AN EBOOK

The Claude Home Kit

The prompts, templates and routines I use to run the home side of a full-time-job life with Claude.

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Take the hours back at home first.

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BEFORE YOU START

How to use this kit

WHO IT'S FOR

You've set Claude up. You've done a night plan or two. Now you want the full set: the routines that take the boring, repeating parts of home life off your head, one by one.

That's this kit. Five chapters, each one a routine you can run on the free plan:

1. **The Week Audit.** Find the 3 to 5 things that eat your week, and pick the first one.
2. **The Money Admin Kit.** Bills, due dates, letters you have to read twice, receipts that fade.
3. **The Night Planning Kit.** Tomorrow from tonight's mess, the week from the shift roster, and a re-plan when one thing breaks.
4. **The Family Load Kit.** Deciding your order before the next ask, and finding the words when you're too tired to.
5. **The Voice Dump System.** Talk the mess out of your head on the commute, and let Claude sort it once a week.

HOW EACH CHAPTER WORKS

Every chapter has the same parts, so you always know where you are:

- **The pain**: the moment in a normal week where this hurts.
- **What you'll have**: the finished thing at the end.

- **My real case**: what happened in my own week, honestly, including what I haven't solved.
- **Before you start**: what you need, and what to remove first.
- **Step by step**: in order, with the buttons.
- **Copy and paste**: the exact prompts and templates.
- **A worked example**: a made-up Malaysian household, so you see what good looks like.
- **When it goes wrong**: the mistakes, and the fix.
- **Done test**: how you know it worked.
- **Red lines**: what never goes in for this job.

THE ONE PROMPT BEHIND EVERY PROMPT

Every prompt in this kit is built on the one prompt I use in almost every situation:

> I want [GOAL] so that [SUCCESS].
> My situation is [CONTEXT OR INPUT].
> Ask me questions until you have enough context to start.

The kit's prompts are that prompt, filled in for each job, plus the rules for the answer. Once you know the pattern, you can write your own for any job this kit doesn't cover.

When I want a shorter, more direct answer, I add one line: **"Write in ASD-STE100."** That's Simplified Technical English, a free writing standard first made for aircraft maintenance manuals: short sentences, active voice, one instruction per sentence. It's perfect for steps and checklists. Leave it out for warm family messages.

> My own setup, so you know what I run these on: Claude Pro, Opus 5.5 at medium effort as my default model, and the desktop app with Cowork set to "auto". Every prompt here also works on the free plan.

ONE RULE FOR THE WHOLE KIT

One chapter at a time. One week each. Start with Chapter 1. It tells you which chapter to do next. Starting all five at once usually means finishing none of them.

YOUR RED LINES, AGAIN

Everything in this kit runs inside your red lines from the free guide:

1. Nothing from your job. Ever.
2. No IC, bank, card, password, payslip, EPF or ASB, medical, address.
3. No children's names, schools or photos.
4. Other people's business stays theirs.
5. When in doubt, describe it. Don't paste it.

Each chapter adds the red lines for that job.

CHAPTER 1 OF 5

The Week Audit

THE PAIN

Someone asks, "What eats your week?" and your mind goes blank. You know you're tired. You know there's no time. But you can't say where it goes.

So you guess. You download an app, start a new routine, try to fix everything at once. Two weeks later you're back where you started, plus one more thing that didn't work.

WHAT YOU'LL HAVE

A ranked list of the 3 to 5 things that repeat in your week, with a score for each, and the one you'll fix first. Every other chapter in this kit starts from this list.

MY REAL CASE

When I finally wrote down where my week went, most of it wasn't work. It was the shift roster on the nights my wife works. The school pickup and the taska pickup. Bath, dinner, revision, bedtime. The pile of paper receipts I kept meaning to sort. The family asks that came in one by one. The hour after the kids sleep, which kept disappearing into housework.

I didn't need a better tool for my job. I needed to see the home side of my week clearly, once.

BEFORE YOU START

- A pen and paper, or your phone notes. **Not Claude yet** for step 1. Your raw list will have names and details in it. Clean it first.
- 7 days. You log for a week. The rest takes 30 minutes.
- Your My Home Admin Project in Claude.

STEP 1. LOG YOUR WEEK (2 MINUTES A NIGHT, FOR 7 NIGHTS)

Every night before bed, write down the things that took your time or your head today. Not work. Home, family, money, your own stuff.

Short is fine: "taska pickup late, re-plan dinner", "TNB bill", "mak call about kenduri", "form sekolah", "awake till 1 AM thinking".

If you go blank, use these five groups to jog your memory:

1. **Time that isn't yours**: who picks up the kids, who covers which night, shift changes, re-planning when one thing goes wrong, staying up late just to have some time.
2. **The family load**: requests from parents and siblings, lifts, forms, favours, hard messages you put off, balik kampung and kenduri planning, festive season.
3. **Money admin**: bills, due dates, late fees, receipts, letters you read twice, tired spending like food delivery.
4. **A head that's too full**: small daily decisions, the 11 PM list, being with your kids but thinking about something else.
5. **Your own thing**: the idea you never get to, the thing you meant to learn.

STEP 2. CLEAN THE LOG (5 MINUTES)

Before it goes into Claude, swap names for roles ("my mother", "my sister"), and remove amounts and anything about your job. Run the 4-question test from the free guide.

STEP 3. LET CLAUDE GROUP AND COUNT (10 MINUTES)

Open My Home Admin. New chat. Paste your 7 days of notes, then the audit prompt below.

