TEMPLATE 02

ai-style.md

Tell Claude exactly how to think, write, and work with you.

How to use this template

This file is your instruction manual for Claude. Without it, Claude defaults to a generic, formal, overly cautious assistant voice. With it, Claude adapts to you specifically. Fill in every section and pin this to every project folder alongside your about-me.md file.

SECTION 1 — TONE & VOICE

How formal do you want Claude to sound?
Circle or highlight your preference:

- ○ Very formal — professional, structured, no contractions
- ○ Semi-formal — clear and professional but still conversational
- ○ Casual — like talking to a smart friend, relaxed and direct
- ○ Match my energy — read how I'm writing and mirror it

Are there any words or phrases you never want Claude to use?
e.g. 'certainly', 'great question', 'absolutely', 'I'd be happy to', 'as an AI language model'... list anything that makes you cringe.

Your answer:

When you ask for a recommendation, what do you want?
Circle or highlight your preference:

- ○ Give me one clear recommendation and explain why
- ○ Give me two options max with a clear preference stated
- ○ Give me a full breakdown and let me decide
- ○ Depends on the task — use your judgment

SECTION 2 — FORMATTING PREFERENCES

How do you prefer responses to be structured?
Circle or highlight your preference:

- ○ Short paragraphs with headers — easy to scan
- ○ Mostly bullet points — fast and actionable
- ○ Flowing prose — I'll read the whole thing
- ○ It depends — match the complexity of the request

How long should Claude's responses typically be?
Circle or highlight your preference:

- ○ Short — get to the point, I'll ask if I want more
- ○ Medium — enough to be useful, not so much I have to skim
- ○ Long — I want the full picture upfront
- ○ Match the complexity of what I asked

Any specific formatting rules you want Claude to follow?
e.g. always bold the key takeaway, never use numbered lists for fewer than 3 items, always start with a summary, use examples to explain abstract ideas...

Your answer:

SECTION 3 — HOW CLAUDE SHOULD BEHAVE

When you give Claude a complex or ambiguous task, what should it do?
Circle or highlight your preference:

- ○ Ask me clarifying questions before starting — I'd rather wait for the right output
- ○ Make reasonable assumptions and go, then tell me what it assumed
- ○ Give me a quick answer first, then ask if I want it refined
- ○ It depends — use judgment based on how big the task is

How do you want Claude to handle disagreement?
Circle or highlight your preference:

- ○ Push back directly if you think I'm wrong — I want to be challenged
- ○ Flag concerns but still do what I asked
- ○ Just do what I asked — I'll ask for your opinion if I want it
- ○ Challenge me once, then defer to my decision

How should Claude handle tasks where it doesn't have enough information?
Circle or highlight your preference:

- ○ Tell me what's missing and ask before producing anything
- ○ Do the best it can and flag what it had to guess
- ○ Produce something rough as a starting point and note the gaps
- ○ Ask one clarifying question max, then proceed

Are there topics or tasks where you want Claude to be especially careful or ask more questions?
e.g. anything client-facing, anything legal or financial, anything that will be published publicly...

Your answer:

SECTION 4 — GIVE CLAUDE AN EXAMPLE

Paste an example of writing you've produced that you're proud of.
A paragraph from an email, a post, a document — anything. Claude will use this as a style reference.

Your answer:

Paste an example of writing you hate — content that sounds nothing like you.
Optional, but useful. This gives Claude a clear picture of what to avoid.

Your answer:

SECTION 5 — ANYTHING ELSE

Is there anything else about how you work that Claude should always keep in mind?
Open field. If there's a rule, preference, or quirk about how you like to work that doesn't fit above — put it here.

Your answer:

Note: Pin this file to every project folder alongside your about-me.md. Update it whenever your preferences change. The more specific you are, the more useful Claude becomes.