// FREE GUIDE · 6 SECTIONS · BY JOSH POCOCK

Plan your week with Claude

Plan your week with Claude, straight from your real calendar

Add One to Claude once, set your calendar to read only, and ask Claude what your week looks like and what you can move. Made in paid partnership with One (#ad), with the eight prompts I use to plan my week.

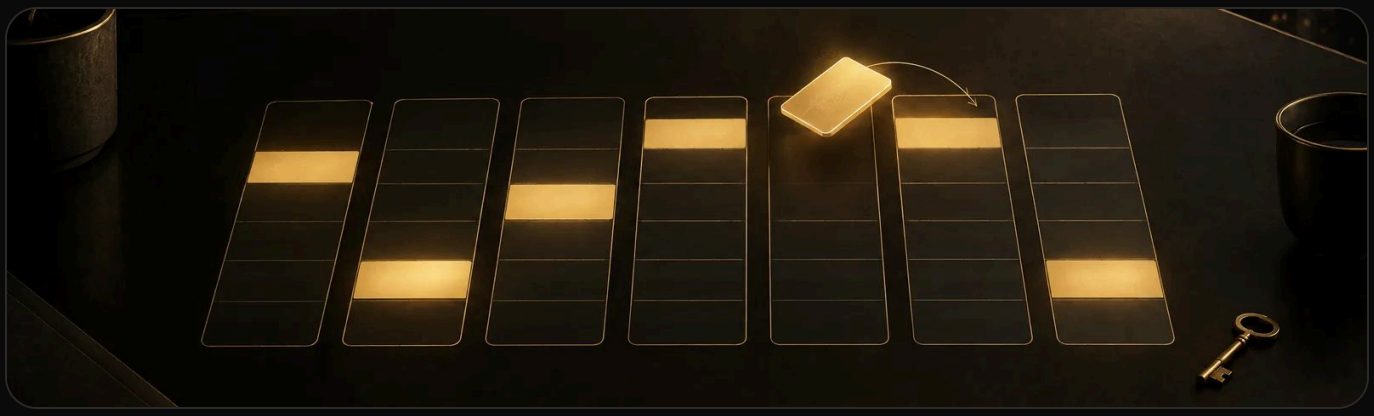
TERMINAL · BOOT

```
# connect once, then ask about your week
$ Claude > Customize > Connectors > Add custom connector
$ https://mcp.withone.ai/mcp
✓ Connected to One.
> Using One, what does my week look like, and what can I move?
```

Connect for free at withone.ai →

Read it on the web: strideaiacademy.com/r/plan-your-week-with-claude

Read only is a setting you choose in One, and you can change it or cut Claude's access there any time.



SECTION 01

The one prompt

Connect One to Claude once (six steps below, about a minute), then paste this into a new chat:

PROMPT

```
Using One, what does my week look like, and what can I move?
```

01 **Add custom connector**
Customize > Connectors in Claude

→

02 **Name it One**
Paste the link below

→

03 **Calendar on Read only**
You pick what Claude can reach

→

04 **Ask about your week**
Claude asks before each action

The connector link

>_ TERMINAL

```
https://mcp.withone.ai/mcp
```

Make your free One account first at withone.ai and connect your calendar there. It's free to connect.

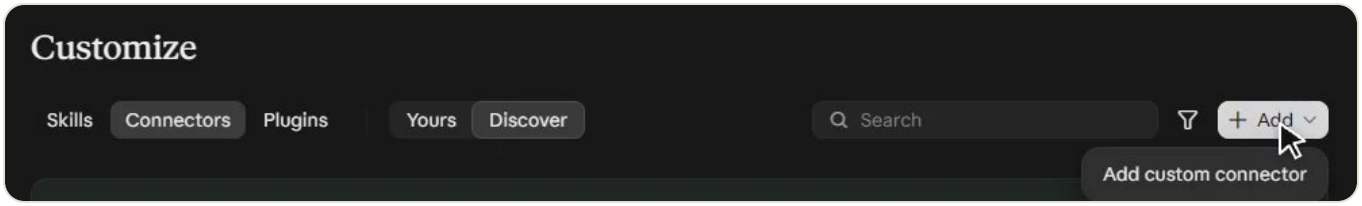
SECTION 02

The setup, click by click

This is exactly how it works on claude.ai today. The Claude desktop app has the same screens.

