

FRONT · CONNECT IT

Wire Claude into your real work.

Connect only what the job needs. You approve each link and can switch it off at any time.

01

Google Drive

Open current files directly — not the copy someone attached yesterday.

Settings → Connectors → Drive

02

Gmail

Find and summarise the real thread before drafting the reply.

Settings → Connectors → Gmail

03

Google Calendar

Work from the actual week and turn decisions into scheduled actions.

Settings → Connectors → Calendar

04

Chrome extension

Put Claude beside the page you are reading. Use it when that page is the source.

Chrome Web Store → Claude

— BACK · KEEP IT SHARP

Three habits beat a bigger plan.

1

One topic, one chat.

Start fresh when the job changes. Long chats bury the brief and make the answer worse.

2

Connectors off when unused.

Do not drag Drive, Gmail, or Calendar into work that never needed them.

3

Load once, not daily.

Project files are cached. Keep the BOQ in its Project instead of re-uploading it every morning.

One shared allowance

Chat + Cowork + Code share the rolling five-hour window and weekly cap. Switching model does not reset it.

US plans

\$20

Pro

\$100

Max 5x

\$200

Max 20x

Long chats make Claude worse, and you pay more for the worse answer.

Lead on quality. Lower waste is the second argument.