



FREE KIT // BUILD WITH AI

The Boss Kit

How to run one AI agent that works while you sleep,
and still know what it did. A starter folder you can use
tonight, and the guide to using it.

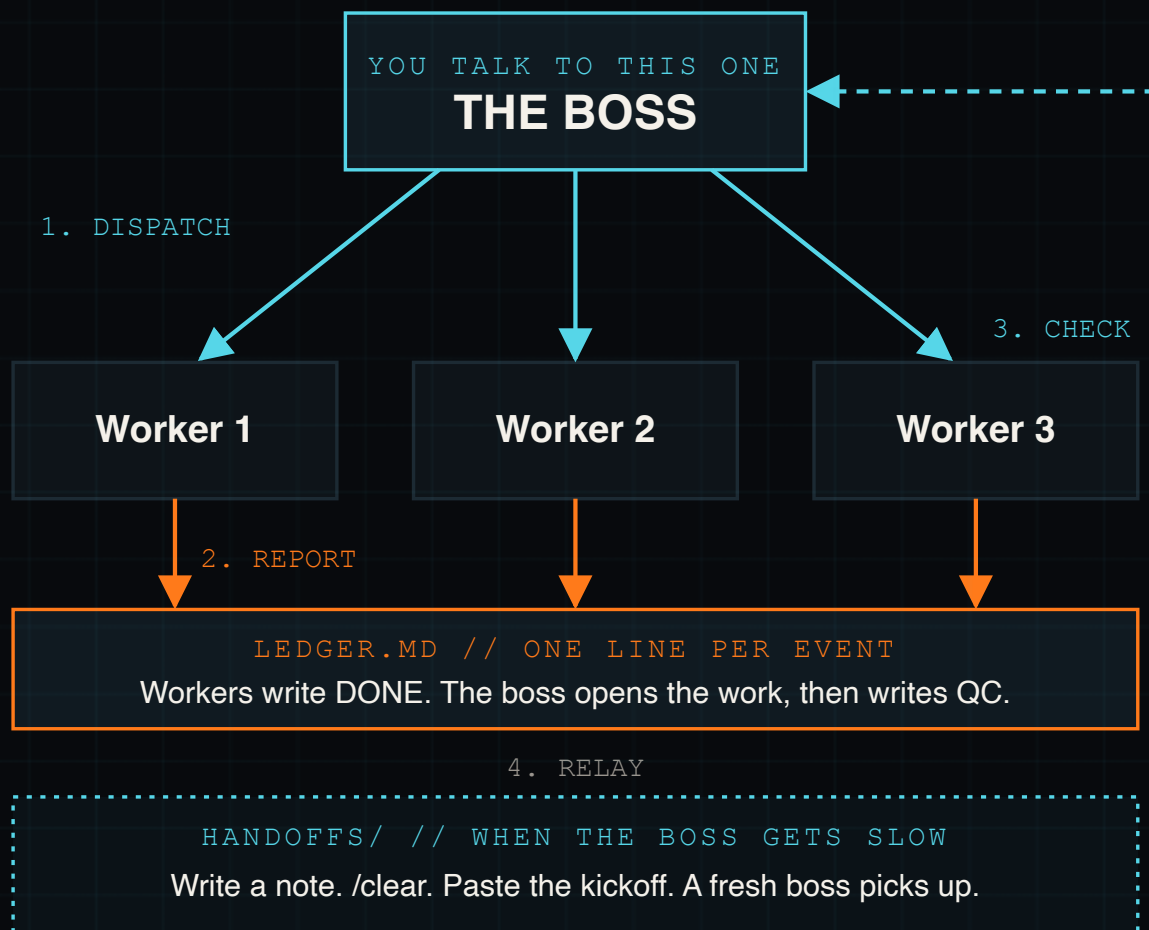
5 RULES

4 FILES

15 MIN FIRST NIGHT

Boss, workers, ledger, handoff.

That is the whole system. One boss session runs the other sessions. Everything it knows, it knows from a few plain text files, so everything it did, **you can read too.**



WHY THIS WORKS

The boss never does the long work, so it never runs out of room. The workers never talk to you, so you never get a wall of text. The ledger is one file, so a night of work reads in five minutes.

Five rules. **All of them** are already in your **CLAUDE.md**.