STEP 4. SCORE THE TOP ITEMS (5 MINUTES)

Claude gives you a scored table. Check every score. You know your week; Claude only knows your notes. Change any score that feels wrong.

STEP 5. PICK YOUR FIRST ONE (5 MINUTES)

From the top 3 to 5, pick the one where you'd **see a result fastest**. Not the biggest. Not the hardest. A quick win in week 1 is what keeps you going in week 3.

STEP 6. MAP IT TO A CHAPTER

If your first one is about	Go to
Bills, receipts, letters, tired spending	Chapter 2, Money Admin
Rosters, pickups, re-planning, late nights	Chapter 3, Night Planning
Family asks, hard messages, festive planning	Chapter 4, Family Load
A full head, the 11 PM list, ideas you lose	Chapter 5, Voice Dump
Your own thing	Finish one home chapter first. Then see what's next after this kit

COPY AND PASTE **THE WEEK AUDIT PROMPT**

I want to see where my week really goes, so that I can pick the one thing to fix first.
My situation is: below are 7 days of notes about what took my time and attention at home. Names are replaced with roles. Nothing is from my job.
[PASTE YOUR 7 DAYS]
Do this:
1. Group the items into: time that isn't mine, family load, money admin, a full head, my own thing. One item can only go in one group.
2. Merge items that are really the same thing. Count how many days each one appeared.
3. Make a table with: Item, Group, Days it appeared (out of 7), How long each time (my best guess, under 10 min / 10 to 30 min / over 30 min), Same steps each time? (yes / sort of / no).
4. Score each item 1 to 3 on: how often, how long, how same. Add a Total column.
5. Sort by Total, highest first. Show the top 5 only.
6. For each of the top 5, say in one line whether Claude can help with it, or whether it's a decision only I can make.
Don't add items I didn't write. If something in my notes is unclear, ask me before you guess.

THE SCORING GUIDE

Question	1	2	3
How often?	Rarely	Weekly	Daily
How long each time?	Under 10 min	10 to 30 min	Over 30 min
Same each time?	Different every time	Loosely the same	Same steps every time

"Same each time" matters most. Claude helps most with jobs that have the same steps every time.

A WORKED EXAMPLE

A made-up household: one parent works office hours, the other works shifts, two kids (primary school and taska). After 7 nights of notes, the top 5 came back like this:

Item	Group	Days	Each time	Same?	Total
Planning who picks up whom when the roster changes	Time	5 of 7	10 to 30 min	Sort of	8
Lying awake with tomorrow's list	Full head	6 of 7	Over 30 min	Yes	9
Bills and due dates, a late fee this month	Money admin	2 of 7	10 to 30 min	Yes	7
Mother asking about balik kampung dates	Family	3 of 7	10 to 30 min	Sort of	6
Food delivery on nights nobody cooked	Money admin	3 of 7	Under 10 min	Yes	6

Claude's one-liners said the first four were things it can help with, and the fifth was "a pattern you'll see more clearly once the night plan is working". The household picked **lying awake with tomorrow's list** first: highest total, quickest win. That's Chapter 3, then Chapter 5.

WHEN IT GOES WRONG

- **"I forgot to log for 3 days."** Log what you remember, and keep going. 4 honest days beat 7 made-up ones.
- **"Everything scores the same."** Your notes are too vague. Add how long each thing took, roughly, for 3 more days.
- **"Claude listed work items."** Remove them from the table, and remind it: "Home only. Ignore anything about my job."
- **"The top item is a decision, not a task."** Good. Write it down. Chapter 4 helps you decide it. Pick the next one that has steps.

DONE TEST

- [ ] I logged at least 5 of 7 nights.
- [ ] I have a scored top-5 table that I've checked and corrected.
- [ ] I've picked one item and know which chapter to do next.
- [ ] Nothing in the chat names a person or comes from my job.

RED LINES FOR THIS JOB

- Your raw log stays on paper or in your phone. Only the cleaned version goes into Claude.
- Family items go in as roles and topics only ("my sister asked for help"), never their details.

CHAPTER 2 OF 5

The Money Admin Kit

THE PAIN

Money admin in a Malaysian household comes from everywhere. TNB, water, Indah Water, internet, phone. Cukai pintu twice a year. Cukai tanah once a year. Road tax and car insurance. Takaful. Credit cards. PTPTN. The car loan, the house loan. School fees. The letters from LHDN, from the bank, from the insurer, that you have to read twice.

None of it is urgent. Until it is. Then it's a late fee on money you already had, or a whole evening lost to a pile of paper.

That's not a money problem. It's an admin problem. And admin is exactly what Claude is good at.

WHAT YOU'LL HAVE

Four tools, built once, used every month:

1. **The Bill Map**: every bill, how often, when it's due, how it's paid, who pays.
2. **The 15-Minute Money Admin**: one monthly routine, the same steps every time.
3. **The Letter Reader**: a prompt that turns a confusing letter into "what, by when, what if I don't".
4. **The Receipt Habit**: capture the same day, sort once a month.

MY REAL CASE

This is the part of my week I'm still fixing, and I'll say so plainly.

Every time I tidy up, I find a pile of paper receipts. On some of them the ink has faded so much I can't read them any more. Once that happens, the spending can't be rebuilt, so the budget runs on memory instead of what really happened.

My first step was small: I take a photo of every receipt on the same day, before it leaves my hand, and drop it into one folder in my cloud storage. A photo taken today doesn't fade. Capture first, automate later.

