

Record the work once and *repeat it* with Claude.

Turn an on-screen task into a reusable Claude or ChatGPT skill with narration, clear boundaries, and human review.

A repetitive task does not always need an API before you can automate it. If you can demonstrate it through the screen, clicks, typing, and an explanation of why each decision is made, that demonstration can become a reusable procedure.

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01

Repetitive work is hidden knowledge

A different way to see the task

Many tasks repeat not because they are intellectually difficult, but because someone has to remember a sequence of screens, decisions, and exceptions.

A demonstration preserves two layers: mechanics - which screen and button to use - and judgment - what you are looking for and how you know the work is complete.

THE CENTRAL IDEA

Do not record everything you do on a computer. Record one concrete, repeatable outcome: prepare a report, classify rows, or review campaigns.

A good candidate happens often, has a clear beginning and end, uses tools you can already open, and produces something another person can review.

02

What Record a skill captures

The feature in concrete terms

The Claude/Cowork modal in the video is labeled **Record a skill**. It explains that the screen, clicks, typing, and voice are captured, then sent to Claude so it can propose a repeatable skill.

DOCUMENTED AVAILABILITY

Anthropic documents recording in Cowork on Claude for Mac for Pro, Max, and Team plans. According to the page reviewed August 1, 2026, it is not available in chat, Windows, Free, or Enterprise.

In Claude, skills are folders of instructions, scripts, and resources that load dynamically when they are relevant. That layer also exists outside recording and requires code execution to be enabled.

The equivalent feature in ChatGPT/Codex is called **Record & Replay**. OpenAI documents it in the ChatGPT desktop app for macOS while using Codex: demonstrate a workflow once and turn it into a reusable skill. Do not confuse it with **ChatGPT Record**, which records conversations and voice notes. The documented path is **ChatGPT/Codex > Plugins > + > Record a skill**, and Computer Use must be available and enabled.

03

Prepare a safe task before recording

Quality starts before the capture

The quality of the result is decided before you press **Start recording**. Choose a workflow, not an intention.

Weak task: “organize my operations.” Strong task: “every Friday, open the dashboard, filter the previous seven days, identify the five campaigns with the highest CPA, export the table, and save it in a folder.”

Before recording:

- close private conversations, passwords, tokens, and unrelated documents;
- prepare a view with non-sensitive data;
- open only the applications the task needs;
- define where the expected result should end up;
- decide what to do when a file is missing, a date changes, or an error appears.

OUTCOME

You can define done and another person can review the result.

DATA

The screen contains no secret or unnecessary information.

SCENE

Only the applications needed for the workflow are open.

EXCEPTIONS

You know what should happen when a file is missing or an error appears.

SAFETY RULE

The interface warns you not to type passwords or secrets and not to show sensitive information or private conversations while recording.

04

Make the recording useful

The capture flow

The documented route in Claude for Mac is:

1. Open Cowork in Claude for Mac.
2. In the composer, select **+ > Record a skill**. You can also use **Customize > Skills > Add > Record your screen**.
3. Read the warning and press **Start recording**.
4. Complete the task normally. Keep the microphone on if you will narrate.
5. Press **Done** when complete. If the demonstration drifted, choose **Discard**.

The capture bar shows that recording is active and counts the steps. Anthropic says a recording can last about ten minutes and displays a countdown when roughly one minute remains.

OPENING SCRIPT

I am going to demonstrate a repetitive task called: [WORKFLOW NAME].

The final result must be: [VERIFIABLE OUTPUT].

The task begins when: [START CONDITION].

The task ends when: [END CONDITION].

These are the sources it may use: [APPS, FOLDERS, OR VIEWS].

These are the things it must not touch: [DATA, ACTIONS, OR ACCOUNTS].

05

Narrate the judgment behind the clicks

Explain the why

Voice keeps the result from becoming a brittle choreography of clicks. Anthropic recommends speaking while you work because narration explains why you skip a step or choose one option over another.

Use these five phrases whenever a decision appears:

- **“I am looking for...”** names the signal.
- **“I consider it valid when...”** defines the criterion.
- **“In this case I choose... because...”** explains the preference.
- **“If ... appears, then...”** records an exception.
- **“Do not...”** marks a boundary.

NARRATING A DECISION

```
I am looking for rows that meet [CRITERION], not merely rows with [SIMILAR SIGNAL].  
I consider it valid when [OBSERVABLE CONDITION].  
In this case I choose [OPTION] because [REASON].  
If [EXCEPTION] appears, stop and flag it for human review.  
Do not take [RISKY ACTION] without showing me a preview first.
```

Include at least one safe exception: what happens when there are no results, a date is empty, or a button does not appear. You do not need to create a real failure; describe the fallback.

06

Review the skill before saving

Approve or discard

After you press **Done**, Claude starts a Cowork task and reviews the recording. It may propose a new skill labeled **NEW** or an update to an existing skill.

Before choosing **Save** or **Update**, inspect scope, trigger, boundaries, and output. If the demonstration drifted, **Dismiss** is a good decision: the next version can be more focused.

