

375*
WAYS
CHATGPT
CAN HELP YOU
AT WORK
TODAY

Prompts Included.
Click on the task to activate the prompt.



SPARK OF AI

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**HOW TO BECOME A CHATGPT
PRO & GET PROMOTED**

WHAT CAN CHATGPT HELP YOU WITH?

ALMOST ANYTHING.

WRITE
ANYTHING

PLAN
ANYTHING

BRAINSTORM
ANYTHING

PRACTICE
ANYTHING

EXPLAIN
ANYTHING

GET
FEEDBACK ON
ANYTHING

IMAGINE
ANYTHING

ANALYZE
ANYTHING

RESEARCH
ANYTHING

BUILD ANY
TEMPLATE

TRANSLATE
ANYTHING

SUMMARIZE
ANYTHING

DESIGN
ANYTHING

COMPARE
ANYTHING

IMPROVE
ANYTHING

...BUT THERE'S A CATCH

TO UNLOCK THE MAGIC...

YOU HAVE TO KNOW

HOW TO TALK TO IT

HOW TO INTERACT WITH IT

HOW TO GUIDE IT

HOW TO QUESTION IT

HOW TO INSTRUCT IT

HOW TO COLLABORATE WITH IT

HOW TO CHALLENGE IT

**THIS GUIDE WILL
SHOW YOU
CHATGPT IN
ACTION.**

BUT YOU WILL WANT MORE.

YOU WILL WANT CHATGPT TO

SOUND MORE LIKE YOU

PERFORM TASKS THE WAY
YOU WOULD

MEET YOUR HIGH
STANDARDS

BE SMARTER

UNDERSTAND YOU
FASTER

SPEAK YOUR INDUSTRY'S
LANGUAGE

CREATE RELEVANT
SOLUTIONS

TAILOR SOLUTIONS TO
YOUR BUSINESS CONTEXT

OUR FULL BEGINNER FRIENDLY COURSE WILL HELP YOU DO THAT.
IT WILL HELP YOU MAKE CHATGPT BECOME MORE HELPFUL.

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How To Use This Guide

GET CHATGPT'S HELP AT WORK TODAY

1 Make sure you have a chatGPT account. If not, follow the instructions on the next page.

2 If you do have a chatGPT account, make sure chatGPT's responses are customized. To do this, follow the instructions on page 16-18.

3 Go to the contents page and click on a category you want help with. For example "marketing".

32

**39 WAYS CHATGPT CAN HELP YOU
IN MARKETING TASKS**



4 Pick a task you want help with. Click on it. ChatGPT will launch and start helping you with the task instantly.



5 ChatGPT will automatically launch and start helping you with the task instantly.

HERE'S A VIDEO OF HOW IT WORKS...



