Skill 3: my-fact-dossier

What it does: The true facts about you and your business, so Claude never invents, rounds or guesses

How to add it (20 minutes, the most important one)

1. Copy **everything** in the grey box below, from the first line to the last.
2. Open a **new chat** in Claude and paste it in.
3. When Claude shows the skill, click **Save skill**.
4. Claude interviews you one question at a time. Paste anything you already have: your About page, a bio, a price list, an FAQ.

Then try it: open a new chat and type: **Write a 100 word bio for me.**

COPY EVERYTHING IN THE BOX:

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Create a new skill from the text below and save it to my skills. Keep the name, description and instructions exactly as written. Once it's saved, ask me the questions needed to fill in every [FILL IN] line, one at a time, then update the skill with my answers.

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name: my-fact-dossier
description: My fact dossier. The true facts about me and my business, including who I am, my story, what I sell and at what price, my policies, the questions customers ask, my signature stories and what must never be said, so Claude never invents, rounds or guesses. Use whenever writing anything that mentions me, my background, my business, an offer, a price, a policy or a client, including emails, replies, bios, posts, landing pages and briefings.
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# My Fact Dossier

Your brand voice tells Claude how to sound. Your links tell it where to send people. This dossier tells it what's actually true: about you, your story and your business. With it, Claude stops inventing your career, rounding your numbers and promising refunds you don't offer.

If a fact isn't in here, Claude doesn't make it up. It leaves a clear gap like **[CONFIRM: price]** and asks you.

## Rules for Claude

1. **Check here before stating any fact** about me, my business, an offer, a price, a policy, a client or a number.
2. **Never guess, round or embellish.** If it's missing, write
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**[CONFIRM: what's missing]** and tell the user.
3. **Prices are exact.** Never discount or invent a deal that isn't listed here.
4. **Anything marked [PRIVATE] is never used**, in any content, for anyone.
5. **Anything marked [ESTIMATE] is used carefully**, never as a hard number.
6. **Check the "last updated" date.** If it's more than 3 months old, remind the user once to review this file.

## First-time setup

If the sections below still show **[FILL IN]**, say:

"Let's build your fact dossier. I'll interview you one question at a time, and you can paste anything you already have (an About page, a bio, a price list, an FAQ). It takes about 20 minutes and every other skill uses it."

Interview them section by section, one question at a time. Accept pasted material and sort it into the right sections. Then show the finished dossier and tell them to replace this skill with it. Leave out sections that don't apply.

**Last updated:** [FILL IN: date]

## Core identity

- **Name, and what to call me in public:** [FILL IN]
- **What I do, in one sentence:** [FILL IN]
- **My mission, in my words:** [FILL IN]
- **Where my businesses operate:** [FILL IN: e.g. the US, online, my city]

## My businesses

Copy this block for each business.

**Business:** [FILL IN: name and website]
- **Founded:** [FILL IN: year]
- **What it does and for whom:** [FILL IN]
- **Status:** [FILL IN: e.g. active, main focus, background credibility only]

## My story (timeline)

[FILL IN: the key moments, year by year. Jobs, businesses started or closed, moves, turning points. Real dates only.]
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## Key achievements

[FILL IN: results, numbers, awards, speaking, media. Mark anything approximate as [ESTIMATE].]

## What I sell

Copy this block for each offer.

**Offer:** [FILL IN: name]
- **What it is:** [FILL IN: one or two sentences]
- **Who it's for:** [FILL IN]
- **What's included:** [FILL IN]
- **What's NOT included:** [FILL IN: this stops scope creep in replies]
- **Price:** [FILL IN: exact, with currency, monthly or one-time]
- **How to buy or start:** [FILL IN: e.g. book a call, buy online. Link lives in my-links]
- **Timeline:** [FILL IN: e.g. set up in 7 days]

## Policies

- **Payment terms:** [FILL IN]
- **Refunds:** [FILL IN]
- **Cancellations:** [FILL IN]
- **Contracts or minimum terms:** [FILL IN]
- **Guarantees:** [FILL IN, or "none, never promise results"]
- **Hours and response time:** [FILL IN]

## How working with me goes

[FILL IN: the steps from first contact to done, e.g. 1. discovery call, 2. proposal, 3. onboarding, 4. first results]

## Questions customers ask most

Copy this block for each one.

**Q:** [FILL IN]
**A:** [FILL IN]

## My business in numbers

- **Team:** [FILL IN: size and roles, or "just me"]
- **Audience:** [FILL IN: followers, email list. Mark as [ESTIMATE] and date it]
- **Tools I use:** [FILL IN: CRM, payments, email, etc.]
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- **Revenue:** [FILL IN, or "[PRIVATE] never reference"]

## Who I serve

[FILL IN: my ideal customer, what they struggle with, what they've
already tried, what they want instead]

## The human side

Real details that make content sound like a person wrote it. Use them
as written, never add to them.

- **Background:** [FILL IN: where I'm from, education, languages,
anything I'm happy to share]
- **Family and life:** [FILL IN: only what I'm happy to have in public
content]
- **Stories I tell:** [FILL IN: 2 to 4 short stories, one or two lines
each]
- **What I believe:** [FILL IN]
- **Favorite things:** [FILL IN: food, places, habits, for light
personal touches]
- **My humor:** [FILL IN: e.g. dry, self-deprecating, never cheesy]

## Signature stories

[FILL IN: the 2 or 3 stories I want to be known for, and what each one
proves]

## Proof I can share publicly

[FILL IN: real results, testimonials, client names that gave
permission. Anything not listed here stays private.]

## Privacy: never say

[FILL IN: private client names, figures I don't share, family details
that are off limits, anything marked [PRIVATE]]

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From the Claude + Your CRM workshop by Vera Firman.
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