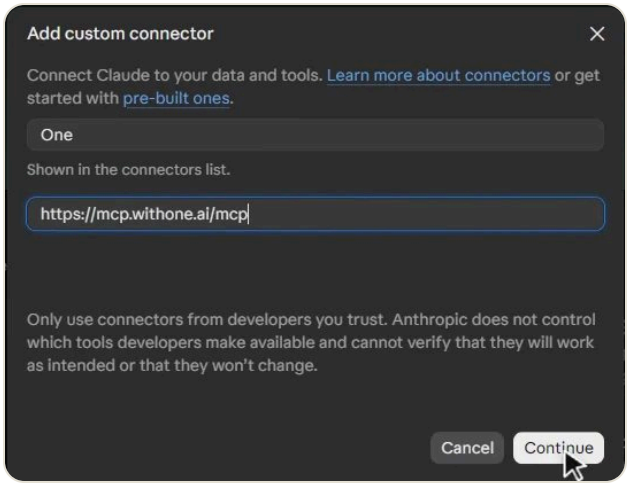
1. Add a custom connector

In Claude, open **Customize**, then the **Connectors** tab. Click **Add**, then **Add custom connector**.



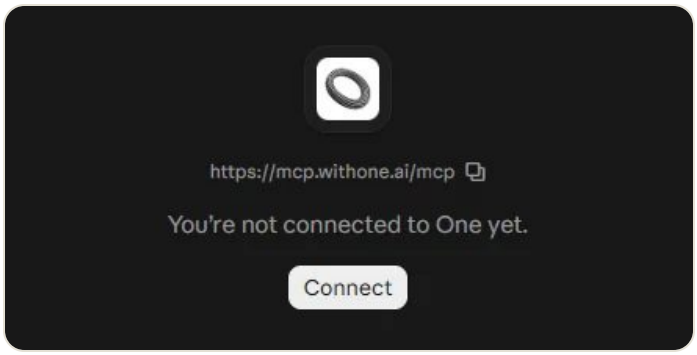
2. Name it One and paste the link

Type **One** as the name and paste `https://mcp.withone.ai/mcp` as the URL. Click **Continue**.



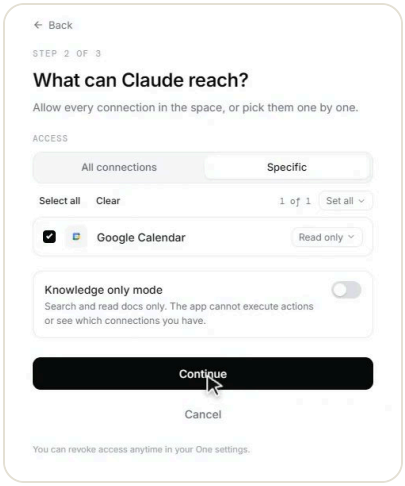
3. Add, then Connect

Click **Add**. Claude opens One's connector page and says you're not connected yet. Click **Connect**.



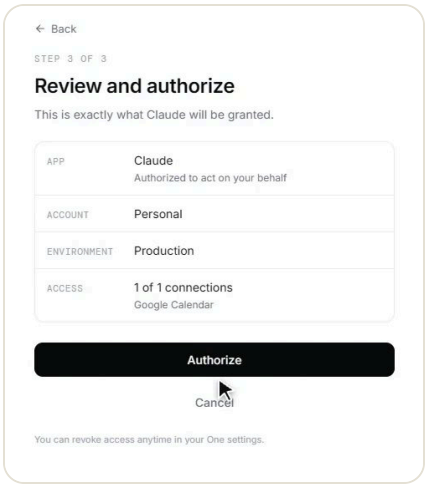
4. Pick what Claude can reach

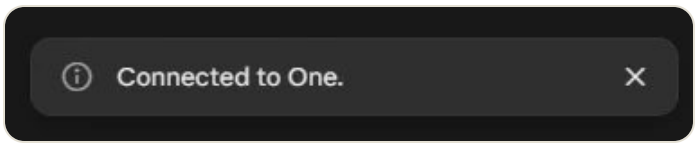
One opens its own screen. Choose where Claude works (I picked **Production**) and click **Continue**. Then pick **Specific** and set **Google Calendar** to **Read only**.



5. Authorize

One shows exactly what Claude will get. Click **Authorize**. You land back in Claude with **Connected to One.**





6. Turn One on in a new chat

Start a new chat, click **+**, open **Connectors** and make sure **One** is switched on. Then paste the prompt above.