1

Be the boss. Hand off the long work.

The boss manages. Workers do the line work. Every worker prompt answers four questions: why, scope, ceiling, how to report.

WHY A boss that does the work gets tired, forgets, and runs out of room. A boss that only manages can run all night.

REAL One night I handed it five jobs, including a render that took hours. It ran them as workers and handed itself off 7 times. I was asleep for every one.

2

Never trust a "done." Check it.

When a worker reports DONE, the boss opens the real work: reads the file, runs the code, looks at the frames. Then it writes a QC line: what it checked, the numbers, PASS or FAIL.

WHY Workers are not lying. They are confident, and confident is not correct.

REAL A worker reported four finished videos for a client. The boss opened them and found one end card with no logo, a stale link in a template. It sent the job back, then wrote PASS at 6:20 AM.

3

Ask first. Draft, stage, stop.

Sending, buying, publishing, deleting, force-pushing, touching passwords, or sending private data outside: all wait for you. The agent writes the draft and stops with QUESTION FOR ME.

WHY You can undo a slow morning. You cannot undo a sent email.

REAL A worker needed to change something in a browser account and hit an approval prompt. It wrote "blocked, needs approval, nothing done" and stopped. It did not look for a way around.

Cap it. Write it down.

4 Every worker has a ceiling.

Default in your file: \$2 or 15 minutes. Headless runs use `--max-budget-usd 2`. At the limit, a worker stops and says BLOCKED. Three workers at once, max.

WHY A worker that cannot overspend cannot surprise you. And a computer running six things makes every one of them sloppy.

REAL The one thing I would not repeat from that night: too many workers at once on one computer. Now I run a few and let the rest wait.

5 The ledger is the memory.

One line per event, append only, never edit an old line. Every DONE has a path to the result. No path, it did not happen.

WHY A fresh session knows nothing. The ledger, the fleet table and the newest handoff are everything it has to go on, and everything you have to check on it.

REAL One night's log came out to 9 things done and 8 questions waiting for me. I read it in minutes because every worker wrote exactly one line.

THE MORNING CHECK // 5 MINUTES

- 1 Read the new ledger lines** from the top. `tail -30 ledger.md`
- 2 Every BLOCKED:** answer it, raise the ceiling, or kill it.
- 3 Every DONE with no QC line:** open the work yourself, or have the boss show you its check.
- 4 Update fleet.md.** Move finished workers down, pick the next job from the Queue.

Do this tonight.

1

Unzip and open it 2 MIN

Unzip the kit, open a terminal.

```
cd ~/Downloads/boss-kit
claude
```

2

Give it the practice job 3 MIN

Four short notes are in `example-job/notes/`. Paste:

```
First job. Summarize every .md file in example-job/notes/ into
one page at output/summary.md. Follow the rules in CLAUDE.md,
including the ledger.
```

3

Check it yourself 3 MIN

Run `cat output/summary.md`. Four notes, four sections. The print shop price should be \$240.

4

Write the QC line 1 MIN

Tell it what you checked and that it passed. Then `tail -5 ledger.md`: a DONE line and a QC line. That pair is the whole system.

5

Hit the slow point 3 MIN

Ask it to write a handoff into `handoffs/`. Next action: write a headline for each section into `output/headlines.md`.

6

Clear, paste, watch 3 MIN

Type `/clear`. Paste the box from `KICKOFF.md`. It reads the rules, ledger and handoff, tells you what it picked up, and does the next action. That is a relay, done by hand.

Five failures, **one-line fixes.**

1

A worker says done and it is not.

FIX Open the work before you write QC. Never QC from the report.

2

The session gets slow and forgets.

FIX Handoff, `/clear`, paste the kickoff. Around 50 turns, not 150.

3

It keeps re-reading the same files.

FIX "Work from what you know. Re-read only if you are about to change it."

4

Too many workers, everything crawls.

FIX Three at a time. The rest wait in the Queue in fleet.md.

5

It sends or deletes without asking.

FIX "Stop, that is an ask-first item." Add the exact thing to Rule 3 in CLAUDE.md. Keep real passwords out of the folder.

WHERE DID IT BREAK FOR YOU?

Reply to the email this kit came with. I read every one, and what breaks for you is what I build next.

Adam Garceau