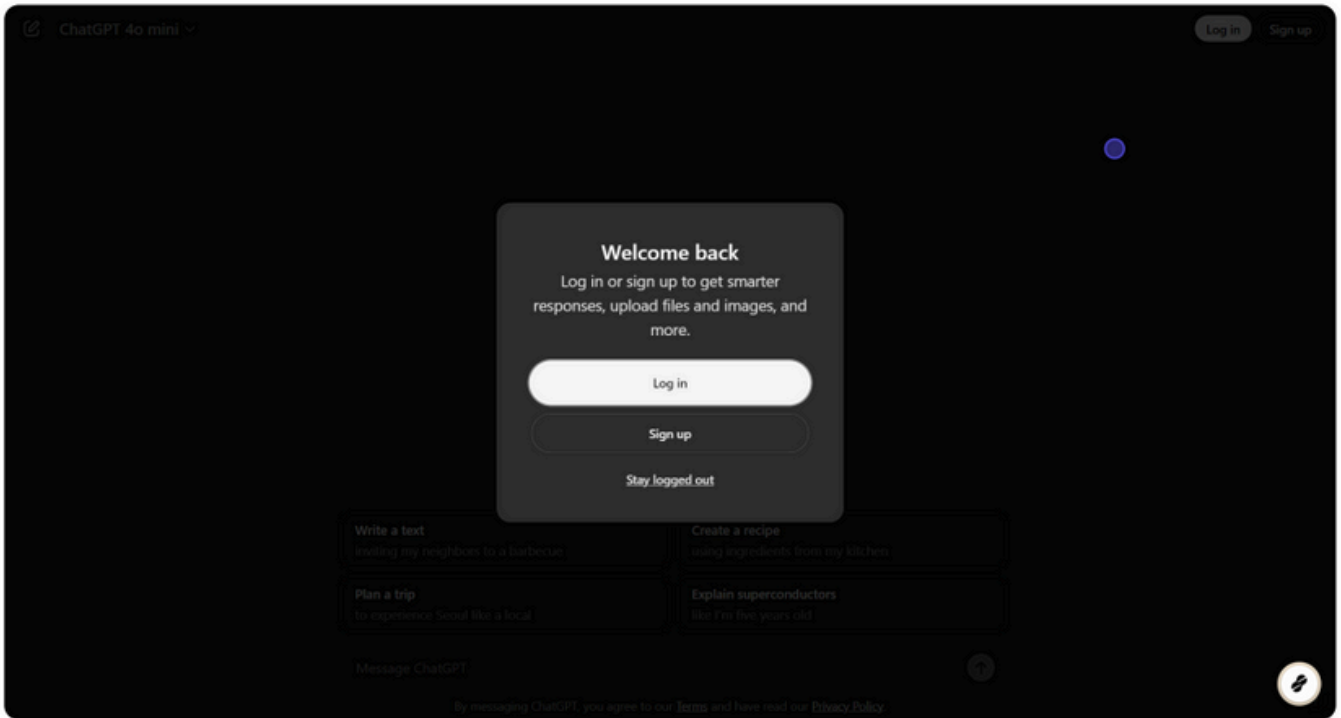
WATCH VIDEO

How To Use This Guide

GET CHATGPT'S HELP AT WORK TODAY

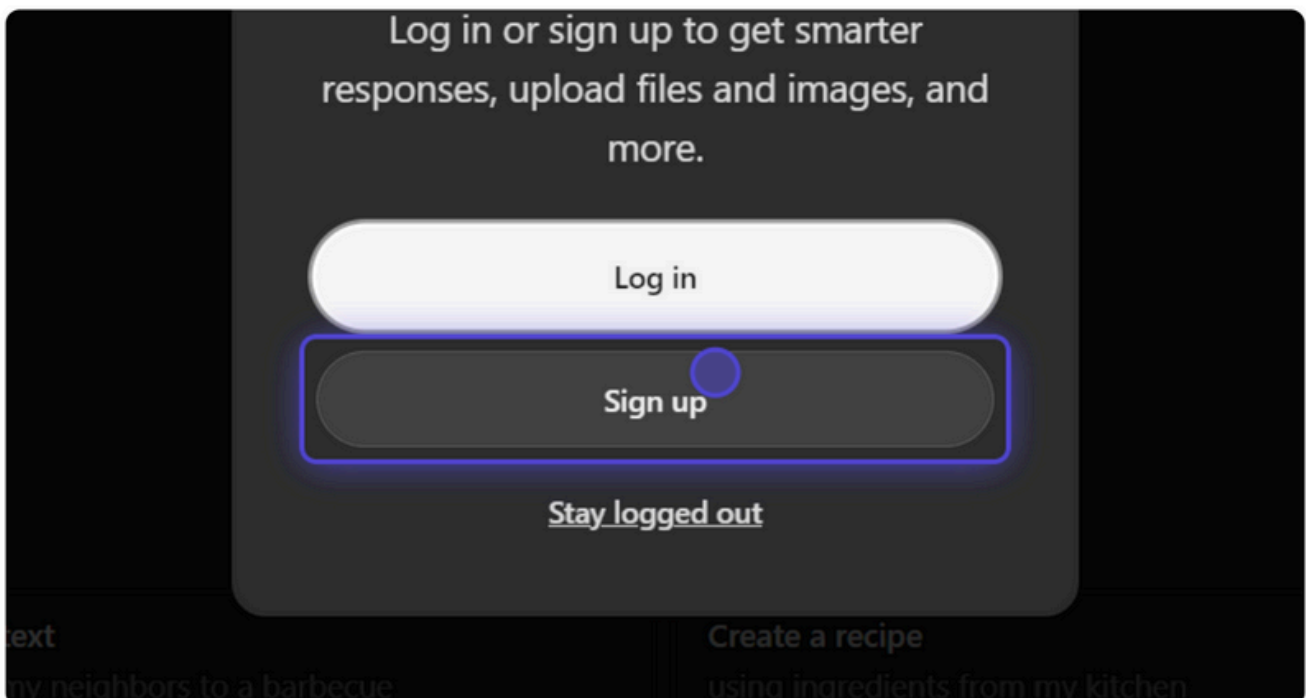
1 Go to ChatGPT.com

[VIEW PAGE →](#)



2 Click on Sign up

[VIEW PAGE →](#)



How To Use This Guide

GET CHATGPT'S HELP AT WORK TODAY

3 Type in your email address




Create an account


Email address*


Continue

Already have an account? [Login](#)

OR

 Continue with Google

 Continue with Microsoft Account

 Continue with Apple

4 Click on Continue




Create an account


Email address*


Continue

Already have an account? [Login](#)

OR

 Continue with Google

 Continue with Microsoft Account

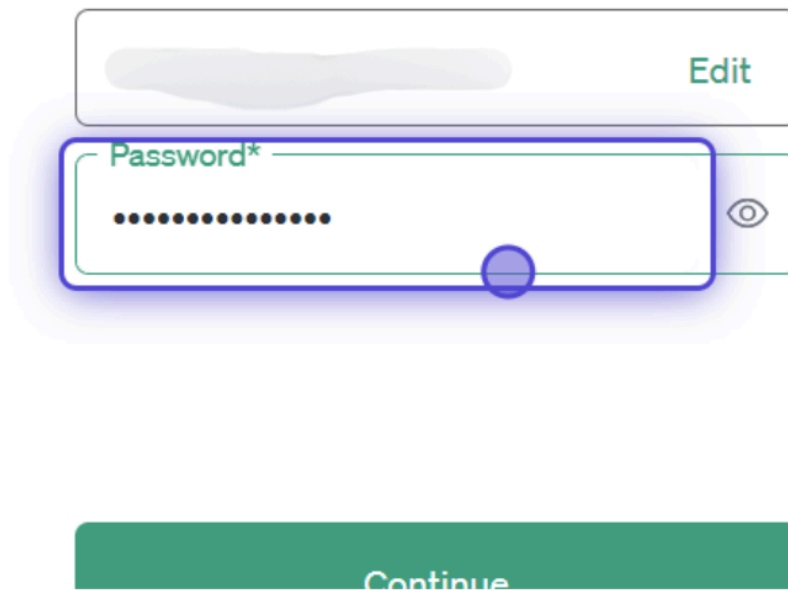
 Continue with Apple

How To Use This Guide

GET CHATGPT'S HELP AT WORK TODAY

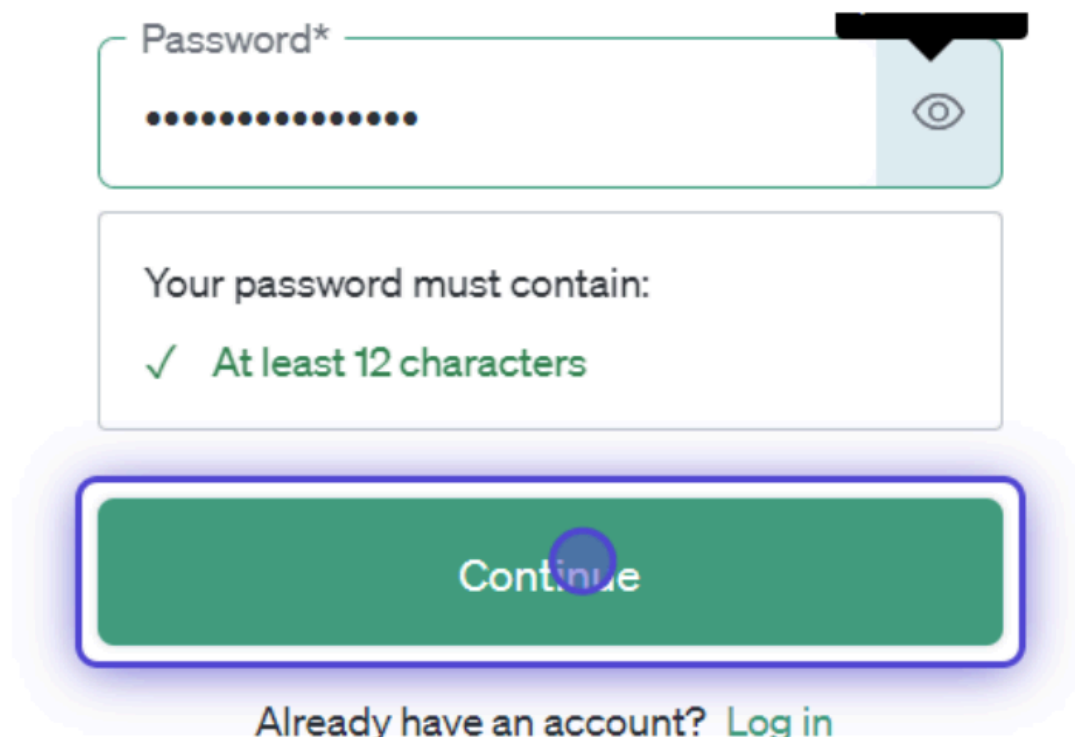
- 5 Type in a secure password

Create your account



A screenshot of the 'Create your account' form. The form has a white background with rounded corners. At the top, there is a text input field with a greyed-out placeholder and an 'Edit' link in green. Below it is a password input field labeled 'Password*' with a blue highlight and a blue circle on the bottom bar. The password field contains a series of dots and a toggle icon on the right. At the bottom of the form is a large green button labeled 'Continue'.

