

Gemini

skills

Custom AI shortcuts
for agentic work

 New chat

 Search

 Library

 Projects



Skills



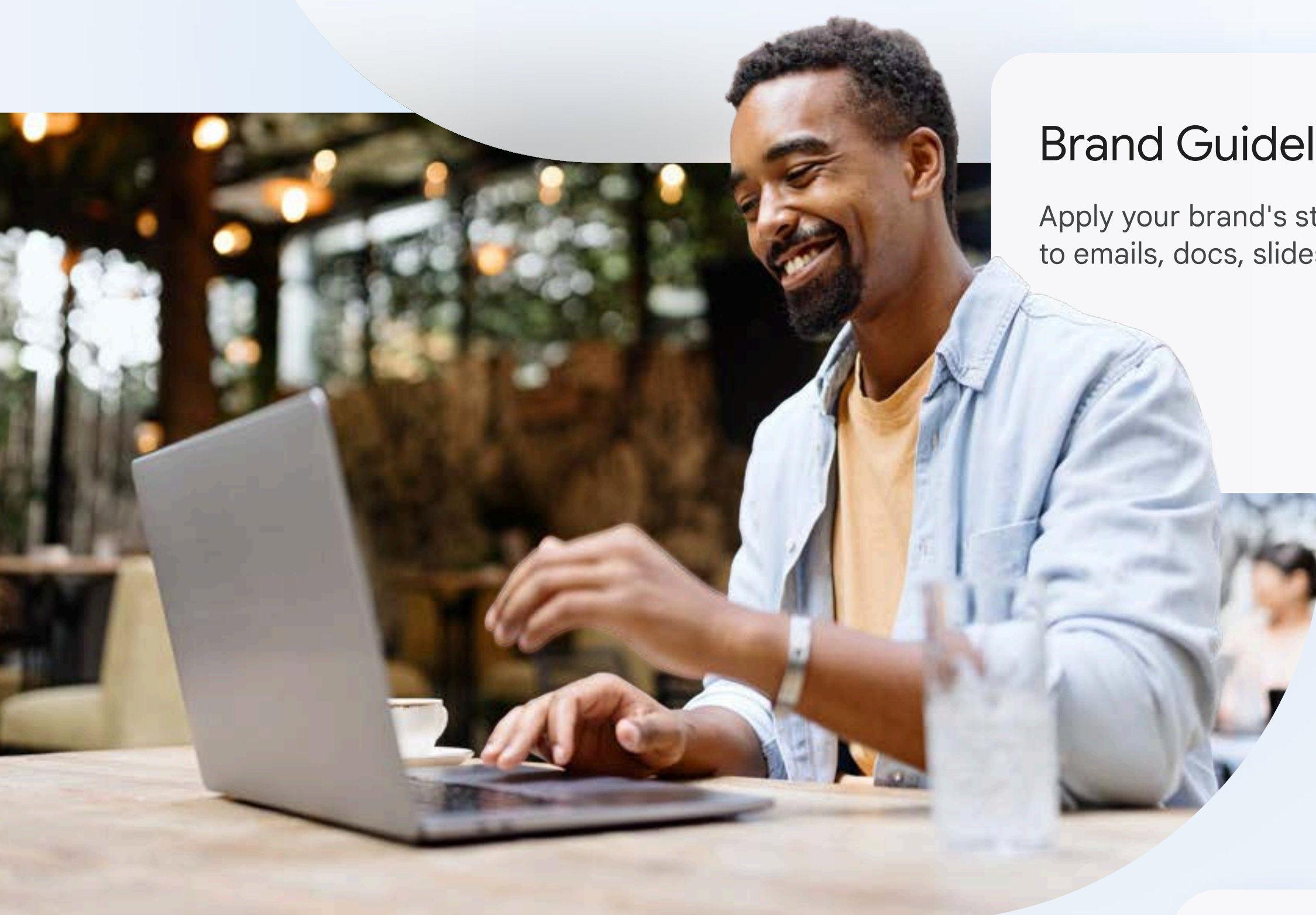
Agents

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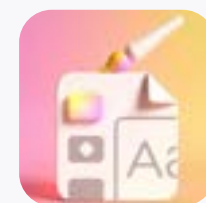
Executive summary

Imagine you could take your preferred ways of working and turn them into **custom shortcuts you can use anytime.**



Brand Guidelines

Apply your brand's style and tone to emails, docs, slides, and more



Team Celebration

Draft congratulations for team achievements and milestones

Skills do exactly that; they let you tell Gemini how to handle a task and encode those instructions so you can reuse them anytime.

Project Summary

Review the latest status, decisions, and blockers for your projects

[Customize](#)



AI skills can include your preferences, company rules, and reference documents. You can publish team-wide AI skills that standardize quality, maintain brand and compliance standards, and automate complex workflows directly inside Gemini and Google Workspace apps (e.g. Gmail, Docs, Slides, Drive, Chat).



