

# Starter Skills & Automations

The SKILL.md format in brief, then seven paste-ready skills to drop into a folder and run. None of them about code — change the specifics to your work, and they're yours.

## HOW A SKILL WORKS

### A skill is a folder.

A directory with one required file, `SKILL.md`, plus optional scripts and references. Name the folder for the skill: `weekly-report/` gives you `$weekly-report`.

### SKILL.md needs two fields.

`name` and `description`. The description does real work — it's how Codex decides to reach for the skill on its own.

### Two ways it fires.

Explicitly: type `$` and the skill's name in the composer. Implicitly: Codex picks it when your task matches the description.

### Scaffold your first.

Run `$skill-creator` — it builds the folder and the file for you.

### Custom prompts are out.

OpenAI deprecated custom prompts in favor of skills. Build skills.

## THE GALLERY — PASTE AND MAKE IT YOURS

### `$weekly-report` *a folder of updates → a digest you'd actually send*

```
---
name: weekly-report
description: Draft this week's status report from recent project
  files. Use when the user wants a regular digest of what changed.
---
```

Read the files I share. Pull what's new, decided, or at risk in each. Write a report grouped by theme, newest first, with a two-line "what needs attention" at the top. Keep it to one screen. Don't invent anything that isn't in the files.

### `$clean-this-data` *the unglamorous spreadsheet pass before analysis*

```
---
name: clean-this-data
description: Clean and sanity-check a dataset. Use when the user
  shares a spreadsheet or export that needs tidying before analysis.
---
```

Read the file I share. Normalize the columns (consistent dates, numbers, and labels), flag duplicates and obvious outliers, and list anything that looks wrong before you change it. Show me the issues first, with row references, then the cleaned version. Never silently drop a row.

### `$vet-this-source` *the analyst's reflex, written down once*

```
---
name: vet-this-source
description: Assess a source for reliability. Use when the user
  shares a link, study, or claim and asks whether to trust it.
---
```

Assess the source I share. Cover, briefly: who published it and whether they have a stake in the conclusion; when it's from, and whether that still holds; what the actual evidence is, versus what's asserted; and one thing I should check independently before relying on it. If you can't verify something, say so plainly.

## **\$brief-from-transcript** *pull a first draft out of a recording*

```
---
name: brief-from-transcript
description: Turn a raw transcript into a first draft. Use when the
  user has an interview, call, or meeting transcript and wants a
  brief, summary, or post out of it.
---
```

Read the transcript I share. Find the actual through-line, not just the order things were said. Quote the sharp lines verbatim and attribute them. Cut the filler. Mark anything that needs a fact-check with [CHECK] so I can see it. End with the open questions.

## **\$meeting-notes** *a messy recording → decisions and action items*

```
---
name: meeting-notes
description: Turn meeting notes or a transcript into decisions and
  action items. Use when the user shares notes from a call or
  meeting and wants the outcomes pulled out.
---
```

Read the notes I share. Pull out three things: decisions made, action items (each with an owner and a due date if one was given), and open questions left unresolved. Put action items at the top. If an owner wasn't named for a task, mark it [UNASSIGNED] rather than guessing. Keep it to one screen.

## **\$reconcile-numbers** *the cross-check you'd do by hand, written down once*

```
---
name: reconcile-numbers
description: Cross-check a figure across documents and flag
  mismatches. Use when the user wants the same number verified
  across several files or sections.
---
```

Find the figure I name in each document I share. List where it appears and what value it takes in each place. Flag every spot where the numbers disagree, with the exact source for each. Don't pick a winner or average them; show me the discrepancy and let me decide. If a document doesn't contain the figure, say so.

## **\$format-citations** *the tidying nobody enjoys*

```
---
name: format-citations
description: Normalize a list of references into one consistent
  citation style. Use when the user has mixed-format sources and
  wants them cleaned up.
---
```

Read the references I share. Put them all in the style I name (or ask which one if I didn't say). Flag any entry missing a piece the style requires, like a date or a page range, rather than inventing it. Keep the original order unless I ask to sort. List the entries you couldn't fully format at the bottom so I can fix them.

## **morning-triage** *build as a skill, then schedule it as an automation*

```
---
name: morning-triage
description: A daily pass over the inbox folder that surfaces only
  what needs a human and drafts the easy replies.
---
```

Read the items in the inbox I point you at. Sort them: needs a decision, needs a reply, FYI, ignore. For the "needs a reply" ones, draft a short response I can edit. Put the decisions at the top with one line each on what's at stake. Don't send anything; just draft.

**To run it on a schedule:** test the prompt by hand in a regular thread first, then set a daily schedule (or a cron line for an odd cadence). Findings land in your Triage inbox.