

7-Day Enrollment Sprint

How to use it, in plain steps.

Plan a week of benefits enrollment comms, ready to send, in about ten minutes. There are two ways to use it. Pick the one that matches the AI you have.

You use Microsoft Copilot, ChatGPT, Google Gemini or free Claude

Use the text file: *enrollment-sprint-prompt.txt*

Follow Option A

You have Claude Pro, Max, Team or Enterprise

Use the zip file: *enrollment-sprint.zip*. It gives the best results.

Follow Option B

OPTION A · ANY AI · 5 MINUTES

Copy and paste

- 1 Open the **text file**.
- 2 Fill in the lines under **"About us"**: your dates, offices, languages, what's changing and where to enroll.
- 3 Copy **everything below the line**, paste it into a new chat, and press Enter.

Tip: if your AI can search the web, turn that on, so it can check the dates.

OPTION B · CLAUDE · SET UP ONCE

Add the skill

- 1 In Claude, open **Settings**, then **Capabilities**. Make sure **Code execution and file creation** is on.
- 2 In the **Skills** section, click **Upload skill** and choose the **zip file**. Don't unzip it first.
- 3 Start a new chat and ask, for example:

"Plan our open enrollment sprint: November 2 to 20, with 150 people in Atlanta and 400 in Dallas."

Claude asks for anything it still needs.

What you get: Seven days of ready-to-send emails, chat posts, poster lines and texts, a manager note and huddle script, a prep checklist, an FAQ starter and manager talking points.

What's inside the zip You don't need to open it

SKILL.md · The instructions Claude follows.

references · The seven days for a launch or a final push, Workbliss sessions about benefits, and our enrollment packages.

Good to know

No personal data needed: dates, offices and what's changing.

It never tells anyone which plan to choose.

Have your benefits team or broker check plan details first.