PROMPT
WORKS
STUDIO

NEWSLETTER

November 2026

From **Chad Maxwell**, Prompt Works Studio, Toowoomba · Sent Tuesday 3 November 2026
Drafted with Claude. Checked and approved by Chad Maxwell.

I started Prompt Works Studio to help people find their way through this new world of AI.

It's moving fast. Most of the programs you already use now have some AI built in, and they all make big promises. Maybe you're not seeing them. Maybe you've tried an AI feature and found it just made a system that already works more complicated.

I want to help you see what your options are, how you're using AI now, and where it could do more for you. Most of all, I want you to feel confident making decisions about AI, and to get results you can actually measure.

The choices businesses make about AI right now will matter for years. Prompt Works Studio runs on AI itself, so the advice I give comes from using it every day. I can help you see what's already working well and what could be better.

If you're not sure what to make of all this AI stuff, I'm here to help you get a clear picture. Book a call and let's have a chat.

Chad Maxwell - Prompt Works Studio Founder

Claude's updated Usage Policy takes effect on 12 November

Anthropic says the requirements for high-risk uses haven't changed, and the new version sets out more clearly which uses they cover.

They apply when Claude is used to make what Anthropic calls a high-risk recommendation. That's one that could affect a person's health, legal rights, finances, livelihood or access to essential services. Before a recommendation like that is given to someone who might rely on it, a qualified person has to review it properly and have the authority to change it. And the person it's for has to be told AI was used.

For example, if Claude drafts a letter telling a client whether they're eligible for a government benefit, someone qualified in your business needs to check that letter, and be able to change it, before it's sent.

Read Anthropic's announcement · Read the full write-up on the blog

How I set up Claude in your line of work: accounting · health · legal · real estate

ONE THING TO TRY THIS WEEK

List every task where you or your team use Claude to make a recommendation that reaches a client. Then mark any that are on the policy's list: legal advice or documents, someone's taxes, health, hiring, shifts or pay, or rental applications. Under the policy, those need a qualified person to review them before they go out, and the client has to be told AI was used. It takes about ten minutes, and the list is a good starting point for an AI use policy.

How I write an AI use policy for a business

From my desk: how routines cut my weekly blog time by 44%

I publish a blog every week. I've set up routines in Claude that find each month's topics, draft each blog and its social posts, and get

everything ready for approval before it's published. Here's what that's worth, from my own task clock:

My first blog and its posts, done without the routines	**2.87 hours**
Blogs 2 and 3, with the routines (average, fixes included)	**1.6 hours**
Time saved per blog	**1.27 hours**
One-off time to build the routines	**7.16 hours**
Pays for itself after (7.16 ÷ 1.27)	**about 6 blogs**

At one blog a week, the build time is paid back in about six weeks. From then on, that's 1.27 hours saved every week, or about 66 hours a year (1.27 × 52). The build figure covers the main build and not later tweaks, so treat these numbers as a rough guide. If there's a task in your business that runs the same way every time, it may suit the same approach. How I'd build one for you

What's changed since last time

- **Docs, Slides and Design are on every Claude plan now**, the free one too (8 Oct). Worth knowing if you pay for a separate tool for presentations.
  Source: Claude
- **Claude works inside Google Docs, Sheets and Slides** (6 Oct). It's in beta on paid plans. If your business runs on Google Workspace, it may be worth trying.
  Source: Claude
- **Your privacy policy may need updating from 10 Dec.** If you're covered by the Privacy Act and use personal information in automated decisions that could affect people's rights or interests, your privacy policy will need to say so. On the blog: keeping client details safe with AI.
  Source: OAIC

- **Claude Duet** is a new app for "professionals and small business owners" that asks before it sends, pays, signs or deletes anything. For now it's a research preview by waitlist, starting in the US. I'll cover it properly on the blog on 10 Nov.
  Source: Claude

Coming up on the blog this month

Claude Duet

A new Claude app built for "professionals and small business owners". It asks before it sends, pays, signs or deletes anything.

On the blog Tue 10 Nov

Where your files go now

What changes when Claude does its work in Anthropic's cloud, and what that means for client files.

On the blog Tue 17 Nov

When Claude goes down

Every online service has outages. A simple plan B for the work that can't wait.

On the blog Tue 24 Nov

Worth a read if you missed them

Which Claude plan, and why your usage runs out

What eats your usage, and what I'd check before you pay for a bigger plan.

Giving AI access safely

AI tools can click, type and send for you now. Here's what I'd check first.

Keeping client details safe with AI

What the privacy regulator says, and six things to check.

How I can help

Not sure where AI fits yet? The Audit is a visit to your office and a written report on where AI fits in your admin. Find out about the Audit

Already using Claude but not getting the results you expected? The Fix-up

Starting from scratch? Claude set up properly for your team

Prompt Works Studio Toowoomba, Queensland chad@promptworksstudio.com.au

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