Generate a structured handoff document that compresses the current conversation into a portable summary for starting a fresh Claude chat. Use this skill whenever the user says "create a handoff," "summarize this for a new chat," "compact this conversation," "I'm running low on context," "help me continue this somewhere else," or anything about transferring context to a new conversation. Always trigger when the user asks Claude to prepare a document to carry context into a new session, even if they don't use the word "handoff."

# Conversation Handoff

Compresses the full context of the current conversation into a single, dense Markdown document the user can paste into a brand-new Claude chat to pick up exactly where they left off — without re-explaining anything.

## When to use this

Trigger this whenever the user wants to:

- Move a long conversation into a fresh chat (to free up context window space)
- Get a "save point" / "checkpoint" of where a project currently stands
- Hand off a project to themselves (or someone else) at a later time
- Compact a conversation that's gotten long, repetitive, or sluggish

## How to build the handoff document

Read back through the ENTIRE current conversation — not just the last few messages — before writing anything. The whole point is that nothing important gets lost. Skim early messages even if they feel resolved; a constraint mentioned once at message 3 is exactly the kind of thing that gets dropped if you only look at the recent half.

Then produce a single Markdown document with these four sections, in this order:

### 1. Goal

1-3 sentences. What is the user actually trying to accomplish in this conversation? Not "what did we talk about" — what's the underlying objective the next Claude needs to keep driving toward.

### 2. Decisions Made

A bullet list of every concrete decision, constraint, or preference that was settled during the conversation — especially ones that took back-and-forth to arrive at. Include:

- Format/structure choices (e.g. "Using X layout, not Y")
- Things explicitly ruled out ("Not using the calendar graphic for this one")
- Style, tone, or brand constraints
- Technical choices (tools, platforms, file types)

Be specific and concrete — write these as instructions a new Claude could follow without guessing, not vague summaries.

### 3. Files & Links Produced

A list of every concrete artifact created or referenced so far: filenames, file paths, URLs, IDs (Drive folder IDs, list IDs, etc). If a file was created in this session, note its path/name and a one-line description of what it contains. If nothing was produced yet, say so plainly rather than omitting the section.

### 4. Open Next Steps

A bullet list of what's unresolved or still needs to happen. This is the most important section — it's the actual to-do list for the next conversation. Be specific: "Build the X" not "continue working on the project." If the user was mid-decision on something when the conversation ended, note what the open question was and what options were on the table.

## Output format rules

- Output as a single fenced Markdown code block so the user can copy it in one click.
- Keep it dense — this is meant to compress a long conversation, not retell it. Cut anything that doesn't change what the next Claude needs to do.
- Use the user's own terminology and names for things (project names, brand names, file names) exactly as they used them — don't paraphrase proper nouns.
- Do not include pleasantries, apologies, or meta-commentary about the handoff itself inside the document — it's a working document, not a message.
- At the very top of the document, include a one-line instruction for the next Claude: `> Paste this at the start of a new conversation. This is a handoff from a previous session — treat everything below as established context, not a request to redo.`

## After generating it

Tell the user briefly where things stand (e.g. "Here's your handoff — covers the goal, what's locked in, what's been built, and what's still open") and remind them to paste it as the very first message in the new chat for best results. Don't over-explain the skill itself.