



# Scheduled Tasks

Tech Tip Tuesday #2 - by Nikita, High Impact Coaching

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## **What Scheduled Tasks Are (and why they matter)**

Last week we covered skills. Skills are the tasks you've taught Claude to do for you.

Scheduled tasks are the next layer. They let you fire any of those skills on a schedule. Daily at 8am. Every Tuesday at 9. Every weekday morning. Whatever you want.

The unlock: you stop having to remember to prompt Claude for the things you do every day. The morning briefing just shows up. The Tuesday review just runs. The skill does the work, the schedule does the triggering.

If there's anything you do on a recurring basis, this is how you automate it.

# Heads Up: Your Laptop Has to Be Awake

Before we set anything up, the most important thing to know:

*Scheduled tasks only run while your computer is awake.*

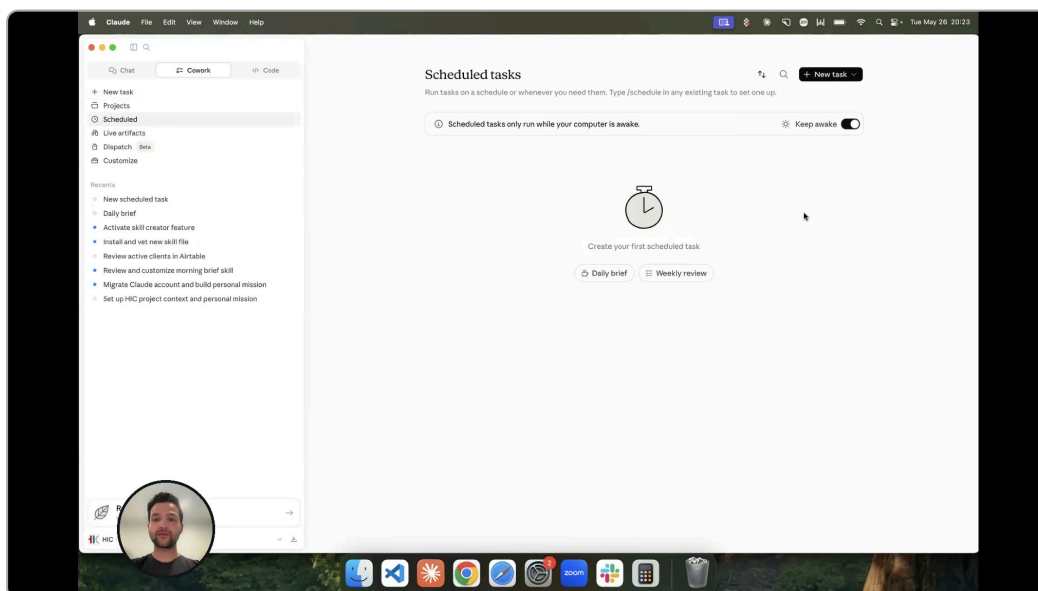
Right now Cowork runs these as a local agent on your desktop. So if your laptop's off, closed, or has no Wi-Fi when the task is supposed to fire, it won't run.

Two things help:

1. **The Keep Awake toggle** at the top of the Scheduled page. Flip it on and your laptop won't sleep, so the task fires on time. Flip it off if you only want tasks to run when you happen to be at your machine.
2. **The backtrack behavior.** If your laptop was off at 9am and you boot it up at 11am, the task runs immediately when you turn it on. So you don't lose the day's run, it just runs late.

Anthropic's working on a cloud version where some tasks can run without your laptop being on. Not here yet for Cowork. For now: keep your machine awake for anything time-sensitive.

To find it: left sidebar in Cowork, click **Scheduled**. You'll see the page below with the banner and the toggle.