- 6 Click on Continue

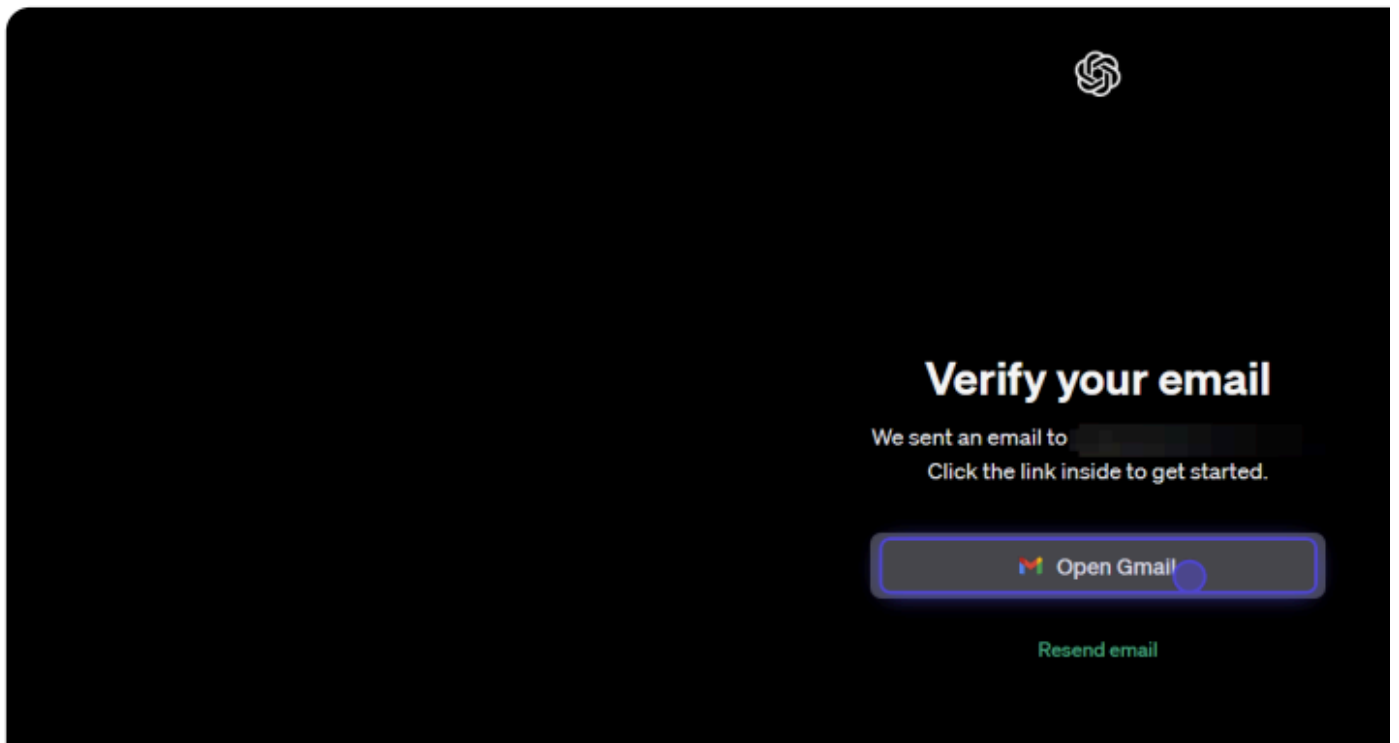


A screenshot of the 'Create your account' form. The form has a white background with rounded corners. At the top, there is a text input field labeled 'Password*' with a blue highlight and a blue circle on the bottom bar. The password field contains a series of dots and a toggle icon on the right. Below it is a text box containing the text 'Your password must contain:' followed by a green checkmark and the text 'At least 12 characters'. At the bottom of the form is a large green button labeled 'Continue' with a blue highlight and a blue circle on the bottom bar. Below the button is the text 'Already have an account? [Log in](#)'.

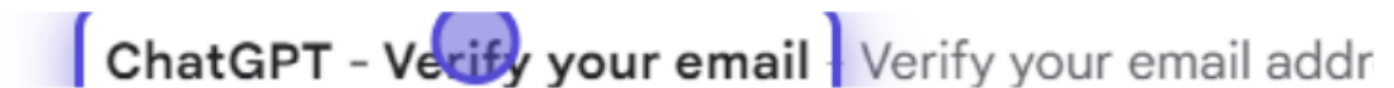
How To Use This Guide

GET CHATGPT'S HELP AT WORK TODAY

7 Click on Open Gmail



8 Click on ChatGPT - Verify your email



How To Use This Guide

GET CHATGPT'S HELP AT WORK TODAY

- 9 Click on Verify email address

Verify your email address

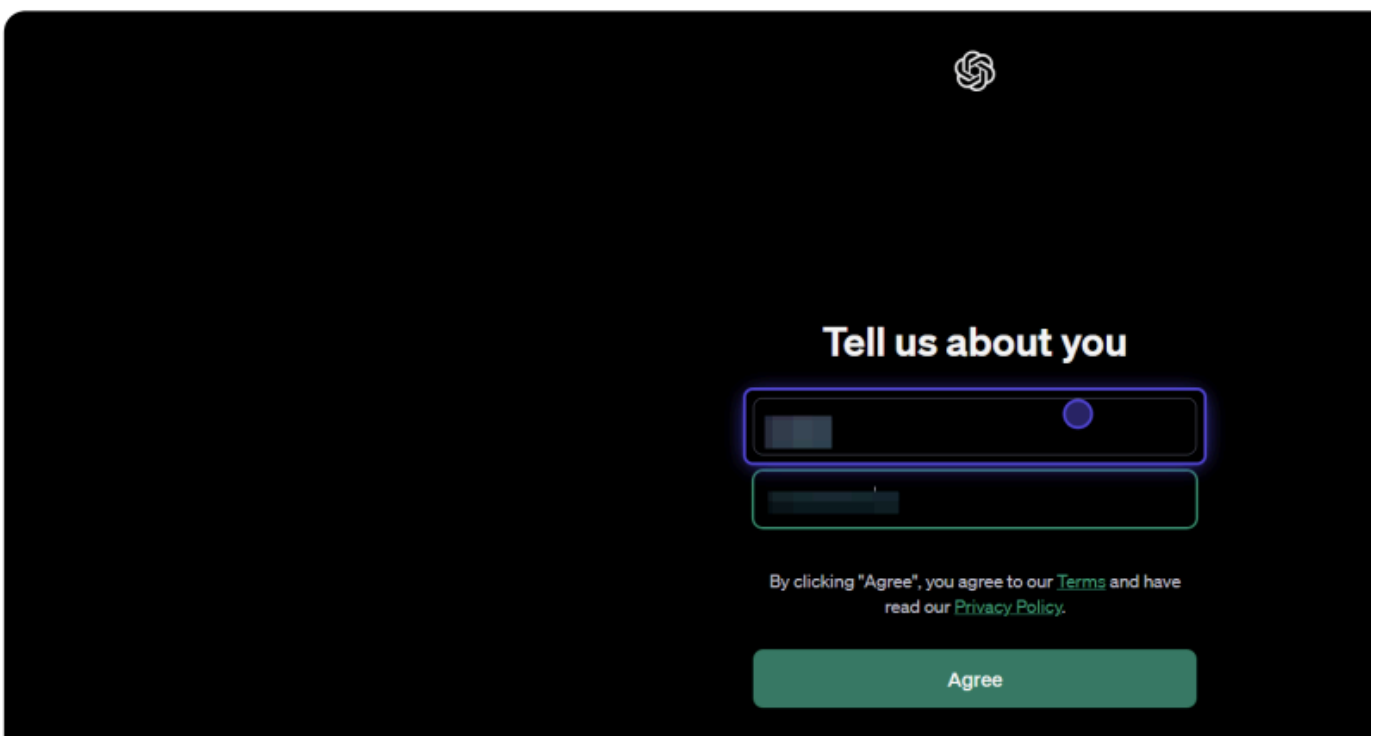
To continue setting up your ChatGPT account, please verify your email address.



