

## 4 ChatGPT Prompts that you can use for everyday work

ChatGPT can be very powerful but it's only as good as the prompts you provide it. 5 common work prompts to make ChatGPT work for you.

**Step 1:** Use a strong base prompt

**Step 2:** Improve the response from ChatGPT through further refinement

- Ex: Make this shorter

**Step 3:** Personalise for your own context

- ChatGPT can only take you so far. Personalise it for your own use.

### ✔ Effective Meeting Agenda and Setup

#### Format:

Write an email setting up a meeting as <your role> with <client type / industry / name>. Include <key components of email> aimed at <meeting objective>. As preparation, <relevant team> is advised to <preparation work>.

#### Example 1:

Write an email setting up a meeting as a management consultant to a client ("Client X") working in the automobile manufacturing industry. Include a meeting objective, a 1 hour agenda aimed at understanding challenges that the client is facing that's led to increased costs. As preparation, the client's operations team is advised to come prepared with the current and target costs by product.

#### Example 2:

Write an email setting up a meeting as a Risk Management Consultant to a client ("Client X") working in the Pharma industry. Include a meeting objective, formulating strategies and action plans to understand and comply with relevant regulations of the Pharma industry. The team is advised to gather relevant data and research before the meeting, such as the regulatory compliances to be achieved by the Client.

### ✔ Email Writing including Minutes of a meeting

#### Format:

Write an email referring to <type of meeting> on <date> amongst the <team name / type>. <Activities carried out>. <Key findings / insights from the meeting>. On <next meeting date>, the team will <pending objectives to be met>. Keep number of words to under <target word length>.

#### Example 1:

Write an email referring to the internal workshop on 10th July amongst the senior leadership team. The team revisited the organisation's vision and mission. The vision is powerful, but the mission statement requires more discussion. On 17th July, the team will brainstorm on a mission statement more aligned to the vision. Keep number of words to under 250.

## Example 2:

Write an email as the CEO to her employees regarding the launch of a new Sales ERP system in the organisation, seeking feedback and suggestions from everyone. The tone of the email is optimistic. The length of the email is short.

## ✔ Compelling Sales Pitch Presentation

### Format:

Write a compelling sales proposal as a <position> representing <company>. <company> provides <services> and is offering <client name / type> an engagement to help them <client objectives>. Highlight <key points to be included>. Keep the number of words to less than <target word length>.

## Example 1:

Write a compelling sales proposal as a Sales Director representing a Management Consulting firm "Company X". Company X is offering a global fashion retail company "Company Y" a consulting engagement to help them understand the Indian fashion market so that they can evaluate whether to enter the Indian market. Highlight Company X's strong experiences in the Indian market with similar engagements. Keep the number of words to less than 250

## Example 2:

Write a compelling sales pitch as a copywriter with over 3 years of experience for a client working in the educational sector. Provide assistance in their digital transformation, by creating a pitch for developing digital strategies, implementing learning management systems and leveraging data analytics for student insights. The length of the email is 150 words.

## ✔ Writing an Article / Blog

### Format:

Write an article on <topic> in <target word length> words. Provide a more compelling headline of the article and ensure that the article covers <items that must be included>. <Further instructions>.

## Example 1:

Write an article on "10 ways AI can make your job easier and efficient" in 300 words. Provide a more compelling headline of the article and ensure that the article covers how AI can help you have more productive meetings and come up with better ideas.

Provide an executive summary in the beginning and ask people to share the article on social media if they enjoyed reading it. End with an inspirational quote.

## Example 2:

As a writer who runs a blog on Financial Literacy, write a blog on "The Power of Savings" in 200 words. Provide a more compelling headline of the blog and include the following subtopics in the blog, "Setting Financial Goals", "Budgeting and Expense Management" and "Saving for Major Life Events". Encourage readers to take proactive steps, implement saving strategies, and embrace a long-term savings mindset for a secure financial future.

Provide an executive summary in the beginning and ask people to share the article on social media if they enjoyed reading it. End with an inspirational quote.