 Create skill with Gemini

With AI skills, users can **stop repetitive prompting, automate recurring tasks, and scale best practices** across the organization.

Customize AI by teaching Gemini your best way of working—once

Every workday is shaped by your unique habits, preferences, and recurring routines. AI skills let you teach Gemini your personal way of working, turning everyday tasks into instant shortcuts tailored entirely to you.



Save time on routine tasks

Prompting AI from scratch every day is tedious. Instead of re-explaining background context, re-attaching the same files, or pasting formatting rules each time you need a weekly recap or document review, skills remember those details for you.



Tackle complex work

Important tasks often require multiple steps, like searching across several files, checking recent emails, and formatting final deliverables.

Skills package these activities into a single action, running the full process from start to finish without requiring you to guide Gemini step by step.



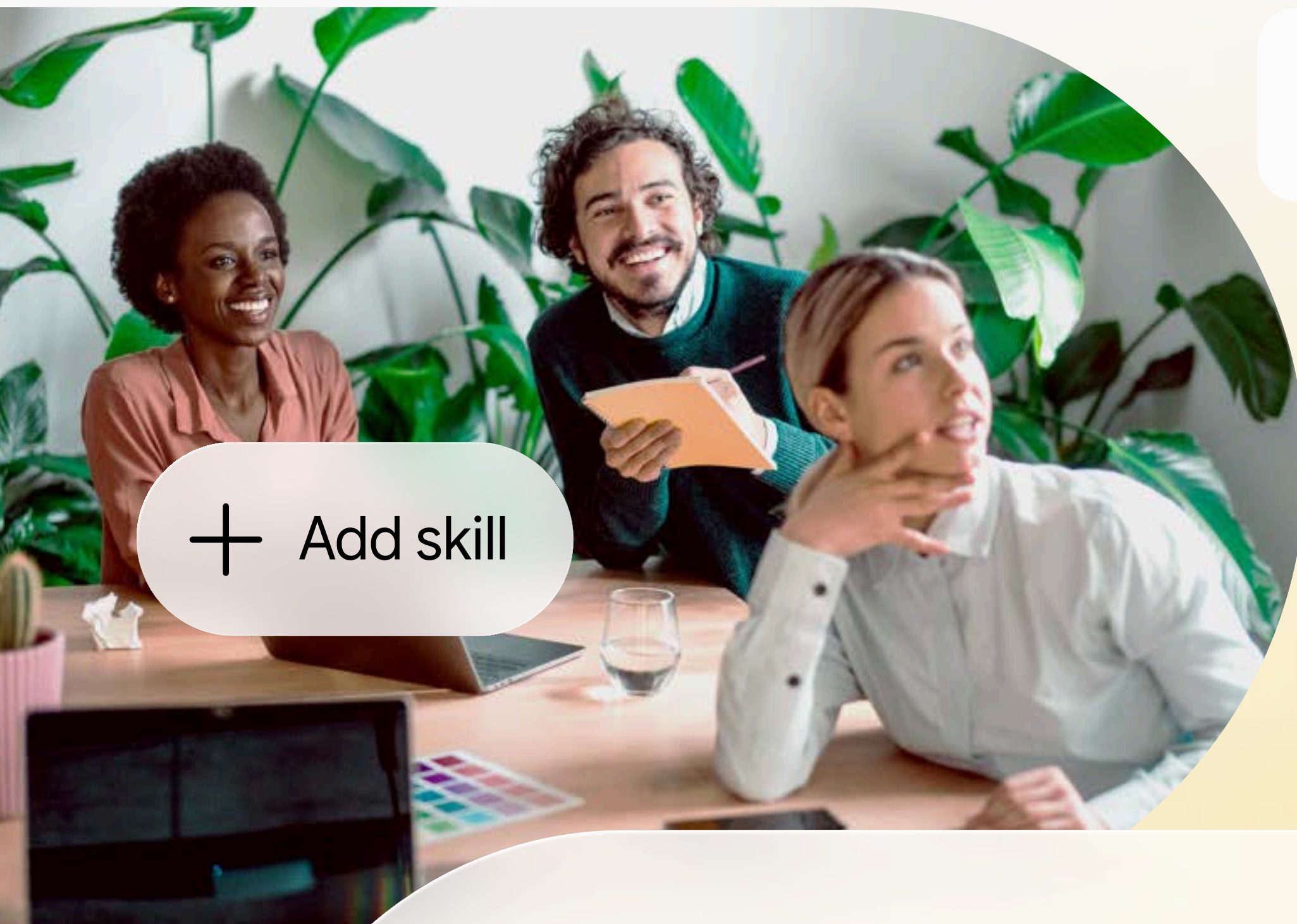
Tailor Gemini to your specific tasks

Skills let you personalize Gemini with your preferred document templates, tone, and reference sources.

Whether you are drafting executive recaps, analyzing project budgets, or preparing customer follow-ups, custom AI skills ensure output matches your personal quality standards.