The other thing I did was build a small bills reminder app for my own phone, with Claude's help, because I wanted Malaysian bills (TNB, cukai pintu, road tax, PTPTN) and reminders that fire, with nothing leaving my phone. You don't need an app for this chapter. A calendar does the same job.

BEFORE YOU START

- 30 minutes for the Bill Map (once). 15 minutes a month after that.
- Your email, your banking app, and the letters on the table. Names of bills only. **No account numbers, no amounts.**
- A phone calendar.
- Optional: a Google Sheet or Excel file you keep yourself, if you want to track amounts. Amounts stay there, not in Claude.

TOOL 1 · 30 MINUTES, ONCE

The Bill Map

STEP BY STEP

1. Spend 15 minutes collecting **bill names only** from:
   - your email (search "bill", "statement", "invoice", "bil", "penyata"),
   - your banking app (last 3 months of payments and transfers),
   - the letters at home,
   - the apps that send you payment reminders.
2. Open My Home Admin. New chat. Paste the names and the prompt below.
3. Answer Claude's questions about bills you missed.
4. Check the table. Fix any due date yourself from the real bill.
5. Copy the reminder list into your phone calendar as repeating events, 2 days before each due date.
6. Save the final table in your phone notes, or in a file in your Project called **Bill Map** (no account numbers, no amounts).

COPY AND PASTE — **THE BILL MAP PROMPT**

I want one Bill Map of every bill my household pays, so that nothing is paid late again.
My situation is: here are the bills I found, names only.
[PASTE NAMES]
Ask me questions until you have enough context to start.
1. First, ask me about common Malaysian household bills missing from my list (utilities, council, land, vehicle, insurance or takaful, loans, education, subscriptions). One short list, not one by one.
2. Then make a table: Bill, Paid to (type only, no account numbers), How often (monthly / twice a year / yearly), Due (from me only; if you don't know, write "check the bill"), How I pay (auto-debit / online banking / app / counter), Who pays.
3. Star every bill that is twice a year or yearly.
4. Then give me calendar reminders: one line per bill, reminder date 2 days before due, and a short reminder text.
Never ask for amounts or account numbers. Never guess a due date.

WHY THE STARS MATTER

Monthly bills nag you every month. Yearly and twice-a-year bills surprise you. Road tax, car insurance, cukai pintu, cukai tanah, school fees, annual takaful: these are where late fees and "where did that money go" moments come from.

TOOL 2 · MONTHLY

The 15-Minute Money Admin

Pick one fixed time. The first Sunday night of the month works for many families. Put it in your calendar as a repeating event called **Money admin, 15 min**.

THE CHECKLIST

1. **Bills (5 min).** Open the Bill Map. For this month: what's due, what's paid, what's not. Pay or schedule what's due.
2. **Letters (5 min).** Any letter or email you haven't understood? Run the Letter Reader on it (Tool 3).
3. **Receipts (3 min).** Check last month's receipt folder exists and has photos in it. Don't sort them now. That's Tool 4.
4. **Next month (2 min).** Ask Claude the prompt below.

COPY AND PASTE — THE NEXT-MONTH CHECK

Here is my Bill Map: [PASTE TABLE, no amounts or account numbers]. Next month is [MONTH YEAR].
List only the bills due next month, in date order, and flag any starred (yearly or twice-a-year) bill that is due next month or the month after, so I can prepare early.
Also flag any Malaysian public holiday next month that might delay a counter or bank payment. If you're not sure of a holiday date, say "check the official calendar".

TOOL 3 · 5 MINUTES PER LETTER

The Letter Reader

Official letters are written for lawyers, not for tired parents at 10 PM. This turns one into plain words.

STEP BY STEP

1. **Clean it first.** Do not upload a full letter with your name, IC, address, account number or reference number. Either retype only the 2 to 4 sentences you don't understand, or take a photo and crop out every private detail.
2. Open My Home Admin. New chat. Paste the cleaned text and the prompt below.
3. Read the answer. If it says "call to check", call. Claude explains. It doesn't decide.
4. Put any deadline into your calendar straight away.

COPY AND PASTE — **THE LETTER READER PROMPT**

I want to understand this letter, so that I know exactly what to do and by when.
My situation is: below is part of a letter I received, with my private details removed. It is from [TYPE OF SENDER, for example "a bank", "LHDN", "an insurance company", "the local council", "my child's school"].
[PASTE CLEANED TEXT]
Explain in simple English (or Malaysian BM if I write in BM):
1. What is this letter about, in one sentence?
2. What do they want me to do?
3. By when?
4. What happens if I don't?
5. What should I check or ask, and who do I call to confirm?
If anything depends on Malaysian law, tax or my contract, don't guess. Tell me to check with the sender or the agency.

A WORKED EXAMPLE (MADE UP)

Cleaned text pasted:

"Your policy is due for renewal. Please note the premium has been revised. Kindly complete the renewal by the due date stated above to ensure continuous coverage. Failure to renew will result in the lapse of the policy."

What comes back, roughly:

1. Your insurance policy is ending soon and needs to be renewed.
2. Pay the new (changed) price to renew it.
3. By the due date printed at the top of the letter.
4. If you don't, your cover stops ("lapses"), and you won't be protected after that date.
5. Check: the new price, what changed, and whether the cover is the same. Call the insurer's customer service number on the letter to confirm.

Five minutes, one calendar reminder, done. No account number ever left the paper.