SECTION 03

The prompts I use to plan my week

Start each one with "Using One" so Claude knows to check your calendar. Paste them as they are, or swap in your own day or time.

See the week and what can move

PROMPT

```
Using One, what does my week look like, and what can I move?
```

What you get: your week laid out day by day, plus what you could move or skip.

Find time to focus

PROMPT

```
Using One, find me two 90-minute focus blocks this week where nothing is booked.
```

What you get: two open 90-minute slots you can block off for deep work.

Start tomorrow right

PROMPT

```
Using One, what's on my calendar tomorrow, and what should I do first?
```

What you get: tomorrow at a glance and the one thing to start with.

Walk into your next meeting ready

PROMPT

```
Using One, prep me for my next meeting: who is on it, what it is about, and what I should know going in.
```

What you get: a short brief on your next meeting before you walk in.

Cut the meetings that could be an email

PROMPT

```
Using One, which of my meetings this week could be an email or a shorter call?
```

What you get: the meetings worth shrinking, so you get hours back.

See every deadline coming

PROMPT

```
Using One, list every deadline in the next 14 days in order, and tell me which one is at risk.
```

What you get: your next two weeks of deadlines in order, with the risky one called out.

Find out where last week went

PROMPT

```
Using One, look at last week's calendar. Where did my time actually go? Group it by type.
```

What you get: last week's hours grouped by type, so you see where the time went.

Plan Monday hour by hour

PROMPT

```
Using One, plan my Monday hour by hour around what's already booked.
```

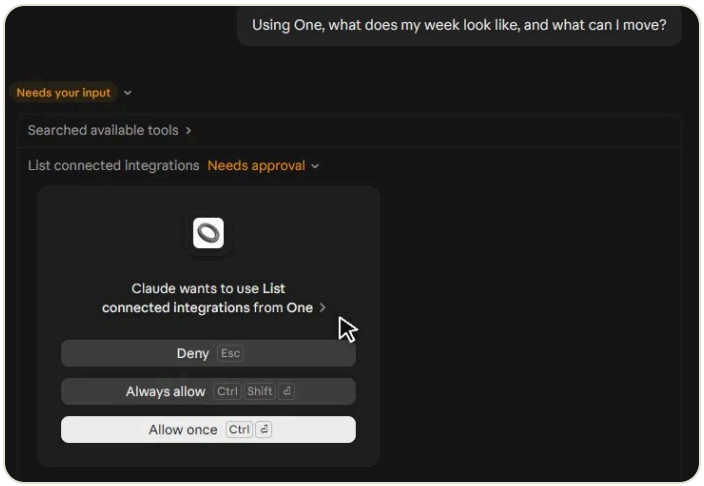
What you get: an hour-by-hour Monday that works around your fixed meetings.

SECTION 04

One real week, start to finish

I ran the week prompt on my own calendar on Nov 12. Names stay out of this guide, so here is what happened in plain words.

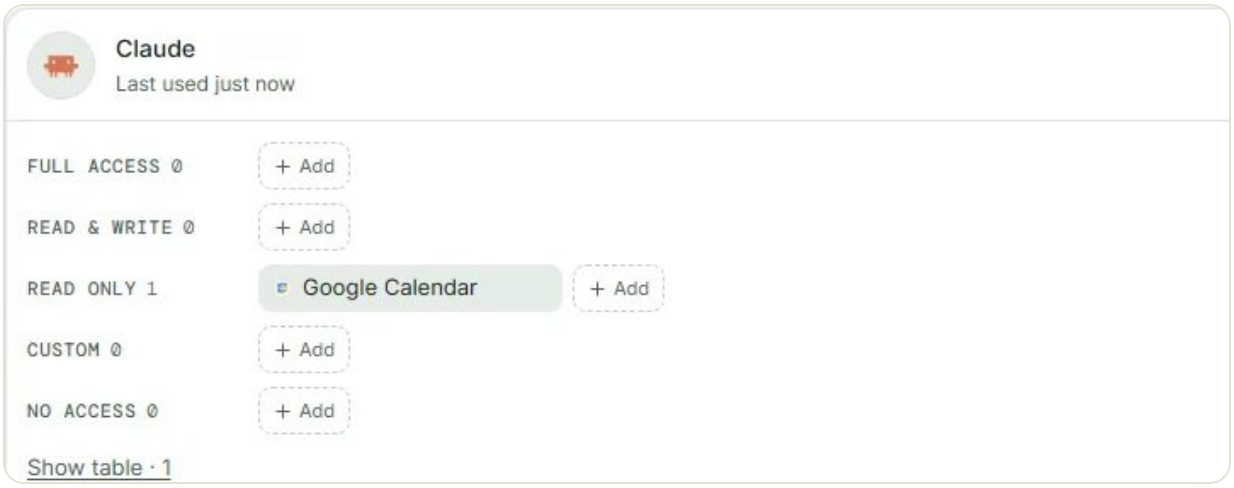
1. **Claude asked first.** Before it touched my calendar it asked for permission to use One. I clicked **Allow once**, a few times, one for each action.
2. **It laid out my week.** Day by day, from my real calendar, not a guess.
3. **It told me what I could move.** It flagged an optional meeting I could skip to free up time.
4. **It didn't move anything itself.** It ended by noting my calendar is connected read only, so the changes were mine to make.