Scale best practices across your organization

When an experienced team member figures out the best way to handle a task, such as writing an agency brief or reviewing a vendor agreement, that expertise remains with that person.



Data analysis

+ Add skill

Meeting schedule

+ Add skill

Task tracking

+ Add skill

Deck creation

+ Add skill

Skills bridge this gap by acting as saved shortcuts that anyone on the team can use.

Turn individual know-how into shared knowledge

When you turn a process into a skill, you build quality control directly into your team's everyday workflows. Embedding standard templates, style guidelines, and review criteria into a custom skill ensures every output meets company standards before work moves forward.

Examples:



Brand Voice

Write content that matches your brand's voice, tone, and style.



Contract Creation

Create new contracts from your own trusted templates.

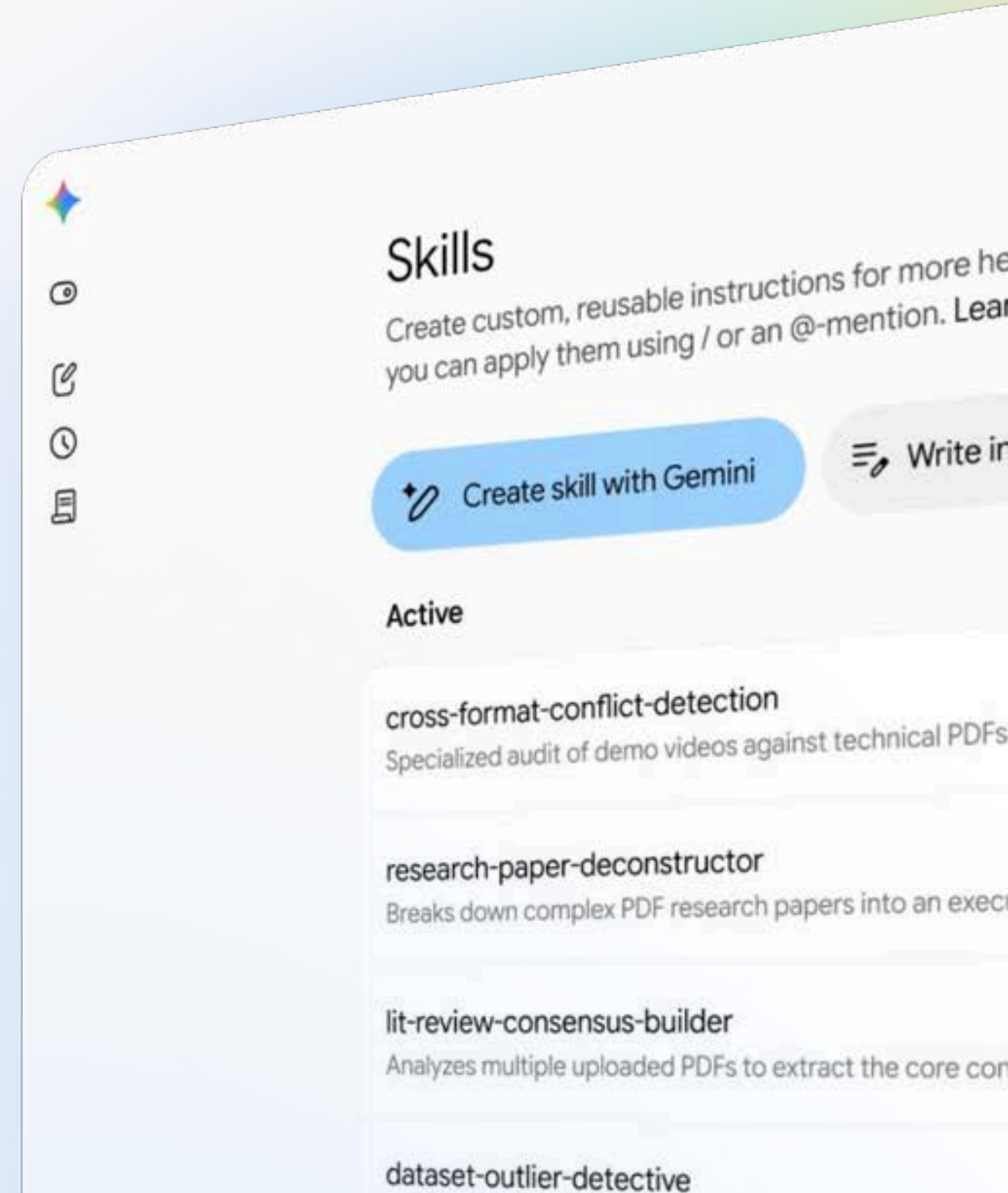


Customer Briefing

Create overviews with the latest news and customer interactions.

Built to work where your team already gets things done

AI tools are most helpful when they fit naturally into where people already work. Skills live right inside Gemini and Google Workspace, so employees can run them without switching tabs and integrate them into automated workflows within their existing tools.



Skills are transferable as **.md** files, so you can use them across other platforms in addition to Gemini and Google Workspace.

