

Leveraging ChatGPT for Chiefs of Staff

ChatGPT Enterprise

Introduction

Use ChatGPT Enterprise to turn supplied information into useful first drafts. These 30 chat prompts support official congressional office work. Replace bracketed placeholders and paste the relevant source text before you begin.

For Chief of Staff: focus on office priorities, member preparation, team coordination, and management decisions. Adapt assignments to your office; House and Senate titles and responsibilities vary.

Goals

This guide is meant to help:

- Create practical drafts for your daily work.
- Make handoffs and review requirements clear.
- Keep claims traceable to supplied sources.

Guidelines & guardrails

Use ChatGPT in the ChatGPT Enterprise environment responsibly within your organization's approved guidelines. Before using it for work, keep in mind:

- Use only information permitted in your approved workspace; use fictional or de-identified examples for practice.
- Verify facts, dates, citations, and chamber-specific procedures with current sources.
- Keep official work separate from campaign activity. Staff review all outputs before use or release.

Effective prompting

You can use simple English language instructions (or “prompts” & “queries”) in ChatGPT, and the model responds based on those prompts. Better prompts - that are more thoughtful, clear, and articulate - will yield more useful responses. Keep in mind that every good prompt has:

- **Task** - What are you asking ChatGPT to do?
- **Context** - What additional information or documents should it be aware of?
- **Expectations** - How do you expect the final output to be formatted?

Take a simple example:

- Original prompt: "Help me prepare for work."
- Add in task: "Draft a member decision brief."
- Add in context: "Draft a member decision brief. For our [House/Senate] office, use [Approved notes] for [Audience]."
- Add in expectation: "Draft a member decision brief. For our [House/Senate] office, use [Approved notes] for [Audience]. Keep it to one page, with next steps and facts to verify."

Sample prompts

Choose a prompt, replace its brackets, and paste the named notes or source excerpts. State the chamber, audience, deadline, and desired format. Review the draft, then ask for a focused revision. Prompts do not retrieve live information or take external actions.

Role grounding, reviewed September 21, 2026.
Original workflow prompts; office procedures govern actual work.

Senate position descriptions: role responsibilities
.

CRS staff guide (2012): role and title background.

House Resume Bank: House role names.

House Green & Gold: casework and field duties.

OpenAI: using ChatGPT and reviewing results.

Office Priorities

Weekly priorities brief

Best used with: Chat.

Turn [Member priorities], [Team updates], and [Week dates] into a one-page chief-of-staff brief. Separate decisions needed from work in progress; give each item an owner, deadline, and dependency. Do not infer the member's position. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Quarterly office roadmap

Best used with: Chat.

Translate [Member-approved goals] and [Known calendar milestones] into a 90-day office roadmap. Show three phases, observable milestones, team responsibilities, and questions for the member. Keep proposed dates distinct from confirmed commitments. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Competing commitments

Best used with: Chat.

Compare [Official commitments] against [Member-stated priorities] and [Available staff capacity]. Produce an options table showing time demands, tradeoffs, and unresolved information. Leave final choices to the chief of staff and member. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Office Priorities

Leadership meeting agenda

Best used with: Chat.

Build a 30-minute senior-staff agenda from [Outstanding decisions] and [Team reports]. Allocate time by decision needed, name the presenter, and list the advance reading. End with a decision-log template. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Priority reset memo

Best used with: Chat.

Draft a 400-word internal reset memo after [Change in office priorities]. Explain what continues, pauses, or needs clarification using [Member guidance]. Include next steps for DC and district/state leads without creating new commitments. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Member Preparation

Morning member brief

Best used with: Chat.

Condense [Schedule], [Approved issue updates], and [Decision requests] into a two-minute morning read. Lead with time-sensitive decisions, then meeting purposes and unresolved questions. Preserve exact dates and distinguish confirmed events from holds. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Meeting decision card

Best used with: Chat.

Prepare a one-page decision card for [Member meeting] using [Background notes] and [Staff options]. Include purpose, relevant history, three questions, and choices requiring member direction. Attribute positions to their supplied source. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Briefing gap check

Best used with: Chat.

Review [Draft member briefing] for unsupported claims, unexplained acronyms, missing decisions, and unclear next steps. Return a table of passage, concern, and proposed fix. Do not add facts from memory. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Member Preparation

Visit preparation brief

Best used with: Chat.

Combine [District/state visit objectives], [Host notes], and [Confirmed itinerary] into a member briefing outline. Separate substantive preparation from logistics, identify briefing owners, and flag unconfirmed arrangements. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Member follow-through

Best used with: Chat.

