

The Claude Usage Checklist

Before the next long chat, check how much context the task actually needs. A fresh conversation does not reset your allowance.

Copy this prompt

Help me prepare a compact starting note for a new topic. Keep the goal, essential facts, accepted decisions and source references. List only the files needed for this task. Flag information I should confirm. Do not invent missing context.

Your checklist

1. Identify the limit

Distinguish your account's usage allowance from the length of one conversation. Record the message actually shown.

2. Review the input

Check message length, attached files and the amount of conversation context. Keep only information relevant to the task.

3. Prepare a focused start

For a new topic, use a concise checked summary and necessary files. Preserve needed decisions and qualifications.

4. Respect the allowance

Starting a fresh chat does not reset account usage. Check your account's current limits and reset information rather than assuming a fixed message count.

Worked example

A new email rewrite may need the approved paragraph and tone instructions. It may not need an entire unrelated project archive. Keep essential facts; remove unrelated material.

Your next check

Review this starting note for missing facts and unnecessary context. Suggest what to remove, explaining why. Do not remove facts needed to preserve the task's meaning.

Read online: keybuilds.ai/usage-checklist

Sources checked Sep 10, 2026

Claude: usage and length limits: [Official reference](#)