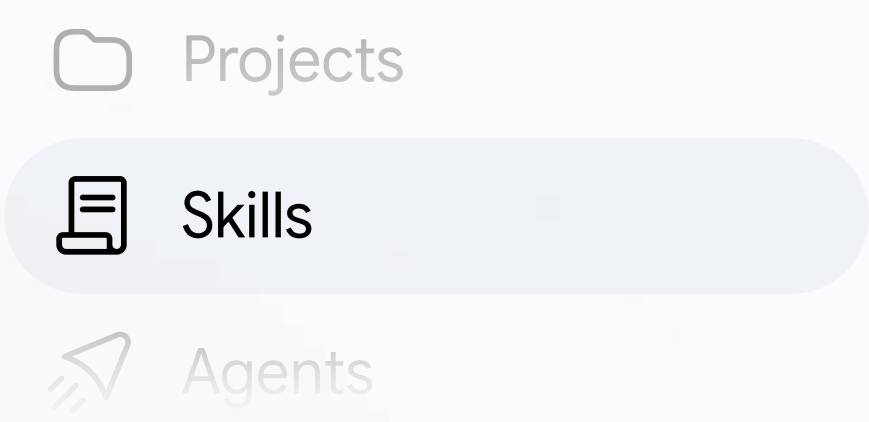
Build skills in Gemini



01

Navigate to skills

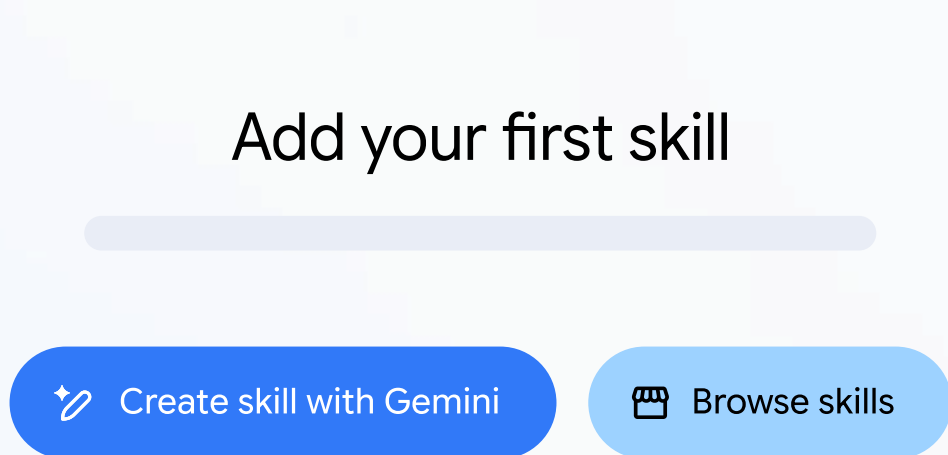
Open Gemini and click Skills on the left panel.



02

Add new skill

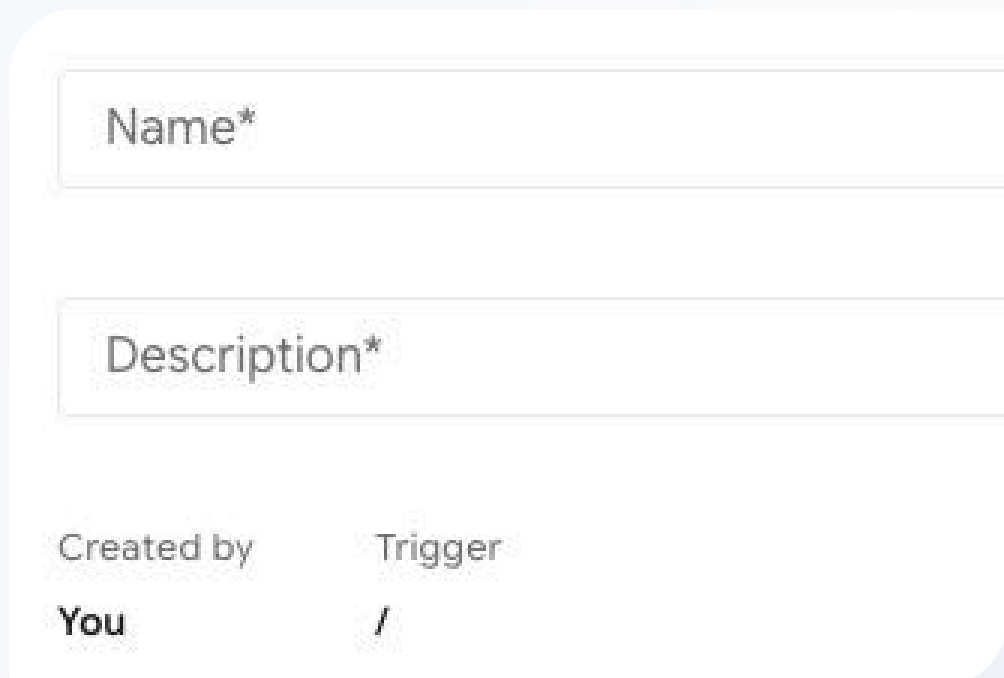
Select + and Browse skills to start with a pre-built template from Google or your organization, or click Create skill with Gemini to build your own.



