You cannot find the master session	It was never pinned, or it was pinned and then buried under newer chats. Pin it and give it an all caps name so it reads differently from everything else in the list.
Two sub sessions produce work that contradicts each other	They are both deciding something that belongs one level up. Pull the decision into the main chat, settle it there, then tell both sub sessions the answer.
You stop using it after a week	The setup only sticks if the morning list is the first thing you ask for. Put the morning query somewhere you will see it, and run it before you open anything else.

Ready to go deeper?

Want the videos made for you? Paste any link or idea into Content Engine and get a published video in under 3 minutes, with DM automation armed to capture leads.

Meet Content Engine →

https://builds.digicuratoragency.com/content-engine/