TOOL 4 · 2 MINUTES A DAY, 10 MINUTES A MONTH

The Receipt Habit

THE DAILY PART

1. Make one cloud folder for receipts, with one sub-folder per month: `Receipts/2026-11`.
2. Every receipt, same day, before it leaves your hand: one photo, into this month's folder.
3. Crop out card numbers if they show more than the last 4 digits.

That's it. Don't sort. Don't type anything. Capture first.

THE MONTHLY PART (OPTIONAL, ONCE THE DAILY HABIT HOLDS FOR 4 WEEKS)

Once the habit sticks, you can ask Claude to help you summarise a month. Only do this if you're comfortable with it, and only with cleaned photos.

I'm attaching photos of receipts from [MONTH]. For each one, read only: the date, the shop type (groceries, petrol, pharmacy, food, kids, other), and the total. Make a table. Then give me totals by shop type. If a photo is unclear, write "unclear" instead of guessing. Ignore any card or account numbers you see.

Honest note: I haven't built this monthly step for myself yet. I'm still on the daily capture. I'm telling you that so you don't skip the boring part. Automating a habit you don't have yet is a waste of time.

MONEY ADMIN · OPTIONAL

The tired-spending check

Some spending happens only because you're exhausted: food delivery on a night nobody had time to cook, the convenience-store run because the list was in your head, not on paper.

You don't need a budget app to see it. After a month of receipts, ask:

> From this month's receipt table, which purchases look like "tired spending" (late-night food delivery, convenience stores, repeated small purchases)? Don't judge. Just show me the pattern: which days of the week, and roughly what times if the receipts show it.

Then fix the cause, not the spending: usually it's Chapter 3 (the night plan) that makes these nights rarer.

WHEN IT GOES WRONG

- **"Claude gave me due dates that are wrong."** Never use a date Claude didn't get from you. Reply: "Don't guess dates. Use 'check the bill'." Then fill them in yourself.
- **"I uploaded a statement by mistake."** Delete the chat. Next time, clean first.
- **"I skipped the monthly admin twice."** Move it to a time you're already sitting down, like right after the kids sleep on the first Sunday. Shorten it to 10 minutes: bills and letters only.

- **"I want Claude to tell me if I can afford something."** That's a financial decision about your whole situation. Claude can help you list questions to ask, but talk to someone qualified for real advice.

DONE TEST

- [ ] My Bill Map is done, with stars on yearly and twice-a-year bills.
- [ ] Every bill has a calendar reminder 2 days before.
- [ ] I've done one 15-minute money admin.
- [ ] I've used the Letter Reader on one real letter, cleaned first.
- [ ] I've photographed receipts the same day for 2 weeks.

RED LINES FOR THIS JOB

- No account numbers, card numbers, IC, reference numbers or full statements. Ever.
- No amounts in Claude unless you choose to, rounded, with no account details.
- Other family members' bills and money stay out.
- This chapter is about admin, not advice. It's not financial, tax or legal advice. For tax, check with LHDN or a licensed tax agent. For loans and debt, check with the lender or AKPK.

CHAPTER 3 OF 5

The Night Planning Kit

THE PAIN

It's 10:45 PM. The kids are finally asleep. Your body is done, but your head is still running: the form, the car, the thing your mother asked, the bill, tomorrow's pickup, the thing you wanted to start for yourself.

And when one thing goes wrong (a sick child, a late finish, a roster change), the whole evening has to be re-planned from zero, in your head, while you're already tired.

WHAT YOU'LL HAVE

Three planners, from smallest to biggest:

1. **The Night Plan** (10 minutes, nightly): tomorrow from tonight's mess. You may already have this from the free guide.
2. **The Week Plan** (20 minutes, Sunday): the week built around the shift roster and school timetable.
3. **The Re-Plan** (3 minutes, when something breaks): a new plan for the rest of today.

Plus the two edges of the day: a shut-down time and a morning that runs itself.

MY REAL CASE

On the nights my wife works, my evening is decided before I leave the house in the morning. I leave work, pick up my eldest from school, then my youngest from the taska. Bath before maghrib. Dinner. TV, or revision with my eldest. Milk for both. Then sleep, if the little one agrees. If it all goes to plan, both are asleep by ten. What's left is about an hour, sometimes an hour and a half.

I couldn't change the roster. So I moved what I could move, which was the night before and the morning after:

- Asleep by 11:30. Up at 5:30.
- Clothes ironed the night before.
- Out of the house by 7:00, 7:15 at the latest.

It doesn't change the roster. But the mornings are calmer, and getting out early sets up the whole day. I'm honest that it's still a test, not a rule I never break.

And when my head is too full at night, I talk it out instead of carrying it to bed. That's Chapter 5.

BEFORE YOU START

- Your My Home Admin Project, with your fixed weekly times in the instructions (free guide, Part 4). If you haven't added them, do it now. Every planner here depends on them.
- Your partner's shift roster for the week, if there is one. Shift **times** only, never the workplace.
- 10 minutes tonight.

PLANNER 1 · 10 MINUTES, NIGHTLY

The Night Plan

STEP BY STEP

1. Phone on the charger. Open Claude, My Home Admin, new chat.
2. Tap the microphone. Talk for 2 minutes: everything in your head. Messy is fine.
3. Read it once for red lines. Remove names and numbers.
4. Paste the Night Plan prompt and send.
5. Fix anything wrong ("move the TNB bill to Thursday").
6. Screenshot the final plan. Close the app. Sleep.