03

Describe your skill

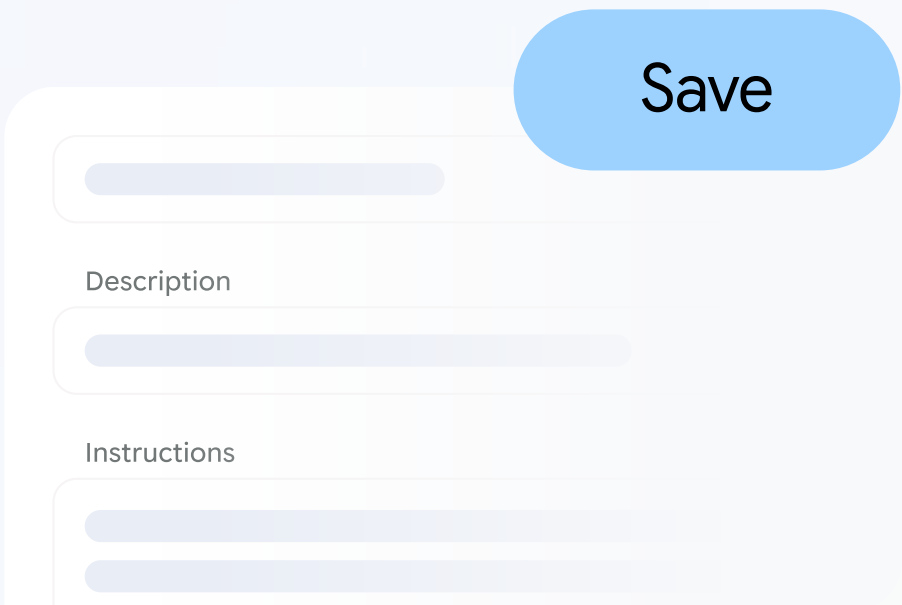
Let Gemini help build your skill by describing what to accomplish, or manually add instructions using plain text or a [skill.md](#) file.



04

Save the skill

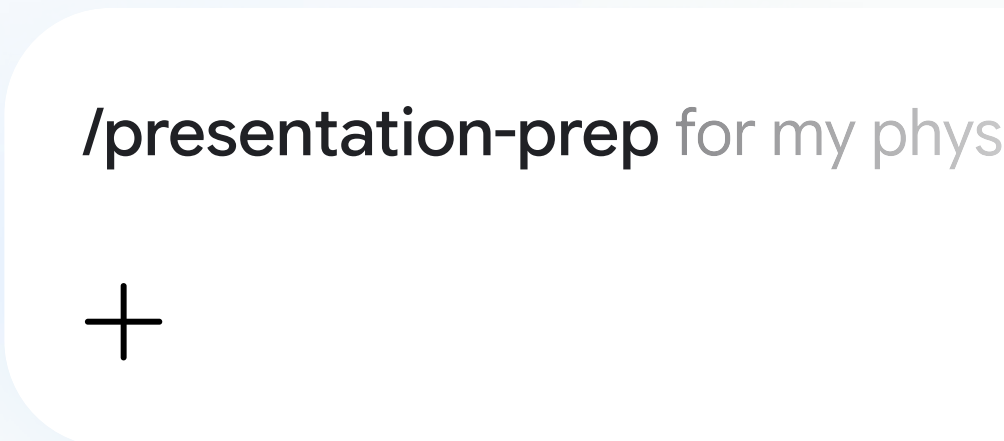
Click Save and Gemini will turn on the new skill by default.



05

Use your new skill

Type /SkillName or @SkillName in Gemini chat, or ask to use a skill directly in a prompt.



01

Navigate to skills

Open Workspace Studio and select Skills on the left panel.



Skills



02

Add new skill

Choose a pre-built template from Google or your organization, or click Create to build your own.

Skills



Templates from Google



03

Describe your skill

Use the Skill builder on the left to describe what you want the skill to do.

Skill builder

Create a skill to

+

↑

04

Edit draft and add context

Refine the generated instructions and add relevant Drive files as needed.

Briefly describe what this skill does...



05

Publish the skill

Click Turn on to activate your new skill.



Turn on

06

Use your new skill

In Workspace apps: Open the Ask Gemini panel and type @SkillName.

In Studio flows: Add Ask Gemini as a step and select the skill in the Skills box.