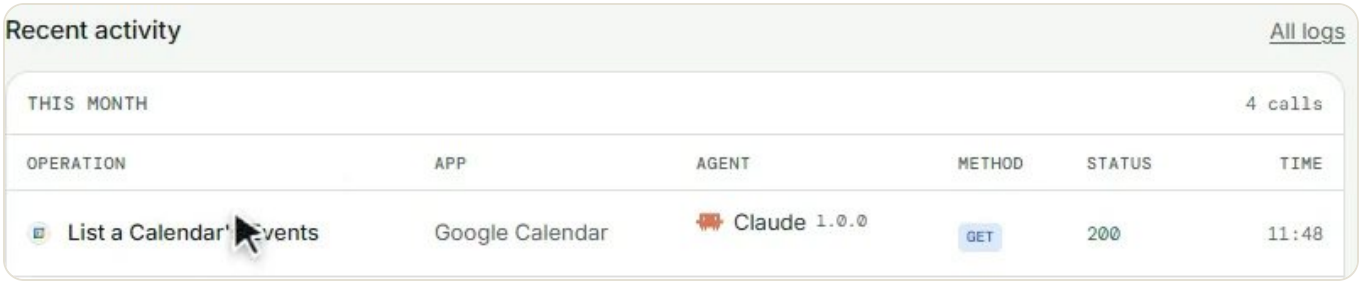


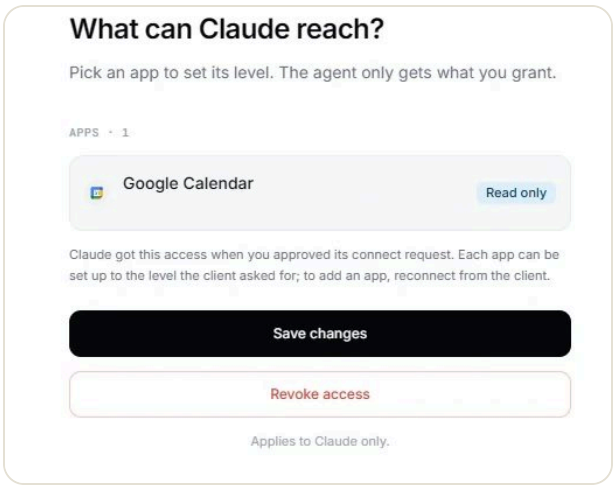
SECTION 05

You stay in control

- **Claude asks before each action.** You see a prompt with **Allow once**, **Always allow** or **Deny**. It gets permission, never your password.
- **You see every call in One.** One's home page shows what Claude can reach and its level, and **Recent activity** lists each thing it did.
- **One click cuts it off.** Open **Manage access** on Claude's card and click **Revoke access**.







SECTION 06

The fine print

This is a paid partnership with One. One sponsored the Reel this guide comes from. The setup and the real run are from my own account.

Read only is a setting you choose. I set my calendar to read only. You can pick a different level per app, and change it or revoke it any time in One.

It's free to connect. You need a Claude account and a free One account.

Screens change. These are the screens on Nov 12, 2026. If a button moves, look for Connectors in Claude's settings.

Want more setups like this?

Stride AI Academy is where I teach people to use Claude for real work: planning, content, automations and the tools around them. Four courses and weekly live calls.

See the Academy →

THE ACADEMY	strideaiacademy.com Courses, weekly live calls, and the build-it-with-me community.
THIS GUIDE, LIVE	strideaiacademy.com/r/plan-your-week-with-claude Copy buttons on every prompt, always the latest version.
EVERY FREE SKILL	Email me every free guide Optional. The library of free skills and guides, by email.

STRIDE