Verify email address

This link will expire after 3 hours. If you did not make this request, please contact us through our [Help center](#).

- 10 Type in your name and date of birth

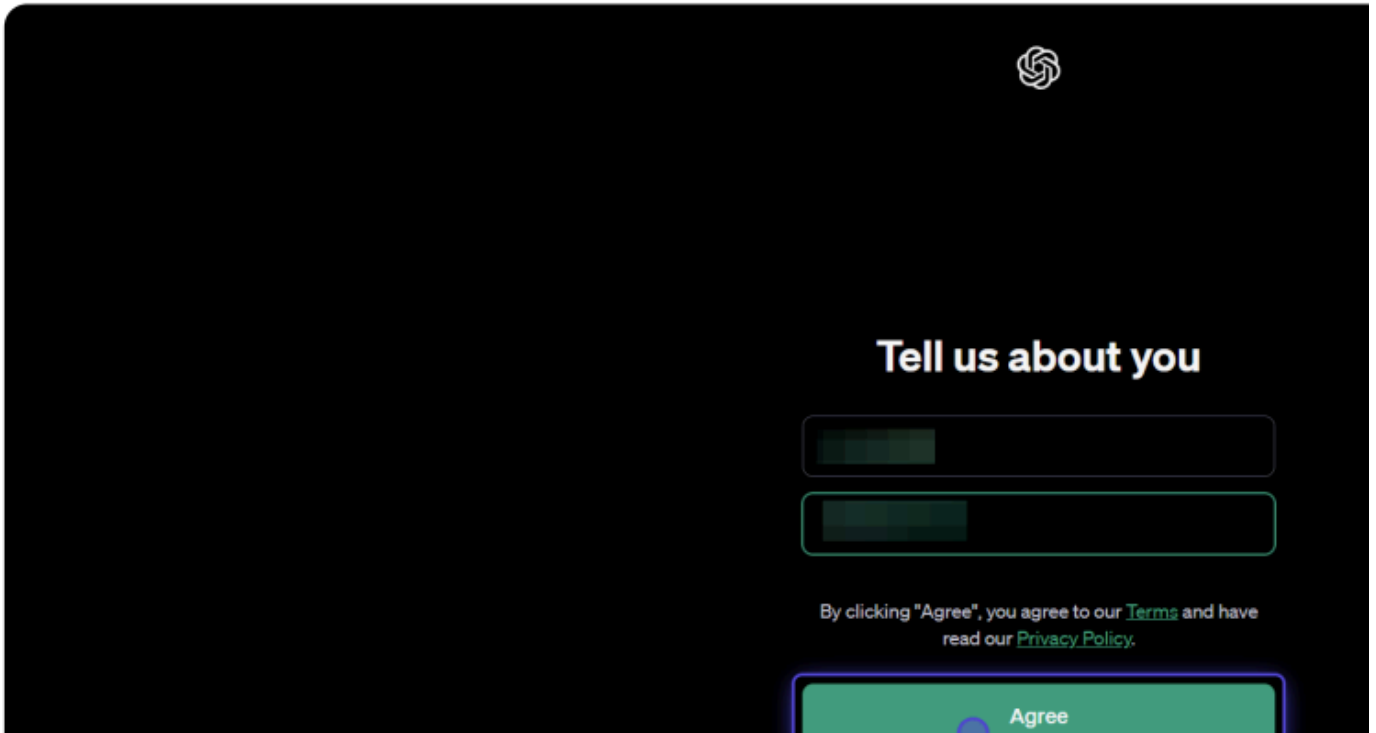


The screenshot shows the ChatGPT account setup interface. At the top center is the OpenAI logo. Below it, the heading 'Tell us about you' is displayed. There are two input fields: the first is for the user's name, and the second is for their date of birth. A blue circle highlights the first input field. Below the input fields, there is a line of text: 'By clicking "Agree", you agree to our [Terms](#) and have read our [Privacy Policy](#).' At the bottom of the form is a green button labeled 'Agree'.

