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TTV LIVE WORKSHOP

Claude Cowork 101

Workshop Worksheet

Stop doing the work that doesn't need you.

Use this worksheet across all three parts of today's session.

HOW TO USE THIS WORKSHEET

Worksheet 1 — Match the four tools to your business (Part 2)

Worksheet 2 — Circle the hats you wear every week (Part 2)

Worksheet 3 — Map what you want to delegate (Part 3)

01

The Cast of Characters

PART 2 · CAST OF CHARACTERS

Match the tool to your business

For each tool, write a real example from your own business.

Think: what would you actually ask it to do for you?

TOOL	WHAT IT DOES	MY EXAMPLE
Claude Chat	On-call advisor — one task at a time	
Claude Code	IT co-founder — builds the systems	
Claude Cowork	Ops manager with the keys — executes for you	
Skills	Your SOPs baked in — no re-briefing, ever	

02

Which Hats Are You Wearing?

PART 2 · ROLES AUDIT

Circle every role you touched this week.

The ones you circle are the ones Claude should be doing — not you.

Star the ones that make you want to cry a little. That's where we start.

CLIENT WORK		
1. Delivering the service***	2. Managing projects & deadlines	3. Writing proposals & reports
SALES & MARKETING		
1. Creating content	2. Chasing leads & following up	3. Managing inbox & outreach
ADMIN & OPS		
1. Invoicing & quoting	2. Scheduling & diary management	3. Organising files & documents
FINANCE		
1. Tracking expenses & cash flow	2. Reporting & reconciling	3. Invoice (& emailing & chasing)
TEAM & COMMS		
1. Writing briefs & instructions	2. Taking meeting notes & actions	3. Building presentations & newsletters

How many did you circle? *If it's more than 5 — we need to talk.*

Roles/Tasks not on the list? *List them down*

03

What Do You Wish You Could Delegate?

PART 3 · DELEGATION MAPPING

Map it before you forget it.

First we discuss as a group. Then use this space to map it for your own business.

01 What task keeps showing up in your week like a bad penny? 	02 If a new staff member started Monday — what's the first thing you'd hand them? 	03 Any tasks you do on a schedule? Monthly? Weekly? Every quarter?
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BEFORE YOU LEAVE

Your one task this week

Not five. Not a list. One real task you will hand to Claude by Friday.

"By Friday I will delegate..."

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RESOURCES

101 Ways to Use Cowork

thetrustedvoice.co/claude-cowork-101

The Trusted Voice Membership

thetrustedvoice.co