



The Claude Code Starter Card

5 Things Your Team Can Stop Doing Manually — Starting This Week

A free resource from Summone Consulting

Card 1 — Summarise a Document in 90 Seconds



The Problem

A 40-page board pack, supplier tender, or client report sitting on your desk. Two hours to read. Thirty minutes to summarise. Every week.

The Prompt

"Read this document and produce a 3-page executive briefing. Structure it as: (1) Key decisions required, (2) Critical risks identified, (3) Recommended next steps. Use plain English. No jargon."

What You Get

A clean, structured briefing that surfaces what matters — in under two minutes.

Works For

Board packs, tender documents, legal contracts, compliance reports, supplier proposals.



Card 2 — Draft a Proposal from Bullet Points

The Problem

You know exactly what the client needs. Writing it up as a polished proposal takes three hours you don't have.

The Prompt

"Turn these bullet points into a professional consulting proposal. Match this tone: [paste a previous proposal or email]. Keep it under 2 pages. Include: executive summary, scope of work, deliverables, timeline, and next steps."

What You Get

A first draft that sounds like you — ready to edit, not start from scratch.

Works For

Sales proposals, project scopes, engagement letters, client briefs.

Card 3 — Read a Spreadsheet Like a CFO

The Problem

Three tabs of data, four hours before the board meeting, and someone is asking what it means.

The Prompt

"I'm going to paste financial data. Tell me: (1) What's trending in the wrong direction, (2) What looks unusual or needs explanation, (3) What the three most important numbers are and why. Don't produce charts — give me a written analysis."



What You Get

A written financial narrative in plain English. No pivot tables. No charts. Just the story the data is telling.

Works For

Management accounts, pipeline reports, project budgets, sales performance data.

Card 4 — Prepare a Meeting Brief in 10 Minutes

The Problem

You have a call in an hour with someone you've never met. You know their name and company. That's it.

The Prompt

"I'm meeting [Name] from [Company] in one hour. The objective is [your goal]. Using what you know about this company and role, give me: (1) Three things they likely care about most, (2) Two risks they're probably managing, (3) Three questions I should ask in this meeting."

What You Get

A one-page brief that makes you sound like you've done a week of prep.

Works For

Sales calls, board meetings, investor meetings, new client introductions.



Card 5 — Write a Script That Cuts Hours from a Repetitive Task

The Problem

Someone on your team copies data from one system to another every Monday. It takes two hours. Nobody questions it because it's always been done that way.

The Prompt

"I need to automate this task: [describe exactly what happens step by step]. What are my options? If a simple script would work, write it for me and explain every line in plain English so I can run it myself."



What You Get

A working solution — or a clear explanation of the fastest path to one. No developer required for most tasks.

Works For

Data entry, report generation, email formatting, file renaming, system exports.

What's Next

You've got the prompts. Now you need the process.

Most teams that try to adopt AI on their own hit the same three problems:

No Clear Starting Point

They don't know where to start, so they start everywhere.

Can't Make It Stick

They get good results in isolation, but can't make it stick in the team.

No Way to Measure Impact

They can't measure whether it's actually saving time or money.

- ✔ **That's what Summone Consulting fixes.** In 8 weeks, we identify your five highest-impact automation opportunities, build them into your existing workflows, and train your team to own them. No new software. No IT project. No consultant visits after week 8.

To find out if this is right for your organisation:

Connect with Steven Summone on LinkedIn or email: steven@summone.co.uk

Ready to Reclaim Your Team's Time?



Summarise Documents

Turn 40-page reports into 3-page briefings in 90 seconds.



Draft Proposals

Go from bullet points to polished proposals in minutes.



Analyse Data

Get plain-English financial narratives without pivot tables.



Prepare Meetings

Walk into any meeting sounding like you've done a week of prep.



Automate Tasks

Eliminate repetitive manual work without a developer.

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