COPY AND PASTE **THE NIGHT PLAN PROMPT**

I want a plan for tomorrow from everything in my head tonight, so that I sleep with a clear head and do the 3 things that matter most.
My situation is everything I said above, plus:
Fixed things tomorrow: [for example "work 8 to 5, school pickup 1 PM by my mother, taska pickup 6 PM by me"].
My free time tomorrow: [for example "about 45 minutes after the kids sleep"].
Give me only:
- The 3 things that must happen tomorrow.
- 1 thing for my family.
- 1 small thing for me.
Put the rest under "Not tomorrow" (grouped) and "Parked, not forgotten" (worries I can't act on tomorrow). Mark "ASK [PERSON]" where someone else is needed. Short enough to read in one minute on my phone. Don't add anything I didn't say.

PLANNER 2 · 20 MINUTES, SUNDAY NIGHT

The Week Plan

STEP BY STEP

1. Get the week's roster and school timetable (any changes, school events, public holidays).
2. Open My Home Admin. New chat. Paste the prompt below with the week's details.
3. Check the table. Fix it. Agree the "ASK" items with your partner before Monday.
4. Screenshot it, and share the screenshot with your partner if that helps your household.

COPY AND PASTE **THE WEEK PLAN PROMPT**

I want a household plan for the week from [MONDAY DATE] to [SUNDAY DATE], so that every pickup is covered and nobody gets extra jobs on a solo night.
My situation this week:
- My work: [for example "office hours Mon to Thu, work from home Friday"].
- My partner's shifts: [for example "Mon day, Tue day, Wed night, Thu night, Fri off, Sat day, Sun off"].
- School and taska: [normal times, plus any changes or events this week].
- Family plans: [for example "balik kampung Saturday after lunch"].
- Things that must happen this week: [for example "car service", "pay cukai pintu", "school form by Thursday"].
Make a table with one row per day: who does morning drop-off, who does pickups, who's home in the evening, and the 1 to 2 must-do jobs that fit that day.
Rules:
- On nights when one parent is alone with the kids, give that parent no extra jobs.
- Put must-do jobs on the lightest days.
- Mark anything that needs another person as "ASK [PERSON]".
- List any clashes at the bottom. Don't solve clashes by guessing; ask me.

A WORKED EXAMPLE (MADE UP)

Day	Drop-off	Pickups	Evening	Must-do
Mon	Me	Partner	Both home	Pay cukai pintu (online, 10 min)
Tue	Me	Partner	Both home	Sign school form
Wed	Me	Me	**Me alone (partner night shift)**	Nothing extra
Thu	Me	Me	**Me alone**	Nothing extra
Fri	Partner	Partner	Both home	Car service (I'm working from home)
Sat	Partner	n/a	Balik kampung after lunch	Pack Friday night
Sun	n/a	n/a	Back home	Week Plan for next week

Clash flagged: "School form is due Thursday, but Thursday is a solo night. Sign it Tuesday."

That one line is the whole point. The clash got caught on Sunday, not at 10 PM on Thursday.

The Re-Plan

A child gets sick. You finish late. The roster changes at the last minute. The lift is broken and you're already late.

Most of it is outside your control. The only part that's yours is how fast you settle the rest of the day.

COPY AND PASTE — **THE RE-PLAN PROMPT**

I want a new plan for the rest of today, so that the important things still happen after today's plan broke.
My situation: today's plan just broke. What happened: [for example "my youngest has a fever, I'm picking her up from taska now, I'll be home from 3 PM"].
What was planned for the rest of today: [paste or describe].
Make a new plan for the rest of today:
- What still must happen today (max 2 things).
- What moves to tomorrow.
- What I can drop completely.
- Any "ASK [PERSON]" messages I should send now, written as short WhatsApp messages.

Keep it to what one tired parent can do.

This prompt is for logistics. If a child is unwell, follow your doctor's or clinic's advice, not a chatbot's.

The two edges of the day

You can't control the middle of most days. You can often control the two edges.

The shut-down edge (night):
- Pick a fixed sleep time. Mine is 11:30.
- 15 minutes before it: Night Plan, phone on the charger, done.

The start edge (morning):
- Do the night before whatever you can: clothes, bags, forms signed, the car key where it belongs.
- Pick a fixed leave-the-house time, and a "latest" time 15 minutes after it.

COPY AND PASTE — **THE MORNING-EDGE PROMPT**

I want calmer weekday mornings, so that we leave the house on time without shouting.
My situation: our weekday mornings: [for example "kids up at 6, I wake at 5:30, we must leave at 7:00, school starts at 7:30, taska is downstairs"].
What usually goes wrong: [for example "looking for the access card, uniform not ready, breakfast takes too long"].
Give me a "night before" checklist (max 6 items) and a morning timeline in 15-minute blocks. Keep it realistic for a tired parent with two small children.

WHEN IT GOES WRONG

- **"The plan is still too long."** "Cut it to 3 things total."
- **"I skip the Sunday Week Plan."** Shorten it: roster plus must-do jobs only, 10 minutes.
- **"My partner doesn't follow the plan."** The plan isn't a contract. Use it to talk on Sunday, not to argue on Wednesday.
- **"I broke my sleep time three nights in a row."** Don't add more rules. Move the Night Plan 15 minutes earlier, so it's done before you're too tired to do it.

DONE TEST

- [ ] I did the Night Plan on 5 of the last 7 nights.
- [ ] I did one Sunday Week Plan, and it caught at least one clash.
- [ ] I used the Re-Plan once when something broke.
- [ ] I have a fixed sleep time and a fixed leave-the-house time.