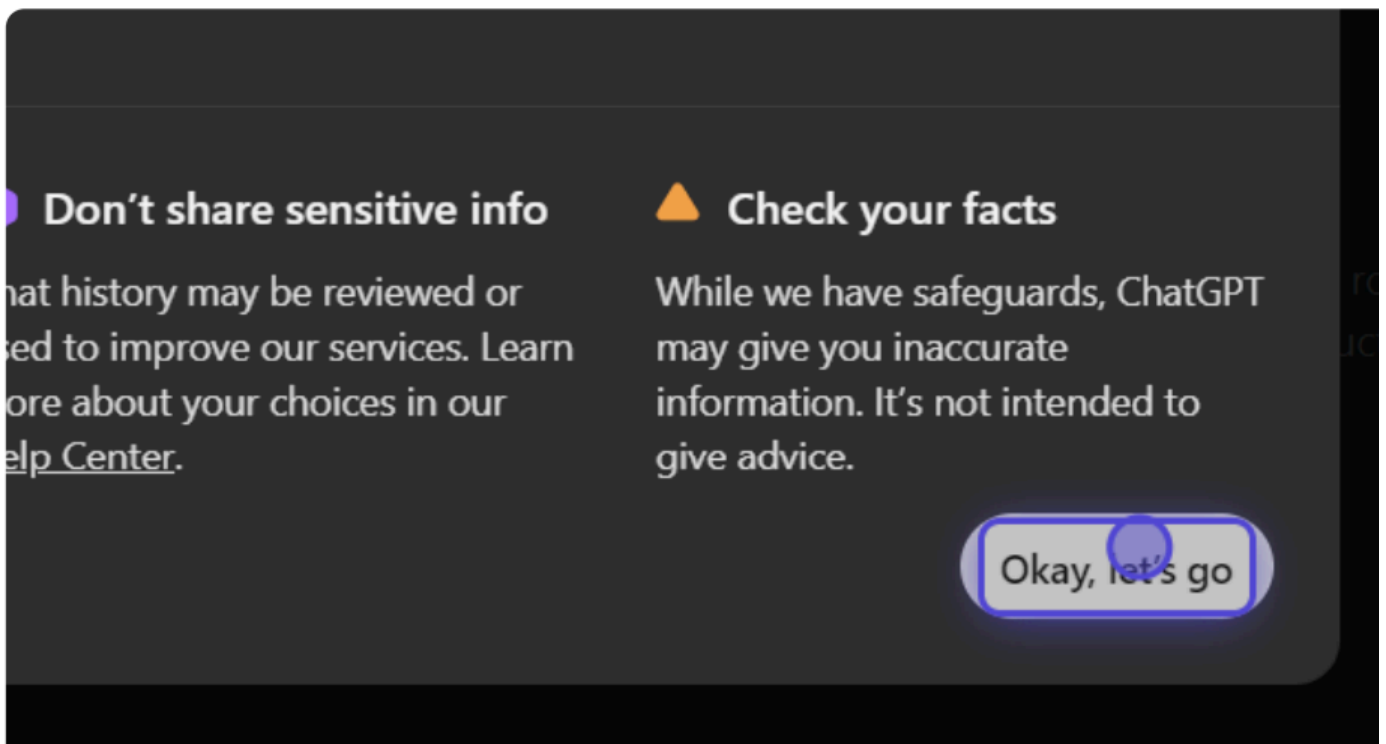
How To Use This Guide

GET CHATGPT'S HELP AT WORK TODAY

11 Click on Agree



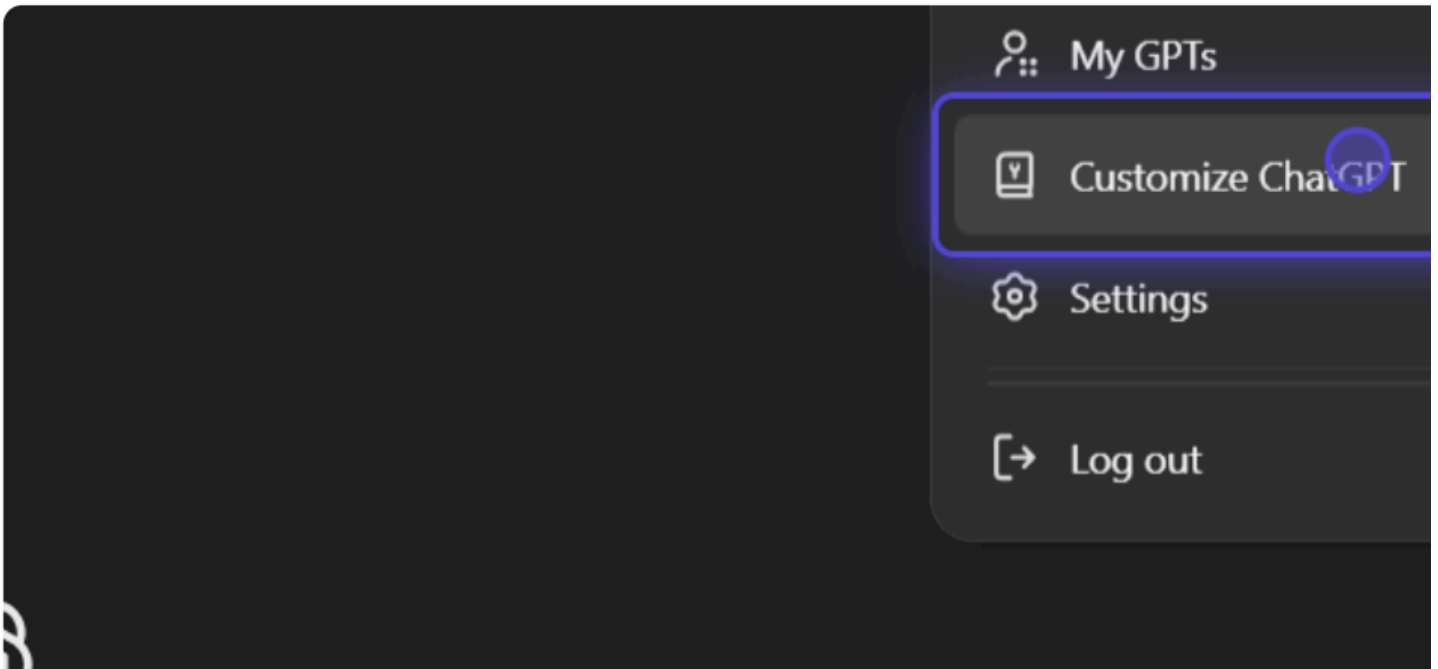
12 Click on Okay, let's go



How To Use This Guide

GET CHATGPT'S HELP AT WORK TODAY

13 Click on Customize ChatGPT

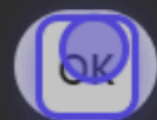


14 Click on OK

For interactions with ChatGPT by providing specific details and your chats.

When you edit your custom instructions, they'll take effect in all new chats. Existing chats won't be updated.

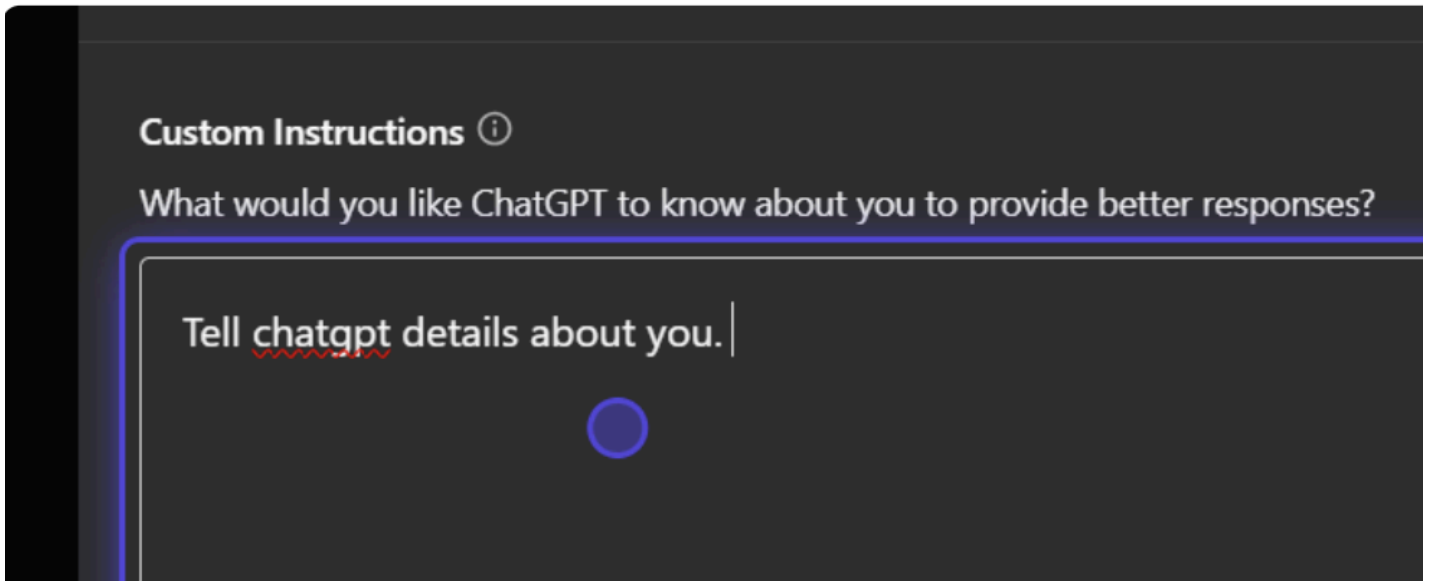
Your data will be used to make our models better unless you've opted out and disabled any plugins you've enabled. Visit our [Help Center](#) to learn more.