REVIEW	QUESTION
Scope	Does it solve one task or try to do everything?
Trigger	Does the description explain when it should be used?
Boundaries	What must it never send, delete, buy, or modify without confirmation?
Output	What remains, where does it go, and how is it verified?

Anthropic says video and audio are not retained after review. Screenshots from the session remain inside the Cowork task and are removed when that task is deleted.

APPROVAL CRITERION

If you cannot explain the skill on one page and review its output in under five minutes, it is still too broad. **Dismiss** does not mean failure; it means the demonstration needs a narrower second pass.

07

Turn a demonstration into an operating procedure

The minimum specification

Recording gives you a draft. Complete these fields so the skill still works next week:

FIELD	WHAT IT SHOULD ANSWER
Name	What would someone call it when they need it?
Description	When should it activate, and what result does it produce?
Input	Which files, views, or data does it require?
Procedure	What are the steps and decision criteria?
Exceptions	When should it stop, ask, or use a fallback?
Output	Which file, table, message, or change should remain?
Review	How can someone confirm the result is correct?

MINIMUM SKILL SPECIFICATION

```
name: weekly-campaign-report
description: Prepare the weekly campaign report from the previous 7 complete days.
```

Input:

- Connected advertising dashboard.
- Range: previous 7 complete days.
- Folder: reports/campaigns/

Procedure:

1. Confirm the account and date range.
2. Filter and sort CPA from highest to lowest.
3. Export the five campaigns with the worst CPA.
4. Show a preview before sending.

Boundaries:

- Do not change budgets.
- Do not pause campaigns.
- Stop if the account or date range is unclear.

Output:

- One CSV and a five-line summary.

Official skill guidance recommends keeping each skill specific and repeatable, writing clear instructions, including examples when useful, and defining when it should run. Recording needs the same things:

narrow scope and visible judgment.

08

Use it on demand or on a schedule

Choose the right mode

Claude loads skills dynamically when they become relevant. To improve activation, describe the result and mention the skill name.

USE A SAVED SKILL

Use the [SKILL NAME] skill to complete [OUTCOME].

Work only with [ALLOWED SOURCES].

First confirm the account, date range, and output folder.

Return a preview before sending, sharing, deleting, or modifying anything.

If a source is missing or a decision is not covered, stop and ask me.

Anthropic confirms that scheduled Cowork tasks can use installed skills and plugins. They are available on paid plans and run remotely. A scheduled task cannot depend on a folder on your computer; if the workflow needs local files or apps, leave a manual step or use a compatible remote environment.

SCHEDULED TASK WITH BOUNDARIES

Every [DAY AND TIME], run the [NAME] skill to prepare [OUTPUT].

Use only [SOURCES]. Save the result in [ALLOWED LOCATION].

Do not send, publish, delete, or modify data without showing me a preview.

If a source is unavailable or data is missing, mark the task pending instead of guessing.

09

Privacy, permissions, and real limits

What not to delegate blindly

While recording, everything visible on screen and everything you say becomes part of the capture sent to Claude to build the proposal. Treat it as shared information, not as a private video that disappears without consequence.

- Recording captures what is visible and spoken; it cannot infer intentions you never explain.
- A change in layout, account, permission, or field name can break the recorded route.
- Skills can contain scripts or resources and should be reviewed before enabling, especially when they come from someone else.
- Actions with real consequences need a human review point.
- Scheduling uses the task's context and capabilities; never assume it can access the same local files.

AVAILABILITY IS NOT A UNIVERSAL GUARANTEE

Record a skill is documented for Cowork in Claude for Mac on Pro, Max, and Team. General skills are documented for Free, Pro, Max, Team, and Enterprise when code execution is enabled. Verify the account, version, and configuration before promising the workflow to a client.

BEFORE

Remove secrets, private sessions, and data the workflow does not need.

DURING

Explain judgment, exceptions, and actions the skill must never take.

AFTER

Read the proposal and test it with low-risk data.

ALWAYS

Require a preview before sending, publishing, deleting, buying, or modifying.

10

The one-afternoon plan

Install it today

01

List five repetitive tasks that currently depend on your memory.

02

Choose one with a clear start, output, and low risk.

03

Prepare a clean scene with test or non-sensitive data.

04

Write the opening script and end condition.

05

Open Cowork in Claude for Mac and find + > Record a skill.

06

Record a short demonstration while narrating decisions and exceptions.

07

Press Done and read the complete proposed card.

08

Save only when scope, boundaries, and output are clear.

09

Test with a second input that is similar but not identical.

10

If scheduling it, define sources, location, boundaries, and preview.

THE MEASURE OF SUCCESS

The goal is not for AI to do everything alone. The goal is for work that existed only in your head to become a procedure you can review, repeat, delegate, and improve.

Sources consulted

- [Anthropic - How to create custom skills](#)
- [Anthropic - What are skills?](#)
- [Anthropic - Schedule recurring tasks in Claude Cowork](#)
- [Anthropic - Get started with Claude Cowork](#)
- [OpenAI - Record & Replay](#)

Research reviewed August 1, 2026. The video confirms the Claude/Cowork name and visual flow. OpenAI's first-party source confirms the equivalent **Record & Replay** feature for ChatGPT/Codex on macOS. Account, region, version, and availability should still be checked in the app.