RED LINES FOR THIS JOB

- Partner's shift **times** only. Never their workplace, patients, customers or colleagues.
- Children as "my eldest", "my youngest". No names, no school names.
- Work worries can be "parked" but never solved here. Red line 1.

CHAPTER 4 OF 5

The Family Load Kit

THE PAIN

Family is the heart of a Malaysian household. It's also where the hardest messages come from. A sibling asks to borrow money again. A parent asks you to drive back this weekend when you can't. A relative asks a favour that will cost you a whole Saturday. Hari Raya, Deepavali, Chinese New Year or Christmas comes, and the planning lands on whoever is most reliable.

You want to help. But when you answer in the moment, tired, you either say yes to something you can't do, or you say no in a way that hurts. Then you carry the guilt either way.

WHAT YOU'LL HAVE

1. **Your order**: decided once, on a quiet night, before the next ask.
2. **The Hard Message Drafter**: a kind, clear reply in BM or English, in 10 minutes.
3. **The Festive and Balik Kampung Planner**: the logistics on one page, so the mental load is shared.

MY REAL CASE

In a Malaysian family, the eldest is called Along. In my family, Along is my sister. I'm not the eldest. But the pull is the same for anyone. There are five or six of us, and not all of us have it easy.

And I want to help. That part is just in me.

What I noticed was that my time and money were going to whoever needed it loudest, not in the order I would have chosen if I'd stopped to think. So I decided my order **before** the next ask came, not while I was being asked: myself and my own household first, then the people around us. It's the same rule as in an emergency: make sure you're safe before you try to save someone else. When there is more than enough, I help without counting.

Claude can't decide that order for you. Only you can. What Claude does well is the next part: finding calm words when you're too tired to find them.

BEFORE YOU START

- A quiet 20 minutes for Tool 1. Not during an ask.
- My Home Admin Project.

TOOL 1 · 20 MINUTES, ONCE

Decide your order

This one is mostly you, not Claude. Write it on paper.

THE WORKSHEET

1. **Who depends on me?** List them by role: "my spouse, my two kids, my parents, my younger brother".
2. **What do I owe first, no matter what?** For most people: my own household's basics (home, food, school, health, a small buffer).
3. **What I give gladly, when there's room**: money, time, lifts, favours. Write each one.
4. **My limits right now**: for example "no lending money this year", "one Saturday a month for family favours", "balik kampung every second long weekend".

5. **When I'll review this**: for example "every 6 months, or when something big changes".

OPTIONAL: TALK IT THROUGH WITH CLAUDE

If you're stuck, Claude can ask you good questions. It can't decide for you.

> I'm trying to decide how I handle requests for money and favours from my extended family. Don't tell me what to do. Ask me 6 to 8 short questions, one at a time, that help me decide my own order and limits. Then summarise what I said in 5 lines I can write down.

Keep this conversation general. No names, no amounts, no details of anyone else's situation.

TOOL 2 · 10 MINUTES, WHEN YOU NEED IT

The Hard Message Drafter

STEP BY STEP

1. Describe the ask in your own words. **No names, no amounts, no private details of the other person.**
2. Say what you've decided, using your order from Tool 1.
3. Paste the prompt. Get two drafts.
4. Make one sound like you. Send it from your own phone.

COPY AND PASTE — THE HARD MESSAGE PROMPT

I want a calm reply to a family message, so that I say clearly what I've decided without hurting anyone.
My situation is: I got a message from [ROLE]. In short, they asked: [WHAT THEY ASKED, no names or amounts].
What I've decided: [YES / NO / PART, for example "I can't lend money this month, but I can help him look for a job on Saturday morning"].
Write 2 short WhatsApp replies:
- Reply A in Bahasa Melayu (Malaysia), casual and warm, the way family talks.
- Reply B in simple English.
Rules: kind and clear; say what I can do, not only what I can't; no long excuses; no promises I didn't make; under 60 words each.

THE "NO, BUT" SHAPE

Most good replies follow the same shape. If Claude's draft misses it, ask for this:

1. **Warm opening**: "Dik, abang faham..."
2. **The clear answer**: "Bulan ni abang tak dapat..."
3. **One short reason, only if it helps**: "...yuran sekolah budak-budak baru keluar."
4. **What you can do**: "Tapi Sabtu pagi abang boleh..."
5. **An easy close**: "Ok tak?"

A WORKED EXAMPLE (MADE UP)

What you type:

> I got a message from my mother. She asked if we can come back to the kampung this weekend because there's a kenduri. What I've decided: we can't this weekend because my partner is working, but we can come back the weekend after for two nights.

A reply like the kind you get:

> **Reply A (BM):** Mak, minggu ni kami tak dapat balik, [partner] kerja. Tapi minggu depan kami balik, dua malam. Kirim salam semua kat kenduri nanti ya.

You change "[partner]" to how your family says it, maybe add one line, and send.

TOOL 3 · 30 MINUTES, BEFORE EACH TRIP OR SEASON

The Festive and Balik Kampung Planner

The mental load of festive seasons usually lands on one person: who's buying what, when to leave, which house first, the duit raya envelopes, the kids' clothes, the car check. This puts it on one page.