How To Use This Guide

GET CHATGPT'S HELP AT WORK TODAY

- 15 Give ChatGPT relevant details about the nature of your work



Here are some details you can provide

What's your role?

What are your organization's business goals?

What does your organization do?

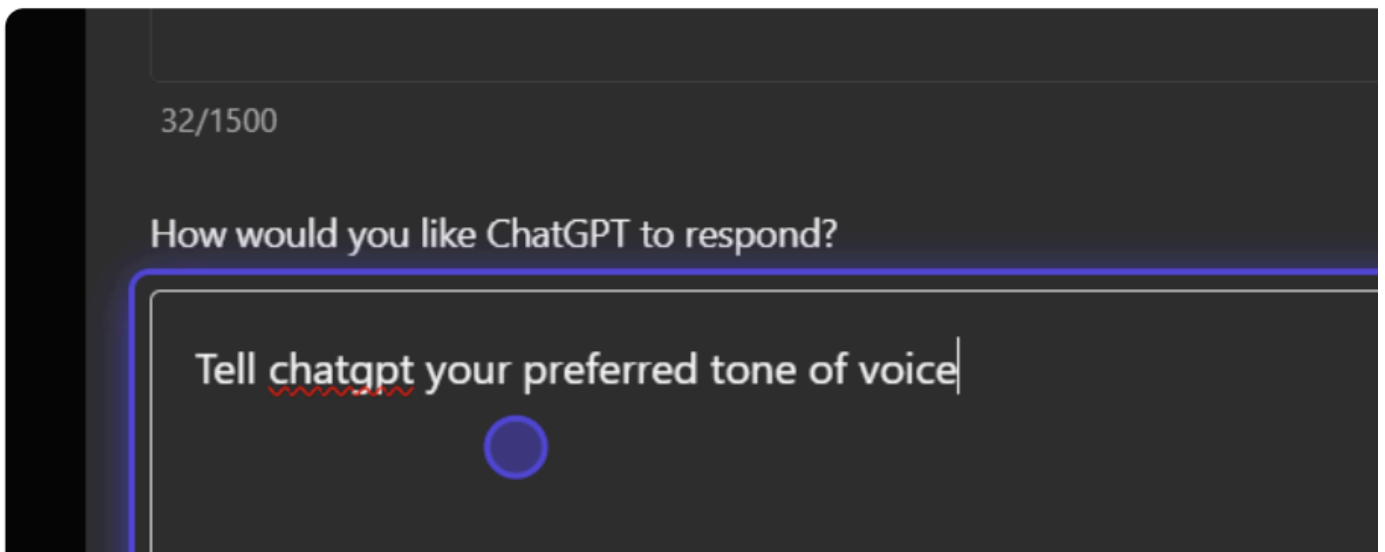
What are your top priorities at work?

What professional goals do you have?

How To Use This Guide

GET CHATGPT'S HELP AT WORK TODAY

16 Tell chatGPT your preferred tone of voice



Here are some details you can provide

How formal or casual should ChatGPT be?

How long or short should responses generally be?

How do you want to be addressed?

Should ChatGPT have opinions on topics or remain neutral?

Click Save.

HUMAN RESOURCES + AI

Drafting job descriptions



Crafting employee survey questions



Creating interview questions



Developing training program outlines



Generating employee onboarding checklists



Writing internal job postings



Writing performance review templates



Creating employee handbook sections



Summarizing HR policies



Generating interview rejection emails



HUMAN RESOURCES + AI

Drafting employee recognition messages



Creating exit interview questions



Writing job offer letters



Writing employee benefits summaries



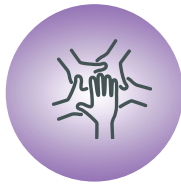
Developing HR newsletter content



Drafting company culture statements



Generating team-building activity ideas



Generating interview feedback templates



Creating diversity and inclusion initiative descriptions

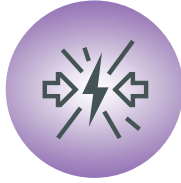


Creating employee goal-setting frameworks



HUMAN RESOURCES + AI

Writing conflict resolution guidelines



Creating employee engagement activity ideas



Developing employee wellness program descriptions



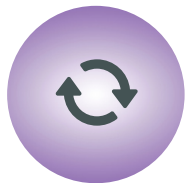
Drafting remote work policy guidelines



Generating HR FAQ responses



Writing job rotation program descriptions



Creating employee referral program guidelines



Generating employee skills assessment questionnaires



Writing performance improvement plan templates



Creating mentorship program outlines



HUMAN RESOURCES + AI

Drafting salary negotiation talking points



Generating interview scorecards



Generating workplace safety tips



Creating employee development plan templates



Creating employee feedback form templates



Drafting anti-harassment policies



Brainstorming company values statements



Writing employee recognition program descriptions



Writing employee time-off request guidelines



Generating new hire announcement templates



HUMAN RESOURCES + AI

Creating employee grievance procedure outlines



Creating employee retention strategy ideas



Drafting performance bonus criteria



Drafting flexible work arrangement policies



Writing employee social media guidelines



Generating team roles and responsibilities descriptions



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Writing sales email templates