@presentation-prep for my phy

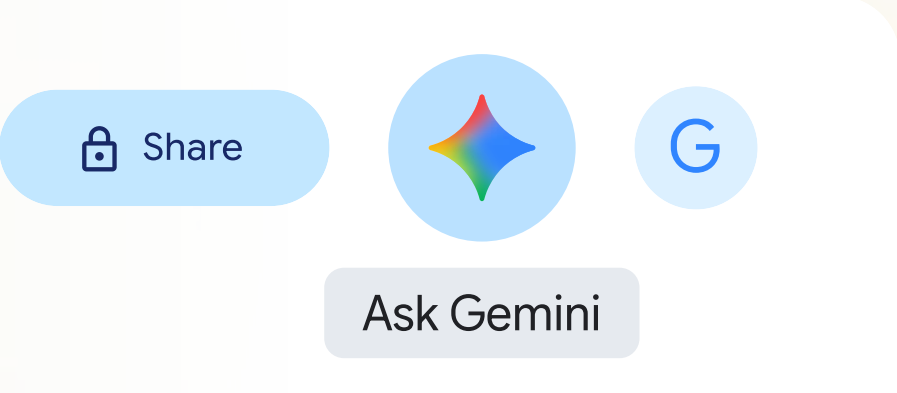
+

Co-create skills in Google Docs and publish in Studio

01

Navigate to Ask Gemini in Docs

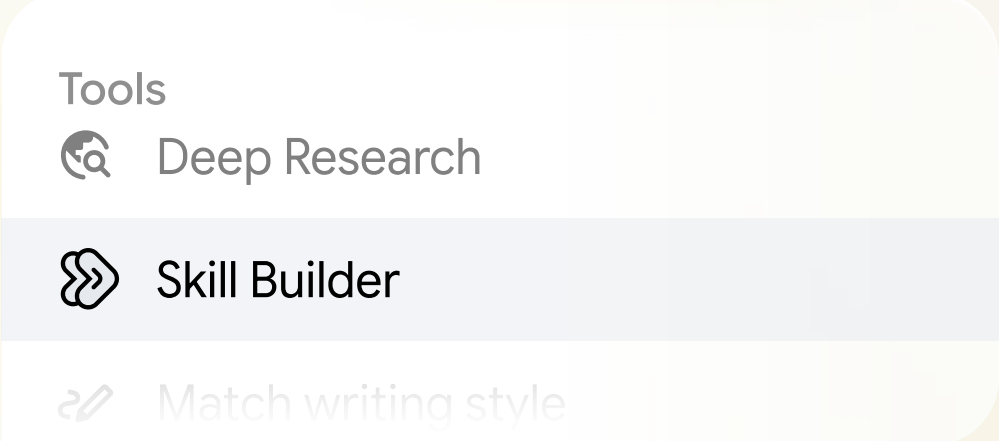
Open Google Docs and click Ask Gemini on the top right.



02

Open the skill builder

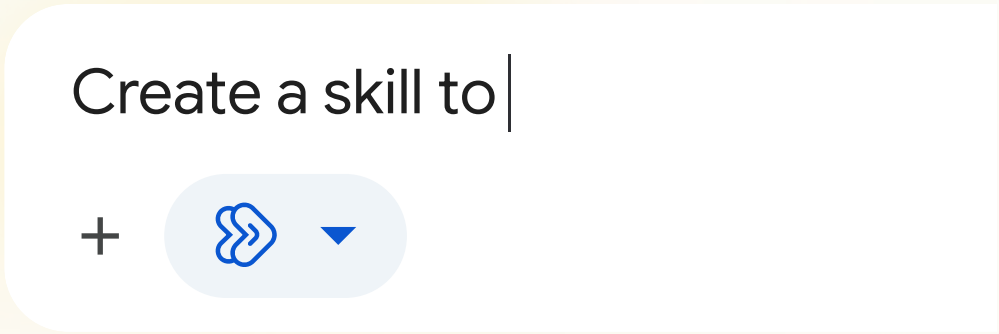
Click Tools and select Skill builder.



03

Describe your skill

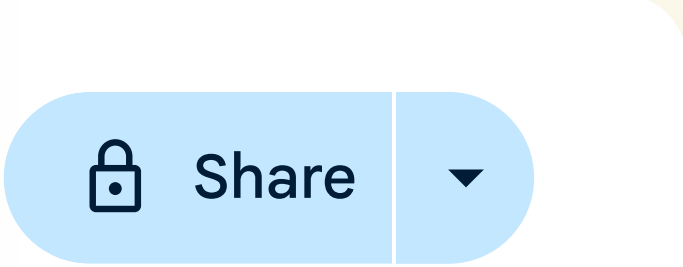
Explain the skill you want to create in the prompt box.



04

Collaborate on skill details

Share the Google Doc file with others to co-create the new skill.