COPY AND PASTE — **THE FESTIVE PLANNER PROMPT**

I want one shared plan for a festive season or a trip, so that the mental load is split fairly and nothing is forgotten.
My situation: we are planning [OCCASION, for example "Hari Raya" or "balik kampung for the school holidays"] for our household.
Dates: [leave date, return date, any fixed visits].
Travel: [for example "drive, about 3 hours, two small kids"].
What we usually need to sort: [for example "baju for the kids, kuih orders, duit raya envelopes, car service, house to lock up, who feeds the cat"].
Make:
1. A countdown checklist: 2 weeks before, 1 week before, 2 days before, the night before, the day itself.
2. A "who does what" column for me and my partner, split fairly. Mark "ASK" where we need to agree.
3. A packing list for two small kids for [NUMBER] nights.
No amounts, no addresses. Keep each list short.

Share the result with your partner. The point is that the plan lives on a page, not in one person's head.

WHEN IT GOES WRONG

- **"The reply sounds like a robot."** "Make it sound like a normal Malaysian sibling texting. Shorter."
- **"The BM sounds like Indonesian."** "Use Bahasa Melayu as spoken in Malaysia, not Bahasa Indonesia."
- **"I pasted the whole family group chat."** Don't. Those are other people's words. Delete that chat. Describe the situation in your own words next time.
- **"I want Claude to tell me if I should say yes."** It can list things to think about. It can't know your family. Decide first with Tool 1, then use Claude for the words.

DONE TEST

- [ ] My order and limits are written on paper.
- [ ] I've used the Hard Message Drafter on one real or practice message.
- [ ] My last hard reply had no promise I didn't mean.
- [ ] For the next festive season or trip, the plan is on one shared page.

RED LINES FOR THIS JOB

- Never paste other people's messages, money, health or problems. Describe, don't paste.
- No names. Roles only.
- No amounts.
- Claude drafts. You decide, and you send.

CHAPTER 5 OF 5

The Voice Dump System

THE PAIN

Wake up. Get the kids ready. Manage the house. Think about tax. Think about expenses. Then out into traffic. By the time you get anywhere, too many things are running in your head at once.

Every open loop takes a small piece of your attention, all day. You're not busy with them. You're just carrying them. And nobody counts thinking as time.

WHAT YOU'LL HAVE

1. **One Dump**: a single document you talk into, any time, in any language.
2. **A weekly sort**: Claude reads the week's Dump and sorts it into piles, in 15 minutes.
3. **A short question list** that gets the useful thoughts out of your head on the commute.

MY REAL CASE

This one is fully mine, and it's the system I use most.

I didn't have time to sit and write in a notebook. So I started saying it out loud on my commute instead. I use a small microphone clipped inside my face mask, so it's hands-free. Everything goes into one document I call the Dump: problems I haven't solved, ideas, whatever is stuck in my head that day. I dictate in English or Bahasa Melayu, whichever comes out.

Once a week, Claude reads the new part of the Dump and sorts it into three piles: what I've solved, what I'm still testing or stuck on, and stories from my own life. I also keep a short list of questions I answer out loud on the commute during the week, so the Dump has something useful in it even on days when my head feels empty.

It clears my head, and it keeps my emotions from riding around with me all day. Most of my newsletter stories, including some in this kit, came out of that Dump.

> **Safety first:** set up the recording before you move, and never touch your phone on the road. Only do this where it's safe and legal for you: walking, on the train, as a passenger, or parked.

BEFORE YOU START

- A Google account (for Google Docs) or any notes app that syncs between phone and computer.
- Your phone's voice typing (the microphone on the keyboard), or the voice button in your notes app.
- Optional: a small clip-on microphone. Not needed to start.
- My Home Admin Project.

STEP 1. MAKE THE DUMP (5 MINUTES, ONCE)

1. Create one document called **Dump**.
2. At the top, write: "Newest at the bottom. Date every entry."
3. Pin it on your phone's home screen, so it's one tap away.

STEP 2. TALK INTO IT (2 TO 10 MINUTES, ANY TIME)

1. Open the Dump. Type today's date as a heading, like `13/11/2026`.
2. Tap the microphone on the keyboard. Talk. BM, English, both. Don't fix the typos.
3. Stop when you're done. That's it.

Red-line habit for the Dump: say "my sister", not her name. Say "a bill", not the account number. Don't talk about your job in it. If it slips in, delete that line later.

STEP 3. THE WEEKLY SORT (15 MINUTES, ONCE A WEEK)

1. Pick one fixed time: for example Saturday night, or Sunday before the Week Plan.
2. Copy the Dump entries since last week's sort.
3. Read them once for red lines. Remove names and anything from work.
4. Open My Home Admin. New chat. Paste the entries and the sort prompt below.
5. Copy each pile somewhere useful: "Do next" into the Night Plan or Week Plan, "Bills and letters" into Money Admin, "Family" into Chapter 4.

6. In the Dump, type a line: `--- sorted up to here, [DATE] ---`. Next week, you start from that line.

COPY AND PASTE — **THE WEEKLY SORT PROMPT**

I want this week's voice dump sorted into clear piles, so that nothing I said gets lost and I know what to do next.
My situation is: below are my voice-dump notes from this week. They may mix Bahasa Melayu and English, and have typos from voice typing. Names are already replaced with roles.
[PASTE]
Sort everything into these piles, in English:
1. **Done or solved**: things I've already handled, and what worked.
2. **Do next**: clear tasks, each as one short line, with "ASK [PERSON]" where needed.
3. **Still stuck**: problems with no answer yet. For each, suggest one small next step.
4. **Money and letters**: anything about bills, payments, receipts or official letters.
5. **Family**: asks, plans, things to decide.
6. **Stories worth keeping**: moments from my life I might want to remember or tell someone, in 2 to 3 sentences each.
7. **Ideas for my own thing**: ideas only, no tasks.
Don't invent anything I didn't say. If a line is unclear, put it under "Unclear" at the end instead of guessing.

