

OpenAI

Leveraging ChatGPT for Deputy 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 Deputy Chief of Staff: focus on delegated initiatives, cross-team execution, management follow-through, and escalation. 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 cross-team status brief."
- Add in context: "Draft a cross-team status brief. For our [House/Senate] office, use [Approved notes] for [Audience]."
- Add in expectation: "Draft a cross-team status 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
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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.

Delegated Priorities

Delegation charter **Best used with:** Chat.

Convert [Chief-of-staff direction] into a one-page charter for [Assigned initiative]. Clarify scope, expected outcome, decision authority, milestones, and escalation questions. Distinguish authority explicitly delegated from authority needing confirmation. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Execution workplan **Best used with:** Chat.

Build a four-week execution plan from [Approved initiative scope] and [Team capacity notes]. Show workstreams, dependencies, deliverables, and review dates. Identify work that cannot start without leadership direction. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Milestone readiness **Best used with:** Chat.

Review [Milestone checklist] and [Team updates] for [Office initiative]. Produce a readiness table with evidence, unresolved work, accountable role, and next check-in. Do not mark a milestone complete without supporting evidence. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Delegated Priorities

Scope change brief **Best used with:** Chat.

Prepare a 250-word change brief comparing [Original assignment] with [Proposed addition]. Explain effects on timeline, workload, and other commitments. Present choices for the chief of staff without silently expanding the assignment. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Stalled work recovery **Best used with:** Chat.

Use [Delay notes] and [Remaining tasks] to propose two recovery sequences for [Delegated initiative]. Show prerequisites, tradeoffs, and dates needing confirmation. Do not assume overtime or reassign personnel unilaterally. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Cross-Team Delivery

Weekly integration agenda

Best used with: Chat.

Create a 25-minute cross-team meeting agenda from [Policy], [Press], [Field], and [Scheduling updates]. Center handoffs and decisions, give each topic an owner, and reserve time to confirm next actions. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Handoff acceptance checklist

Best used with: Chat.

Draft a handoff checklist for [Deliverable] moving from [Sending team] to [Receiving team]. Use [Existing standards] to define required context, completion evidence, and unanswered questions. Keep it usable in a short email. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Dependency map

Best used with: Chat.

Map dependencies among [Upcoming official events and deliverables]. Return a table of prerequisite, dependent task, responsible role, and consequence of delay. Distinguish confirmed deadlines from planning assumptions. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Cross-Team Delivery

Conflicting instructions

Best used with: Chat.

Compare [Direction A] and [Direction B] for the same office assignment. Identify conflicts in scope, timing, audience, or authority. Draft a neutral clarification note to the chief of staff rather than resolving ambiguity yourself. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Multi-office coordination

Best used with: Chat.

Design a weekly coordination rhythm for [DC office] and [District/state locations]. Use [Time zones] and [Existing meetings] to minimize duplication. Specify information exchanged, participants by role, and an escalation channel to confirm. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Leadership Follow-Through

Decision log cleanup

Best used with: Chat.

Turn [Leadership meeting notes] into a clean decision log. Separate decisions, proposed actions, and unresolved questions. Include who gave direction and the supporting passage; leave missing owners or due dates blank for review. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Chief-of-staff digest

Best used with: Chat.

Summarize [Workstream updates] into a 300-word deputy-to-chief-of-staff digest. Lead with decisions needed, then overdue dependencies and completed milestones. Distinguish reported completion from verified delivery. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Delegated meeting readout

Best used with: Chat.

Draft a readout from [Meeting notes] where I represented office leadership. Cover attendee roles, substantive points, explicit commitments, and requests for direction. Do not imply the member endorsed an idea raised in discussion. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Leadership Follow-Through

Action reminder drafts

Best used with: Chat.

Draft concise internal follow-up messages for [Open action items]. Each should state the agreed task, supplied due date, and information needed. Use a collegial tone and do not assign blame or invent urgency. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Leadership absence brief

Best used with: Chat.

Prepare a temporary leadership-coverage brief using [Delegation instructions] and [Upcoming decisions]. Identify what I may handle, what must wait, and what needs escalation. Treat unspecified authority as unresolved. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Process Improvement

Brief production map

Best used with: Chat.

Document the current member-briefing process from [Workflow notes]. Show intake, drafting, review, and delivery; identify missing handoff criteria. Propose a simple checklist for the next briefing cycle. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Meeting load review

Best used with: Chat.

Review [List of internal meetings], their purposes, and outputs. Identify duplicated topics and meetings without clear decisions. Offer consolidation options while preserving required coordination and flagging unknown attendance needs. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Intake redesign

Best used with: Chat.

Draft a standardized intake form for [Cross-team requests]. Use [Recurring missing information] to define essential fields, routing questions, and confirmation language. Avoid collecting personal data unnecessary to the task. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Process Improvement

Pilot evaluation

Best used with: Chat.

Compare [Process pilot goals] with [Observed results]. Produce a one-page lessons memo separating observations, limitations, and proposed adjustments. Do not claim the pilot caused changes without evidence. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Approval delay review

Best used with: Chat.

Examine [De-identified approval histories] for recurring delays in office products. Identify missing context and unclear ownership. Suggest two process changes for discussion without bypassing existing approval authority. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Staff Enablement

Assignment briefing

Best used with: Chat.

Convert [Leadership-approved assignment] into a clear team briefing. Include purpose, deliverable, audience, deadline, dependencies, and review contact. Flag unclear requirements and avoid changing assigned responsibilities. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

New-lead orientation

Best used with: Chat.

Build a first-week orientation checklist for a new [Team lead] using [Office procedures]. Cover handoffs, recurring meetings, source locations, and decision paths. Use role-based contacts rather than personal information. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Process practice exercise

Best used with: Chat.

Create a fictional exercise for staff practicing [Office handoff process]. Include a short scenario, incomplete request, and discussion questions. Provide a facilitator checklist grounded in [Supplied procedure]. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Staff Enablement

Team documentation plan	Best used with: Chat. Organize [Undocumented recurring tasks] into a documentation backlog. For each, suggest a concise format, subject-matter owner to confirm, and review cadence. Prioritize by supplied operational deadlines, not employee performance. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.
Coverage handover	Best used with: Chat. Draft a handover note for [Temporary team coverage] using [Open tasks] and [Access constraints]. Include upcoming deadlines, unresolved questions, and who can authorize changes. Do not expose credentials or personal contact details. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Exceptions and Escalations

Exception brief

Best used with: Chat.

Turn [Operational exception] into a 200-word escalation for the chief of staff. State the facts, affected work, available options, and decision deadline. Separate observed facts from staff interpretations. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Event change coordination

Best used with: Chat.

Draft an internal coordination checklist for [Change to official event]. Use [Confirmed changes] to identify scheduling, briefing, field, and communications updates. Keep attendee notification drafts separate from confirmed notifications. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Request boundary response

Best used with: Chat.

Draft a courteous response to [Request outside my delegated scope]. Explain what the office can confirm from [Guidance] and which question needs leadership direction. Do not promise action or imply approval. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Exceptions and Escalations

Readiness review questions

Best used with: Chat.

Generate ten review questions before [Major office deliverable]. Ground them in [Scope and milestones], covering ownership, missing source material, dependencies, and release approval. Keep questions specific and answerable. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Closeout memo

Best used with: Chat.

Write a closeout memo for [Delegated initiative] using [Completion evidence]. Separate delivered outputs, unresolved work, and lessons for reuse. Include a handoff table and avoid labeling unfinished work complete. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.