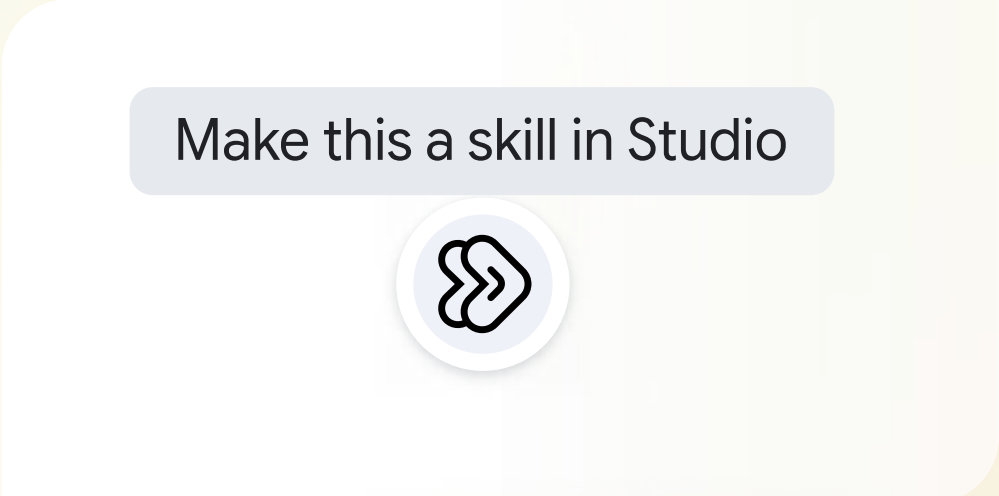


Sharing a skill distributes the workflow logic, not file access, so teams can activate co-created skills without altering existing data permissions.

05

Publish the skill in Studio

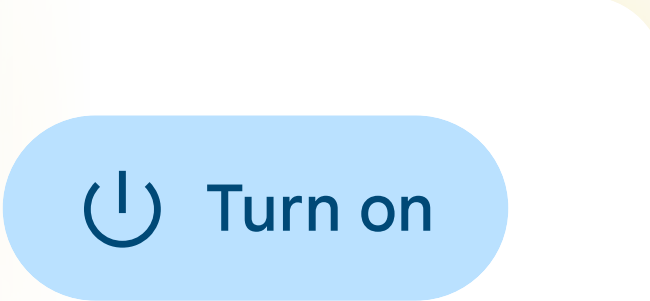
When ready to publish, click **Make this skill in Studio** in Studio. Each collaborator who clicks this button creates an individual copy of the skill.



06

Turn on your new skill

When redirected to Workspace Studio with the preloaded draft, click Turn on to activate your new skill.



