Claude Small Business · The full list

# All 44 Skills

## Getting started

3

### /smb-onboard

Your first run. Connects two apps, learns the business and saves the context for the rest of the Skills.

Say

“Set me up.”

### /smb-router

A kind of receptionist for your business. You describe a problem in plain language and it picks the right Skill.

Say

“I don't know where to start. What should I focus on this week?”

### /brand-style

Sets your brand's visual language and output format once. After that, every report and document uses them.

Say

“Here's my website. Make my reports look like it.”

# Finance and bookkeeping



### /cash-flow-snapshot

Cash flow forecast for 30, 60 and 90 days, including flags for weeks with an expected cash crunch. Includes a downloadable data sheet.

Say

"Will I have enough money to make payroll this month?"

No accounting system connected? You can upload a CSV of income and expenses.

### /invoice-chase

Ranks overdue invoices and drafts the right reminder for each client: gentle for good clients, firmer for repeat late payers.

Say

"Who owes me money?"

### /ap-processor

Reads supplier invoices from emails, PDFs or phone photos, categorizes them and prepares the payments.

### /pay-the-bills Recipe

Categorizes invoices, checks cash flow, then prepares the payments.

Say

"Can I afford to pay these bills this week?"

### /payroll-prep

Sums up work hours, overtime and time off, and flags missing or unusual entries.

### /plan-payroll Recipe

Cash flow forecast → invoice collection → payroll prep.

Say

"Payroll goes out Friday and cash is tight."

### /month-end-prep

Reconciles the books with Stripe, PayPal, Square and Shopify, finds duplicates and missing receipts, and explains the profit and loss report in plain language.

### /close-month Recipe

Reconciles, updates the cash flow forecast and prepares a data package for your accountant.

### /tax-prep Recipe

Makes sure the books are closed and prepares quarterly tax estimates or a 1099 list.

### /tax-season-organizer

Prepares tax estimates or an annual list of contractors paid more than $600, and flags missing W-9 forms.

Important · The last two Skills are based on US federal tax law and are not tax advice.

## Sales and leads

8

### /lead-finder

Learns who your best customers are, finds similar ones and ranks them in a sheet.

Say

“Find me more customers like my three best ones.”

### /lead-triage

Ranks incoming leads by fit, engagement and urgency.

Say

“Who should I call first?”

### /call-list Recipe

Picks today's five most important leads, prepares talking points from your email history and blocks time in your calendar.

### /speed-to-lead

Watches forms and email for new inquiries, drafts replies with real meeting times and flags hot leads.

### /outreach-composer

Learns your writing style from emails you've sent and writes outreach and follow-ups that don't sound like AI.

### /crm-autopilot

Updates HubSpot or Salesforce from emails, calls and meetings, and flags stalled deals.

No CRM? It can build one in a sheet.

### /grow-pipeline Recipe

Market research → prospect list → personalized outreach → CRM update.

### /reactivate Recipe

Finds customers who stopped buying, ranks them by value and prepares a tailored win-back message.

## Marketing and growth



### /content-strategy

Reads your sales data, spots top and weak products and builds a 30-day plan of what to promote.

### /social-content-engine

Runs your content: a rolling content calendar, captions in your voice and Canva graphics waiting for approval.

Say

“Give me a month of posts.”

### /canva-creator

Takes an approved brief and turns it into a content calendar, Canva graphics, post copy and emails.

### /ad-manager

Explains which ads work and which burn money, including the financial impact of every change. Can also work from exported CSV files.

### /seo-ai-visibility

Checks how your business shows up on Google and in AI answers, and gives you a list of fixes.

### /growth-pulse

Answers one key question:

Is the business's growth engine actually working?

It checks sales by channel, the funnel and campaign returns, and suggests 3 key actions for the week.

### /marketing-monday Recipe

Growth check + customer sentiment + competitor check, all on one weekly page.

## Customers and inbox

4

### /inbox-manager

Turns a packed inbox into a short list: what needs you, what already has a drafted reply and what's already handled.

### /ticket-deflector

Reads a customer email, checks order and payment history and drafts a reply. Refunds need approval.

### /review-reputation

Groups reviews by theme, drafts a reply to each and spots customers who are starting to drift away.

### /proposal-builder

Turns call notes, photos or an RFP into a branded, priced proposal in Word and PDF.

## Reports and briefings

4

### /business-pulse

One page with a snapshot of the business: money, sales, pipeline, this week's commitments and the one thing that needs your attention today.

### /monday-brief Recipe

Business Pulse + saved reports + the week ahead from your calendar and email.

Say

“Start my week.”

### /report-builder

Describe the report you want in plain language and it builds it, saves the setup and can run it again later.

### /report-pack Recipe

Gathers your saved reports, adds context and sends them on a schedule.

## Inventory

2

### /inventory-planner

Checks sales velocity per product, when stock will run out and how much to order. It also spots dead stock that's stuck and tying up cash.

### /restock Recipe

Order decision → purchase order → email to the supplier → matching entry in the books.

## Hiring and contracts

4

### /job-post-builder

Creates a job post, an interview guide with a scoring system and a job offer template.

### /hiring-screener

Ranks candidates against your criteria, drafts replies, schedules interviews and builds an onboarding checklist.

### /contract-review

Flags risky clauses in NDAs and supplier contracts and explains them in plain language. Also provides a Word file with redlines.

### /grant-rfp-writer

Finds grants and tenders you actually qualify for, runs a go/no-go check and then prepares the submission.

## Build your own

2

### /build-connector

If your tool isn't supported, it first checks whether a connection exists, then can connect through Zapier.

### /build-agent

Takes a task you do by hand over and over and turns it into a Skill of your own, including approval points.

Say

“I do this every week. Turn it into something I can just ask you to do.”

Tip · This effectively turns 44 Skills into an unlimited number. Any process that repeats can become a tool of your own.

Where to start

# Which 3 should you start with?

Don’t try to switch everything on at once. Choose by type of business.

## Content creators / Newsletter

- `/brand-style`
- `/seo-ai-visibility`
- `/proposal-builder`

## Freelancers / Agencies

- `/invoice-chase`
- `/proposal-builder`
- `/inbox-manager`

## Online store

- `/cash-flow-snapshot`
- `/inventory-planner`
- `/review-reputation`

## Local service business

- `/speed-to-lead`
- `/review-reputation`
- `/monday-brief`

## Growing team

- `/plan-payroll`
- `/job-post-builder`
- `/hiring-screener`

Run them for a week. Then add more only once the first ones genuinely start saving you work.

One thing to remember

## Check before you approve.

Pick one client or one number you know well and check that the result matches your records.

Anthropic recommends this in its setup guide too.

The Skills can work fast, but you're still the one giving final approval.

In short

## One install.
## 44 Skills.
## A prompt and a link for each.

Connect the apps you actually use, pick your first three Skills, and let Claude handle more of the behind-the-scenes work while you run the business.

And if this was useful, send it to one person who still runs their business from 12 open browser tabs.