# Method 1: Create With Claude (the easy way)

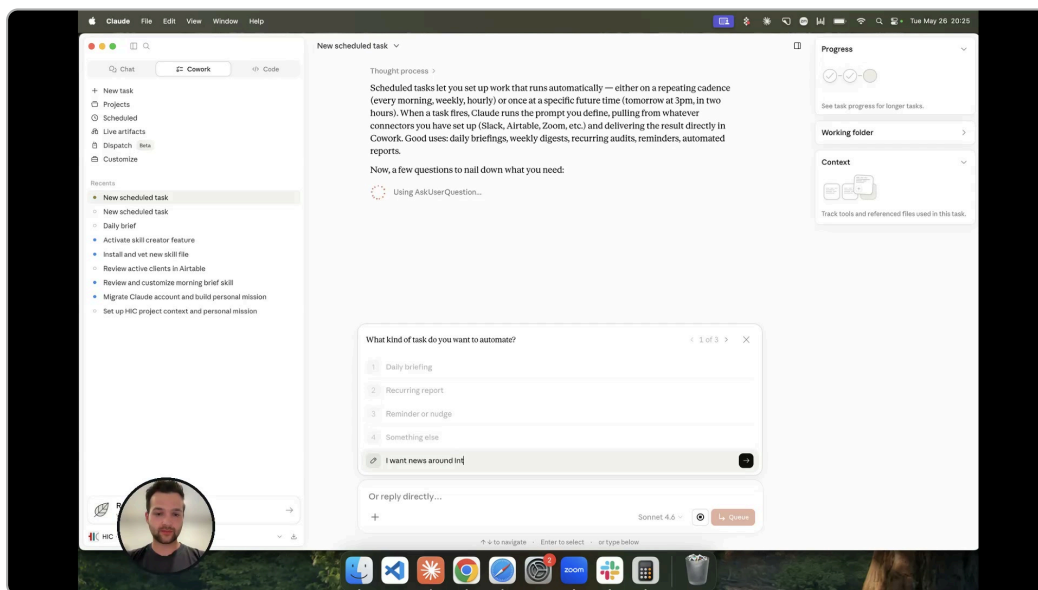
Top right corner of the Scheduled page, click **New task** and pick **Create with Claude**. It opens a chat and pre-fills the setup prompt for you.

From there, Claude walks you through it conversationally. It'll ask:

1. What kind of task do you want to automate (it even gives you starter options like Daily briefing, Recurring report, Reminder)
2. What day or days
3. What time
4. Anything specific it should know

You answer like you're chatting. In the example below I asked for an Instagram news brief covering platform updates and ads/marketing, every day in the morning.

At the end it asks if you want to schedule it. Say yes and it's done.

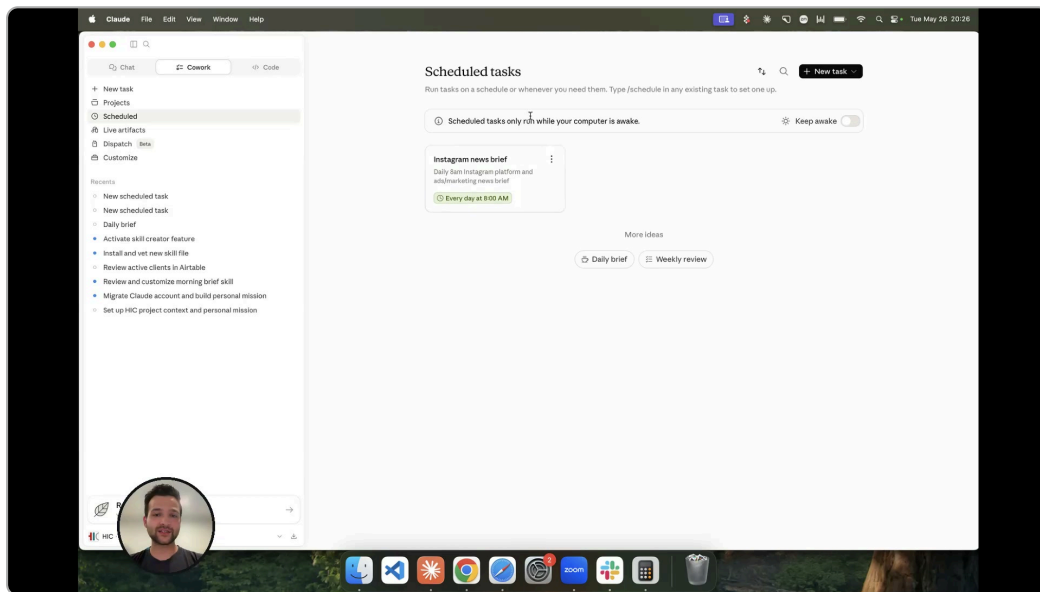


# What Your Saved Task Looks Like

Once Claude saves it, you'll see it in the Scheduled list. Each card shows:

- The task name
- A short description of what it does
- The schedule badge (e.g. *Every day at 8:00 AM*)

Below is the Instagram news brief I just created. Daily, 8am, with the description Claude wrote for it.