Brainstorming sales promotion ideas



Generating product descriptions



Outlining sales presentation structures



Creating customer FAQ lists



Crafting elevator pitches



Drafting sales call scripts



Developing buyer persona profiles



Composing follow-up messages



Handling objections



Writing thank-you notes to clients



Writing product comparison charts



Creating sales meeting agendas



Creating sales contest ideas



Generating prospecting message templates



Composing LinkedIn outreach messages



Listing qualifying questions for leads



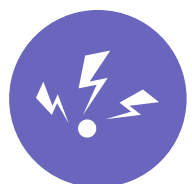
Generating sales goal ideas



Drafting sales proposal outlines



Listing customer pain points



Creating sales process checklists



Generating upselling suggestions



Drafting customer testimonial requests



Getting feedback on your pitches



Listing sales networking tips



Refining your sales closing techniques



Generating sales email subject lines



Identifying sales training needs



Creating sales role-play scenarios



Writing sales call prep checklists



Creating sales proposal outlines



Generating icebreaker ideas



Ideating customer retention strategies



Brainstorming personalization ideas



Defining sales metrics



Formulating responses to common objections



Writing performance review templates



Create ideas for referral programs



Practice negotiation



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MARKETING + AI

Writing social media caption



Composing product descriptions



Ideating blog post topics



Outlining campaign structures



Creating email subject lines



Writing brand slogans



Drafting press release templates



Developing customer survey questions



Brainstorming hashtag ideas



Writing newsletter content



MARKETING + AI

Creating ad copy variations



Coming up with possible KPIs to track



Writing landing page headlines



Creating draft marketing budgets



Listing SEO keyword ideas



Repurposing existing content



Crafting influencer outreach messages



Generating contest and giveaway ideas



Writing SEO meta descriptions



Creating marketing persona profiles



MARKETING + AI

Brainstorming brand name ideas



Developing brand personality traits



Pinpointing unique selling propositions



Creating customer segmentation criteria



Developing customer loyalty program concepts



Drafting podcast episode scripts



Writing product benefit statements



Generating webinar topic ideas



Generating newsletter topics



Writing abandoned cart sequences



MARKETING + AI

Outlining brand voice guidelines



Writing podcast sponsorship scripts



Writing marketing case studies



Ideating UGC campaigns



Developing nostalgia marketing concepts



Outlining the brand manifesto



Creating brand archetype descriptions



Drafting brand color psychology explanations



Drafting brand podcast show concepts



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CUSTOMER SERVICE + AI

Writing customer greeting scripts



Drafting complaint response templates



Creating customer satisfaction surveys



Generating FAQ lists



Composing follow-up email templates



Crafting apology messages



Developing customer feedback forms



Writing product return policies



Creating customer service phone scripts



Identifying customer service team goals



CUSTOMER SERVICE + AI

Writing customer success stories



Creating customer journey maps



Outlining service level agreements



Defining customer service metrics



Generating empathy statements



Drafting customer win-back scripts



Creating customer health score models



Drafting customer feedback analysis reports



Generating customer service chatbot scripts



Creating customer service awards criteria



CUSTOMER SERVICE + AI

Defining
customer
service best
practices



Outlining
customer
service call
handling steps



Creating
customer
service
improvement
action plans



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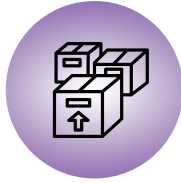
Creating standard operating procedures



Brainstorming cost-cutting strategies



Generating inventory management guidelines



Developing performance metric definitions



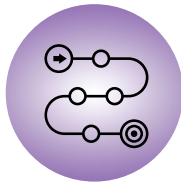
Writing safety protocol summaries



Outlining quality control procedures



Generating process improvement ideas



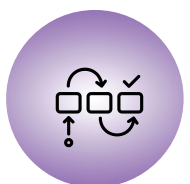
Writing reports



Composing vendor evaluation criteria

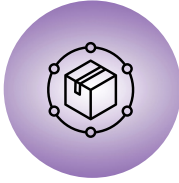


Generating workflow diagrams



OPERATIONS + AI

Generating supply chain optimization ideas



Drafting crisis management plans



Listing questions for assessing operational risks



Composing team meeting agendas



Generating productivity improvement ideas



Creating customer service scripts



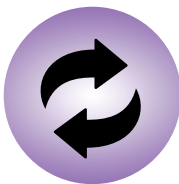
Writing facility inspection checklists



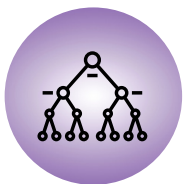
Generating efficiency KPIs



Drafting change management plans

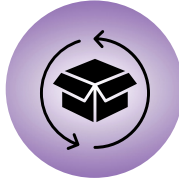


Creating a decision tree for common operational issues



OPERATIONS + AI

Ideating inventory turnover strategies



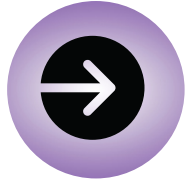
Creating shift scheduling templates



Writing operational budget templates



Drafting business continuity plans



Generating ideas for reducing lead times



Outlining operational reports



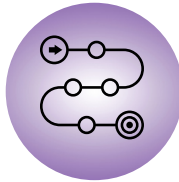
Drafting operational excellence best practices



Writing optimization strategies



Writing process mapping instructions



Creating customer complaint handling procedures



OPERATIONS + AI

Drafting operational audit checklists



Writing operational compliance guidelines



Writing resource allocation plans



Creating process flows



Drafting supplier management policies



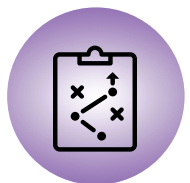
Generating operational goals



Identifying process documentation best practices



Creating operational risk mitigation strategies



Summarizing meeting minutes



Drafting internal memos



OPERATIONS + AI

Creating cross-
departmental
collaboration
guidelines



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GRAPHIC DESIGN + AI

Listing color palette ideas



Generating business card design ideas



Suggesting font pairs



Generating packaging design ideas



Writing design briefs



Designing brand style guidelines



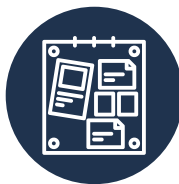
Brainstorming logo concepts



Identifying illustration themes



Creating mood board themes



Creating website wireframe descriptions



GRAPHIC DESIGN + AI

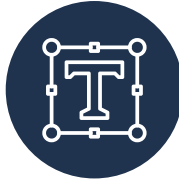
Suggesting email newsletter layouts



Drafting design case study outlines



Creating typography hierarchy examples



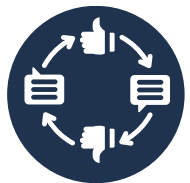
Ideating brochure layouts



Writing design process explanations



Writing design critique guidelines



Drafting design client questionnaires



Generating billboard design concepts



Ideating menu layouts



Designing trade show booths



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ADMINISTRATION + AI

Writing office policy memos



Scheduling new hire orientations



Creating filing system structures



Creating travel expense report templates



Generating office supply order lists



Creating inter-departmental request forms



Listing time management techniques



Creating office asset tracking systems



Composing employee handbook sections



Designing visitor check-in procedures



ADMINISTRATION + AI

Creating office maintenance schedules



Creating conference room booking systems



Creating employee leave request forms



Writing office event planning checklists



Writing petty cash management procedures



Generating office wellness program ideas



Drafting polite responses to decline invitations



Creating a template for tracking office visitors



Drafting office dress code policies



Writing office key management procedures



ADMINISTRATION + AI

Drafting office phone system instructions



Generating office archive organization ideas



Drafting email responses to common inquiries



Creating meeting agenda templates



Drafting clear and concise meeting minutes



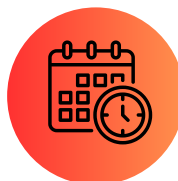
Creating a template for travel itineraries