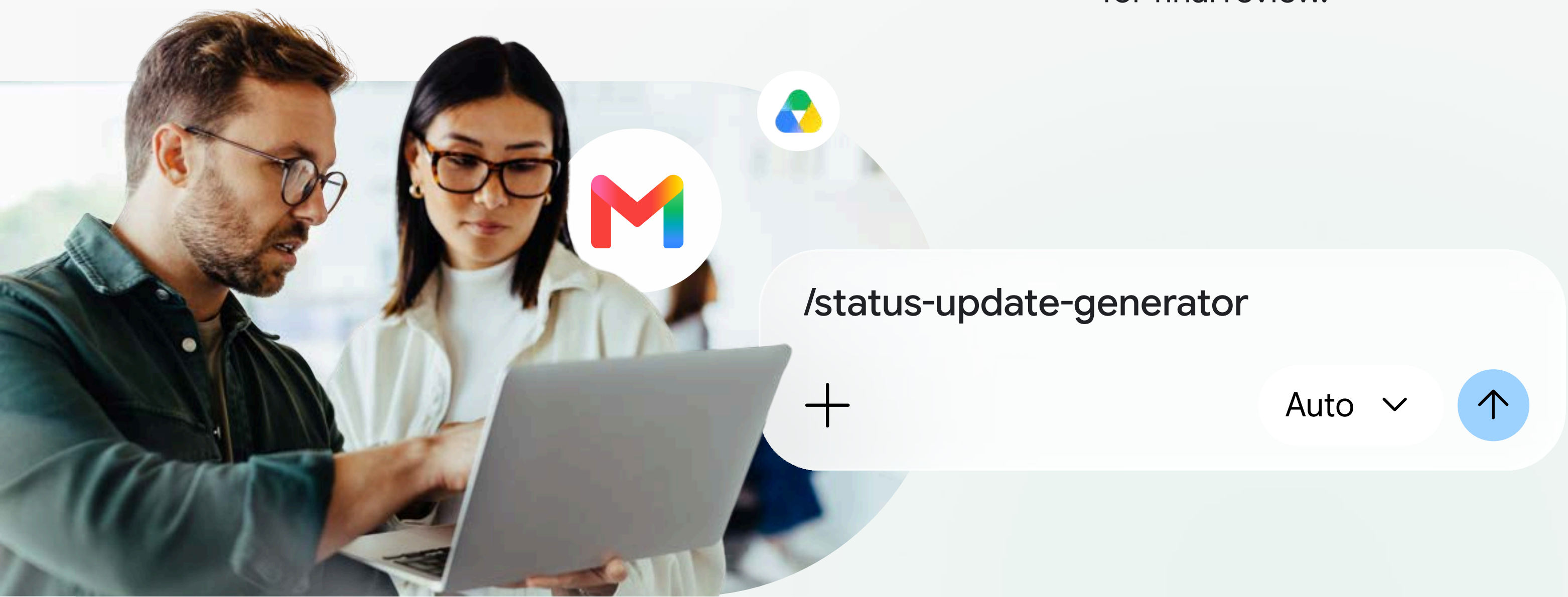
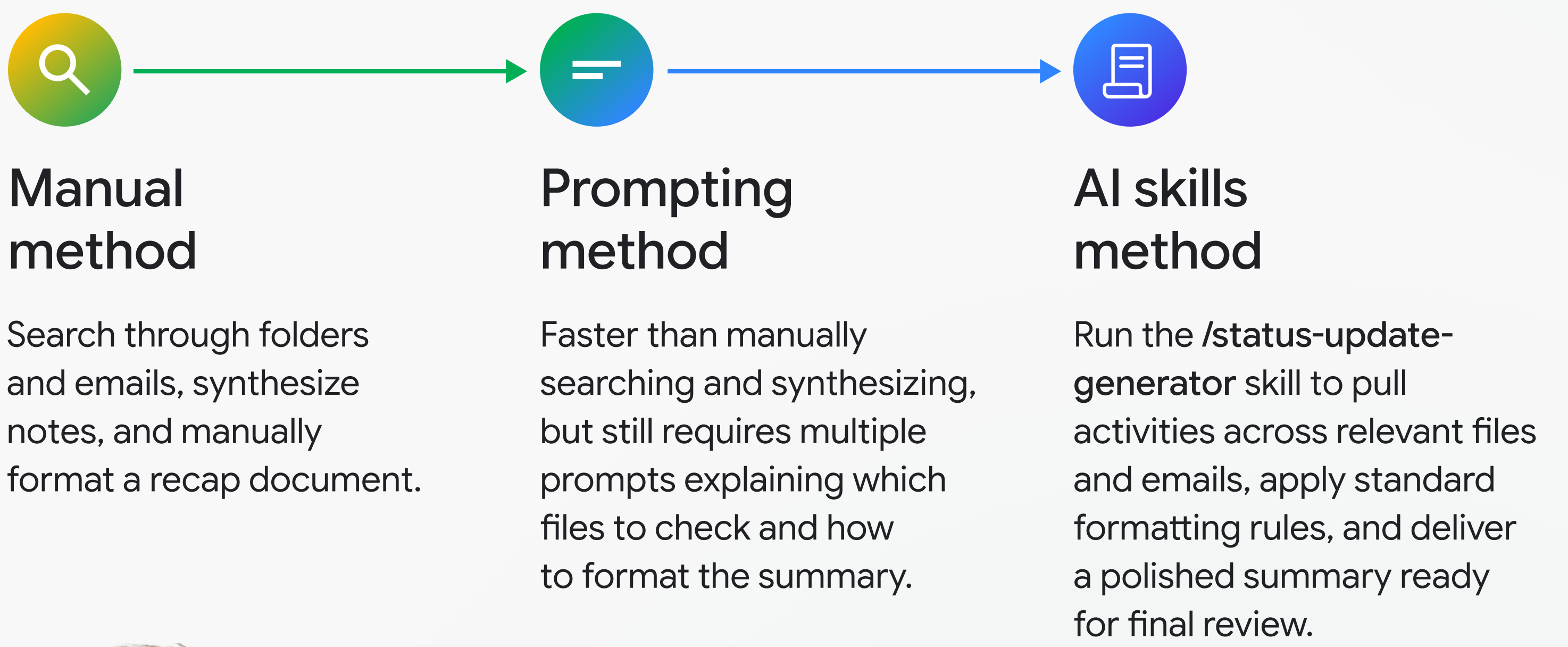
How skills unlock immediate value

AI skills deliver value right away by automating repetitive routines. Delegating manual tasks to pre-configured skills can save time and increase quality.

The compounding value breakdown:

Accelerate, automate, and standardize daily work

Example: Publish a weekly project status update



Unlock instant value with pre-built skills from Google

Your team does not have to build every workflow from scratch. Google provides ready-to-use AI skills in Gemini and Google Workspace, giving you instant time savings on day one.

Examples:



Contract Review

Analyze contracts for potential risks and concerns



Leadership Updates

Create strategic, scannable overviews for executives



Product Requirements

Create a product requirements document (PRD) with user journeys



Project Summary

Review the latest status, decisions, and blockers for your projects



Reasoning Critique

Analyze decisions to uncover blind spots, test hypotheses, and more

Ready to build once, use anytime?

Creating custom skills enables teams to scale their most effective workflows across the entire organization. Skills are simple to create, safe to use within your existing environment and security guardrails, and available directly where work already happens.

Next steps

- **Connect with our team**
[Contact us](#) to explore how AI skills can scale expertise across your business.
- **Explore skills for your role**
[Read the 101 handbook](#) for a deep-dive into role-specific skills.
- **See skills in action**
[Watch the video](#) to see how to automate your repetitive tasks with Gemini skills.