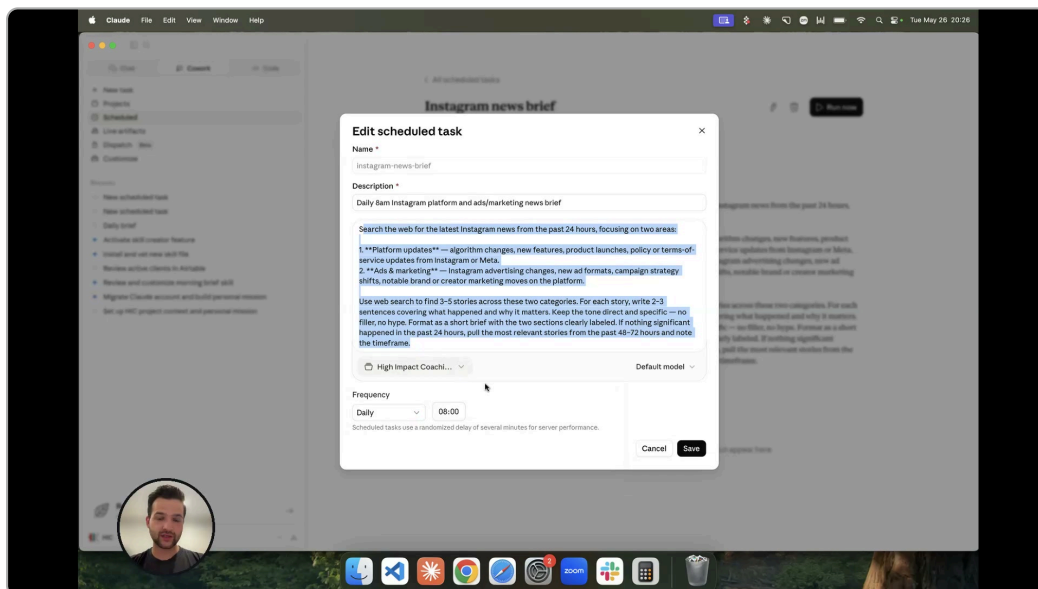
# Editing the Task: Set the Project and Model

Click the pencil icon on any task to edit it. This is where most people leave money on the table.

Two fields are easy to miss:

1. **Project:** default is no project, meaning Claude doesn't have your context. Set it to your main project (mine is High Impact Coaching) so every run has your data, your instructions, your skills loaded.
2. **Model:** pick based on the task. Sonnet for quick stuff like a daily brief. Opus for heavier research.

Set both, hit Save, and every run is now firing with the right context and the right model. Big difference in quality.



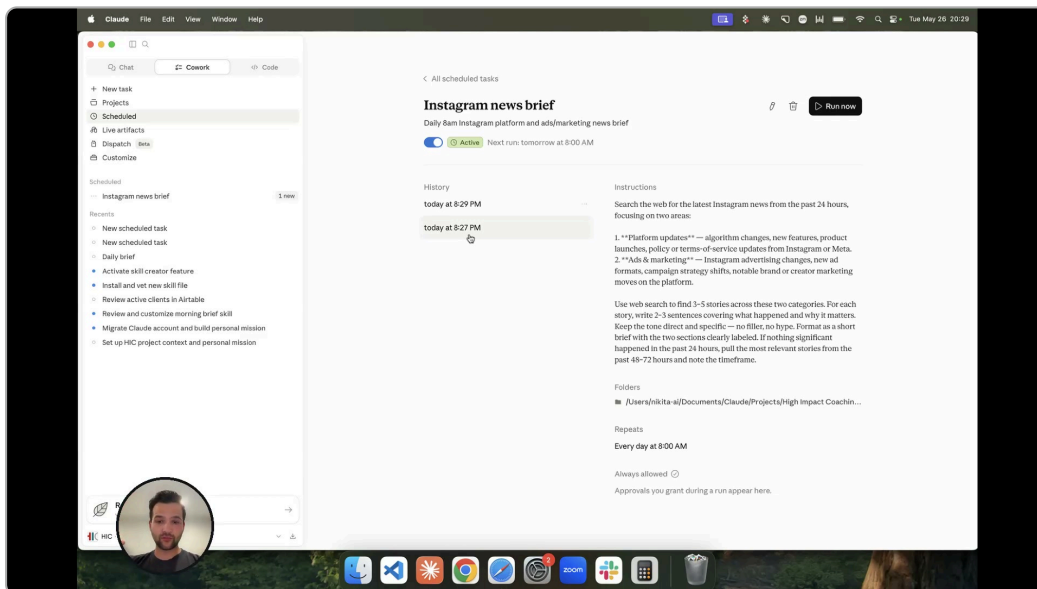
# Running Now, and Seeing the History

Click into any task and you'll see **Run now** in the top right. Useful when you don't want to wait until 8am tomorrow.