Turn [Member meeting notes] into a decision record for senior staff. Separate explicit directions, staff proposals, and open questions. Show owner and due date only when supplied; mark everything else for confirmation. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Team Coordination

DC-field handoff	Best used with: Chat. Draft a handoff protocol between our DC and district/state teams using [Current workflow] and [Recurring friction]. Include information to exchange, responsible roles, cadence, and escalation points. Keep it to one page for discussion. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.
Responsibility clarification	Best used with: Chat. Map [Office functions] to [Existing staff assignments] in a responsibility table. Identify duplicated ownership and gaps without proposing personnel changes. Add five questions for the chief of staff to resolve. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.
Cross-team launch	Best used with: Chat. Build an internal coordination plan for [Approved office initiative]. Use [Policy], [Communications], [Scheduling], and [Field requirements] to sequence work, approvals, and handoffs. Label each proposed milestone and avoid promising public delivery dates. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Team Coordination

Coverage planning **Best used with:** Chat.

Create a coverage discussion sheet for [Known absences] and [Essential office functions]. Show uncovered tasks, required access, and proposed handoffs by role. Do not evaluate individual staff performance or infer availability. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Escalation pathways **Best used with:** Chat.

Turn [Existing escalation practices] into a concise staff reference. Distinguish routine routing, urgent management questions, and matters requiring the member's direction. Preserve supplied thresholds; list missing thresholds as questions. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Office Operations

Operating review agenda

Best used with: Chat.

Prepare a monthly office operating review from [Budget summary], [Service updates], and [Administrative notes]. Organize around exceptions, upcoming deadlines, and decisions for leadership. Do not invent benchmarks or chamber requirements. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Resource request brief

Best used with: Chat.

Convert [Team resource request] into a one-page management brief with purpose, quoted cost, alternatives, implementation burden, and missing information. Use [Office budget constraints] and leave spending authorization to the designated official. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Process bottleneck review

Best used with: Chat.

Analyze [De-identified workflow examples] for delayed handoffs in briefing production. Map the current process, identify evidence-supported bottlenecks, and propose two small experiments with measurable outcomes. Avoid attributing motives to staff. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Office Operations

Office continuity outline

Best used with: Chat.

Draft an administrative continuity outline using [Approved office continuity instructions] and [Essential functions]. Cover communication ownership, alternate work arrangements, and recovery checklists. Do not replace emergency instructions or invent security procedures. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Management dashboard design

Best used with: Chat.

Design a weekly management dashboard template for [Office goals]. Define no more than eight measures, their sources, update owners, and interpretation limits. Exclude individual staff scoring and use aggregate operational measures. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Stakeholder Coordination

Stakeholder meeting map

Best used with: Chat.

Organize [Official stakeholder meeting requests] by subject, office lead, requested action, and follow-up need. Produce a coordination table for senior staff. Do not infer political affiliation or rank people by influence. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Agency engagement brief

Best used with: Chat.

Prepare a chief-of-staff brief for [Agency leadership meeting] from [Correspondence history] and [Office questions]. Separate agency statements, office requests, and unresolved items. Include a proposed 20-minute discussion order. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Interoffice coordination

Best used with: Chat.

Draft a staff-to-staff coordination note about [Shared official initiative] using [Agreed scope]. State the proposed division of work, dates needing confirmation, and points requiring member approval. Keep it under 250 words. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Stakeholder Coordination

Community feedback synthesis

Best used with: Chat.

Summarize [De-identified field reports] for leadership in 400 words. Identify recurring service or policy questions and examples requiring follow-up. Explain that submitted reports do not establish district-wide opinion. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Commitment audit

Best used with: Chat.

Review [Meeting records] and [Follow-up list] for office commitments that lack an owner or confirmed deadline. Return a reconciliation table. Preserve conditional wording and do not turn suggestions into promises. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Leadership Communication

All-staff update

Best used with: Chat.

Draft a 300-word chief-of-staff update using [Confirmed office developments]. Cover priorities, responsibilities, and upcoming deadlines in a calm, direct voice. Exclude confidential personnel details and distinguish tentative plans. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Decision memo edit

Best used with: Chat.

Tighten [Draft management memo] to one page for the member. Lead with the question requiring direction, preserve material tradeoffs, and list information still needed. Do not choose an outcome on the member's behalf. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Office milestone review

Best used with: Chat.

Turn [Verified accomplishments] into a factual quarterly internal review. Connect completed work to [Office goals], separate activity from outcomes, and identify lessons. Avoid unsupported credit or numerical claims. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Leadership Communication

Lessons-learned discussion

Best used with: Chat.

Build a 45-minute discussion guide after [Major office undertaking]. Use [Debrief notes] to frame what worked, what stalled, and what to change. Assign process follow-up questions without judging individuals. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Transition briefing

Best used with: Chat.

Draft a chief-of-staff transition outline using [Office structure], [Active priorities], and [Recurring obligations]. Include decision authorities, key handoffs, and unfinished matters. Use role titles and placeholders for sensitive contacts. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.