STEP 4. THE COMMUTE QUESTIONS (OPTIONAL, ONCE YOU HAVE THE HABIT)

Some days you open the Dump and your head is empty. A short list of questions fixes that. Keep 5 to 7 in your phone notes and answer one or two out loud on the commute.

Starter list:

1. What took more time this week than it should have?
2. What did I solve this week, even something small? How?
3. What's still bothering me that I haven't written down?
4. What did one of my kids say or do this week that I want to remember?
5. What did I say yes to that I should have said "not now" to?
6. What would make next week 10% calmer?
7. What's one idea for my own thing that I keep coming back to?

Change them every few weeks. Use Claude to write new ones:

> Give me 7 new short questions I can answer out loud on my commute this week, to help me notice what's eating my time at home, what I've solved, and what I want for myself. Simple English, one line each.

A WORKED EXAMPLE (MADE UP)

A week of Dump lines, roughly:

> *"13/11 form field trip sign by Thurs, mak tanya balik raya, tnb bill naik kenapa ya, lif rosak lagi pagi tadi kena naik tangga, idea nak buat channel resepi bekal budak-budak... 14/11 dah sign form, aircond bilik budak bunyi pelik, adik cakap 'ayah jangan pergi kerja' pagi tadi sedih jugak... 15/11 tak tidur sampai 1 pagi fikir pasal duit sekolah tahun depan"*

The sort comes back, roughly:

> **Done or solved:** Field trip form signed.
> **Do next:** Check why the TNB bill went up (Money Admin, Letter Reader if there's a letter). Call someone about the aircond noise in the kids' room.
> **Still stuck:** Lying awake about next year's school costs. Small next step: add school fees for next year to the Bill Map as a starred bill, so it's on paper, not in your head.
> **Family:** ASK partner, then answer mak about balik for Raya.
> **Stories worth keeping:** The youngest said "don't go to work" this morning. It stayed with you.
> **Ideas for my own thing:** A channel about kids' bekal recipes.

Look at what happened. A messy, bilingual, typo-filled week became five clear actions, one story and one idea, in 15 minutes.

WHEN IT GOES WRONG

- **"Voice typing gets my BM wrong."** That's fine. Claude can usually read through the typos. If a line is too garbled, it goes under "Unclear".
- **"The Dump got too long and I stopped."** You only ever sort since the last `--- sorted up to here ---` line. The old part can stay as it is.
- **"I talked about work in it."** Delete those lines before you paste. Better, keep work thoughts for work.
- **"I don't commute."** Use another dead moment: waiting at school pickup, washing dishes, the walk to the surau, the car park before you go in.

DONE TEST

- [ ] My Dump exists and is one tap away.
- [ ] I added to it on at least 4 days this week.
- [ ] I did one weekly sort, and moved the "Do next" items into my plans.
- [ ] I wrote the `sorted up to here` line.

RED LINES FOR THIS JOB

- Names become roles before you paste.
- Nothing from your job in the Dump you paste into Claude.
- Children's moments stay as feelings and roles, never names or photos.
- Hands-free only, and only where it's safe and legal.

WHAT I WOULD DO NEXT

What's next

You now have the whole home side running:

- You know where your week goes (Chapter 1).
- Bills, letters and receipts have a system (Chapter 2).
- Tomorrow and the week get planned before they happen (Chapter 3).
- Family asks get calm, clear answers (Chapter 4).
- Your head gets emptied every week (Chapter 5).

Give it a month. Then look at your Week Audit again. Some items will be gone. The hour after the kids sleep will start to feel like yours again.

What you do with that hour is your choice. Rest is a perfectly good answer. For me, it became the hour where I build my own thing. That's a different journey, and it's what I write about every Saturday in The Saturday Story.

Farhan Terubos

APPENDIX

Every prompt in this kit

#	Prompt	Chapter
1	Week audit	1
2	Bill Map	2
3	Next-month check	2
4	Letter Reader	2
5	Receipt summary	2
6	Tired-spending check	2
7	Night Plan	3
8	Week Plan	3
9	Re-Plan	3
10	Morning edge	3
11	Decide-my-order questions	4
12	Hard Message	4
13	Festive and balik kampung planner	4
14	Weekly sort	5
15	New commute questions	5



ABOUT ME

I'm Farhan

I have a full-time job. My wife works shifts, including night shifts. We have two daughters. On the nights my wife works, I do the school pickup, the taska pickup, the bath, dinner, revision and bedtime. What's left after the kids sleep is about an hour, sometimes an hour and a half.

Since mid-2026 I have used that hour, and Claude, to build my own small business beside my job: my website, a weekly newsletter, and three small apps.

Everything in this kit, I use at home first. Where I haven't solved something yet, I say so.

THE FINE PRINT

Please read this

- This kit is my own household experience. It is not legal, financial, tax or medical advice. For tax, check with LHDN or a licensed tax agent. For loans and debt, check with your lender or AKPK. For health, see a doctor.
- Claude is a product of Anthropic. I'm not connected to Anthropic, and this kit is not made or approved by them. "Claude" and "Anthropic" are their trademarks.
- Features and plans as checked on 13 November 2026. They change often.
- All worked examples are made up for this kit. No real person's details are used.
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