Each run shows up under **History** in the task detail. Run it twice, you see two entries. Run it for a week, you see seven, organized by day. Click any past run to open that chat and see exactly what Claude pulled together.

On the left sidebar, your scheduled tasks now appear in their own section (separate from Recents), so they don't get buried as you chat about other stuff.

One heads-up while it's running: some tasks ask you to **allow a connection** the first time (Slack, calendar, Airtable, etc). You'll click allow once and it remembers. Anthropic's working on an "always allow" toggle so you don't have to keep approving the same connections, but for now expect a few allow prompts on first runs.



## Method 2: Manual Setup + The Power Move

Click **New task** and pick **Set up manually** instead. Use this when you already know exactly what you want.

Fields:

- **Name:** what you'll see in the list (e.g. `good-morning-briefing` )
- **Description:** one line, what it does
- **Prompt:** what Claude actually runs
- **Project and Model:** same as above
- **Frequency:** Manual, Hourly, Daily, Weekdays, Weekly

Most people write a long prompt here. "Do this, then that, then that." That works.

The power move is way simpler. If you already have a skill that does the thing, just write:

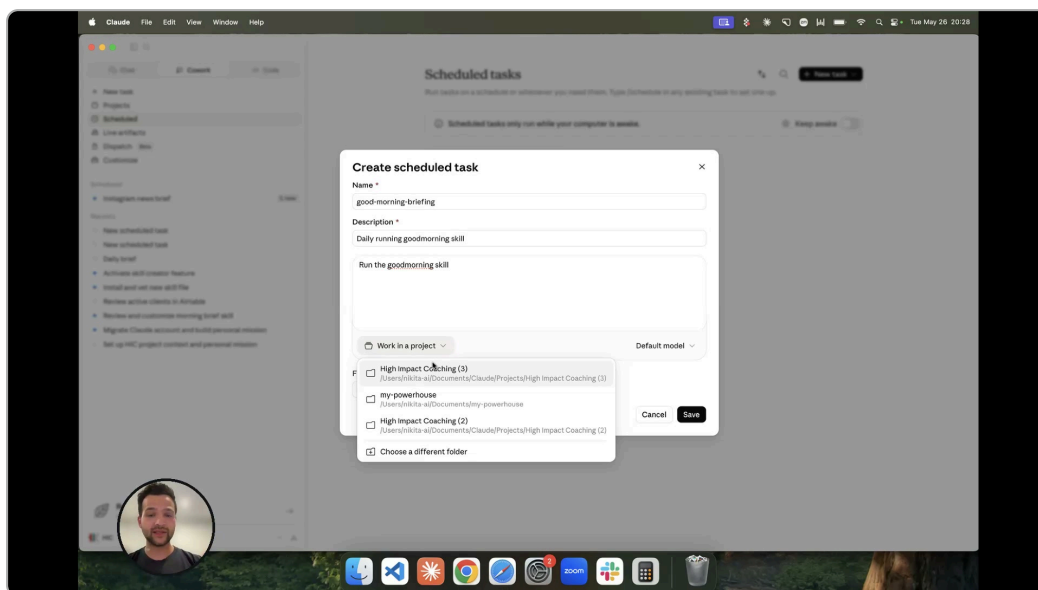
```
Run the [skill-name] skill
```

That's the whole prompt. One line. The skill handles everything because you already taught Claude how to do it once.

Examples I use:

- `Run the good-morning skill` : weekdays at 9am, handles inbox, calendar prep, homework, Q&A recordings
- `Run the tech-tip-tuesday skill` : Tuesdays after recording, builds the PDF and Slack post
- `Run the weekly-review skill` : Fridays at 4pm

You're not re-explaining the task every week. You taught it once, you scheduled it once, it runs forever.



## Coming Next

Pick one thing you do on a recurring basis this week. A morning routine. A weekly review. A daily news brief. Whatever. Schedule it.

If you already have a skill for it, the prompt is one line: `Run the [skill]` `skill` . Done in 30 seconds.

If you don't have a skill yet, build one first (Tech Tip Tuesday #1: Skills 101), then come back and schedule it.

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**Questions?** Drop them in the Slack channel. And share what you're automating. The point of these is building the muscle as a team.

Let's automate some things.