Writing professional bios for team members



Creating a template for tracking important deadlines



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PRODUCT MANAGEMENT + AI

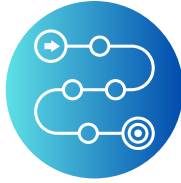
Writing product vision statements



Drafting user story templates



Creating product roadmap outlines



Generating feature prioritization criteria



Listing customer pain points



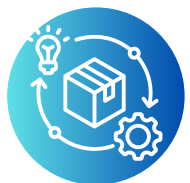
Composing product requirement documents



Brainstorming product name ideas



Ideating product features



Writing product demo scripts



Drafting product pricing strategies



PRODUCT MANAGEMENT + AI

Crafting user persona profiles



Developing A/B testing ideas



Writing product positioning statements



Creating sprint planning agendas



Generating product metrics examples



Conducting competitive analysis



Pinpointing product usage metrics to track



Creating office asset tracking systems



Designing product feedback surveys



Generating product risk assessment questions



PRODUCT MANAGEMENT + AI

Identifying product adoption barriers



Identifying product localization considerations



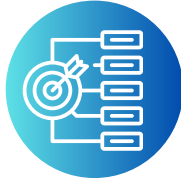
Outlining product onboarding flows



Writing product release notes templates



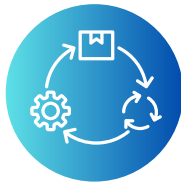
Drafting product team OKRs



Composing product-led growth strategies



Describing product lifecycle stages



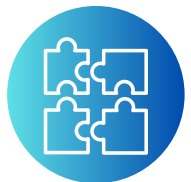
Drafting customer interview questions



Creating user journey maps



Generating product-market fit questions

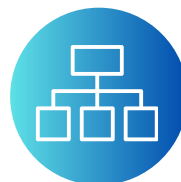


PRODUCT MANAGEMENT + AI

Writing feature sunset checklists



Creating product ecosystem diagrams



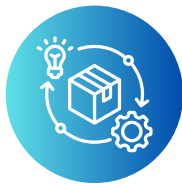
Ideating product growth hacking concepts



Defining product value propositions



Identifying product management best practices



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PUBLIC RELATIONS + AI

Writing press release templates



Brainstorming PR campaign themes



Drafting media pitch emails



Outlining spokesperson talking points



Creating crisis communication plans



Crafting public statements



Generating social media response guidelines



Developing media kit components



Composing company boilerplates



Writing event press invitations



PUBLIC RELATIONS + AI

Creating PR strategy outlines



Listing influencer outreach ideas



Generating interview question responses



Drafting corporate apology statements



Writing award submission narratives



Creating PR measurement metrics



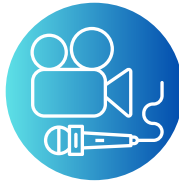
Composing executive bios



Generating thought leadership topics



Listing media training tips

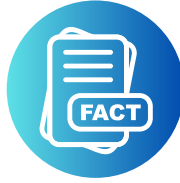


Creating press conference checklists



PUBLIC RELATIONS + AI

Drafting company fact sheets



Generating PR pitch angle ideas



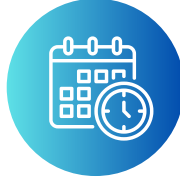
Listing community engagement activities



Writing brand positioning statements



Creating PR calendar templates



Drafting PR budget allocation ideas



Generating PR trend predictions



Creating PR campaign evaluation criteria



Generating PR stunt ideas



Creating PR ethics guidelines



PUBLIC RELATIONS + AI

Writing PR case study outlines



Creating PR risk assessment templates



Drafting PR reporting templates



Drafting PR pitch follow-up emails



Writing PR award nomination letters



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Drafting non-disclosure agreement templates



Writing legal disclaimer statements



Creating contract clause explanations



Drafting contracts



Crafting settlement offer letters



Brainstorming case strategy



Composing client intake questionnaires



Writing cease and desist letter drafts



Creating legal memo structures



Practicing contract negotiation



Creating legal risk assessment matrices



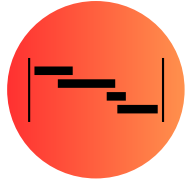
Creating legal compliance checklists



Writing expert witness selection criteria



Creating legal project management timelines



Writing legal case summaries



Creating legal brief outlines



Searching legal databases



Creating legal knowledge management system outlines



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Creating monthly financial report templates



Drafting budget proposal outlines



Developing expense claim guidelines



Summarizing financial policies



Explaining cash flow statement components



Analyzing balance sheet trends



Compiling audit preparation checklists



Mapping accounts payable workflows



Composing debt collection email templates



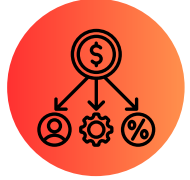
Formulating risk assessment questionnaires



Generating tax compliance checklists



Evaluating cost allocation method pros and cons



Defining procurement policies



Suggesting data visualization techniques



Defining internal control procedures



Designing M&A financial analysis templates



Proposing debt management strategy options



Outlining risk mitigation plans



Articulating finance policy key points



Brainstorming process improvement ideas



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PROJECT MANAGEMENT + AI

Build a risk assessment matrix template



Identify a list of potential project risks



Compose a project scope statement



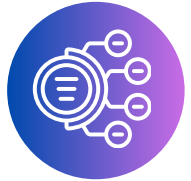
Develop a stakeholder communication plan



Outline a project status report template



Construct a work breakdown structure outline



Pinpoint a list of critical path tasks



Formulate a change request form



Prepare a project budget template



Create a project closure report template

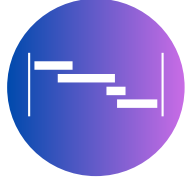


PROJECT MANAGEMENT + AI

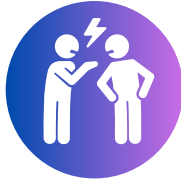
Craft a lessons learned document template



Structure a project timeline template



Propose ideas for resolving common project conflicts



Map out a resource allocation plan



Arrange a project kickoff meeting agenda



Suggest ideas for improving team productivity



Create a template for tracking project dependencies



Layout a project resource management plan



Develop a project risk response plan



Create a stakeholder engagement plan

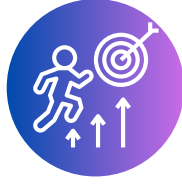


PROJECT MANAGEMENT + AI

Identify
project
assumptions
and
constraints



Conceive
ideas for
motivating
project team
members



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