

Cheatsheet

What to type, what to add and what you get back. Right in your own Claude or ChatGPT.

	COMMAND	OR TYPE	ADD	YOU GET
MEETINGS				
After a meeting	<code>/actionables</code>	“What are the action items?”	The transcript (text, not audio)	Decisions and actions with name, date and quote, plus follow-ups to send yourself
Before a meeting	<code>/meeting-prep</code>	“Prep me for Monday's MT.”	Your notes, emails or papers from last time	What was agreed, what changed and three points to raise
PRESENTATIONS				
Make a presentation	<code>/build-deck</code>	“Make a deck from this.”	Your notes or a document	The storyline first, the slides once you agree
Check a presentation	<code>/review-deck</code>	“Is this ready for the board?”	The deck	What's missing and which questions you'll get
Compare two versions	<code>/compare-decks</code>	“Compare these two presentations.”	Both versions	Every changed number and every softened sentence, with its slide
NUMBERS				
Explain a spreadsheet	<code>/analyze-spreadsheet</code>	“What does this spreadsheet tell me?”	The file (.xlsx or .csv)	The conclusion in three sentences, each with its cell
Set up a spreadsheet	<code>/build-spreadsheet</code>	“Build a budget template for 2027.”	What should go in it	A working file with real formulas
DECISIONS AND UPDATES				
Prepare a decision	<code>/decision-memo</code>	“Help me decide between these options.”	The situation and the options	One page with the options, a recommendation and the strongest case against
Write an update	<code>/stakeholder-update</code>	“Write the monthly update.”	Your notes and numbers	Status per topic and what you need from the reader

Commands work in Claude Code: type `/actionables`, for example (or in full `/ai-board-lite:actionables`). In ChatGPT, type `@` and pick the skill. In the Claude app, just type the sentence: Claude picks the skill itself.

The more you add, the better the answer.

Nothing is sent and nothing is made up. What's missing gets flagged.