

OpenAI

Leveraging ChatGPT for Mayor's Chief of Staff

ChatGPT Enterprise

Introduction

Use ChatGPT Enterprise to turn supplied notes into practical first drafts. These 30 prompts support U.S. local government work. Replace bracketed placeholders and paste the named source excerpts before starting.

For the Mayor's Chief of Staff: support the mayor's briefing flow, team assignments, and commitments. Titles and responsibilities vary. Use your jurisdiction's current assignments and procedures.

Goals

This guide is meant to help:

- Prepare useful drafts for recurring work.
- Make open questions and handoffs visible.
- 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 ChatGPT Enterprise workspace. Remove personal details that are not needed for the task.
- Verify facts, dates, figures, and office procedures. These prompts use pasted context; they do not check live records.
- Staff review every output. Keep official work separate from campaign activity; retain human authority over decisions and public 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?

Before you begin

Name the task and intended audience.

Paste the relevant source material.

Specify the format, length, and deadline.

State what staff must verify before use.

Using this pack

Choose a workflow, replace the brackets, and paste short source excerpts. Name your jurisdiction, audience, and deadline. Review the draft against those sources, then request a focused revision. Follow your organization’s information-handling and records procedures.

Sources and scope

National role context and product guidance. Your current assignments and procedures govern actual work.

BLS — Top Executives

USAGov — State and local governments

OpenAI — Use ChatGPT

Mayoral briefing flow

Morning briefing

Best used with: Chat.

Prepare a morning briefing for the Mayor's Chief of Staff in [Jurisdiction], focused on mayoral briefing flow. Use the pasted [Mayoral schedule and approved department issue notes] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Decision request checklist

Best used with: Chat.

Prepare a decision request checklist for the Mayor's Chief of Staff in [Jurisdiction], focused on mayoral briefing flow. Use the pasted [Mayoral schedule and approved department issue notes] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Briefing source review

Best used with: Chat.

Prepare a briefing source review for the Mayor's Chief of Staff in [Jurisdiction], focused on mayoral briefing flow. Use the pasted [Mayoral schedule and approved department issue notes] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Mayoral briefing flow

Weekly priorities memo

Best used with: Chat.

Prepare a weekly priorities memo for the Mayor's Chief of Staff in [Jurisdiction], focused on mayoral briefing flow. Use the pasted [Mayoral schedule and approved department issue notes] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Briefing update log

Best used with: Chat.

Prepare a briefing update log for the Mayor's Chief of Staff in [Jurisdiction], focused on mayoral briefing flow. Use the pasted [Mayoral schedule and approved department issue notes] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Team coordination

Staff meeting agenda

Best used with: Chat.

Prepare a staff meeting agenda for the Mayor's Chief of Staff in [Jurisdiction], focused on team coordination. Use the pasted [Office work plan and staff assignment notes] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Assignment handoff sheet

Best used with: Chat.

Prepare a assignment handoff sheet for the Mayor's Chief of Staff in [Jurisdiction], focused on team coordination. Use the pasted [Office work plan and staff assignment notes] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Deadline conflict brief

Best used with: Chat.

Prepare a deadline conflict brief for the Mayor's Chief of Staff in [Jurisdiction], focused on team coordination. Use the pasted [Office work plan and staff assignment notes] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Team coordination

Coverage plan outline

Best used with: Chat.

Prepare a coverage plan outline for the Mayor's Chief of Staff in [Jurisdiction], focused on team coordination. Use the pasted [Office work plan and staff assignment notes] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

End-of-week staff recap

Best used with: Chat.

Prepare a end-of-week staff recap for the Mayor's Chief of Staff in [Jurisdiction], focused on team coordination. Use the pasted [Office work plan and staff assignment notes] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Council liaison

Council coordination brief

Best used with: Chat.

Prepare a council coordination brief for the Mayor's Chief of Staff in [Jurisdiction], focused on council liaison. Use the pasted [Council calendar and approved mayoral priorities] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Agenda preparation tracker

Best used with: Chat.

Prepare a agenda preparation tracker for the Mayor's Chief of Staff in [Jurisdiction], focused on council liaison. Use the pasted [Council calendar and approved mayoral priorities] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Council question routing

Best used with: Chat.

Prepare a council question routing for the Mayor's Chief of Staff in [Jurisdiction], focused on council liaison. Use the pasted [Council calendar and approved mayoral priorities] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Council liaison

Post-meeting handoff

Best used with: Chat.

Prepare a post-meeting handoff for the Mayor's Chief of Staff in [Jurisdiction], focused on council liaison. Use the pasted [Council calendar and approved mayoral priorities] and [Local office instructions]. Write a draft of no more than 200 words for [Audience]. Use the supplied tone and approved facts. Leave dates, contacts, and unconfirmed details as placeholders. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Council liaison update

Best used with: Chat.

Prepare a council liaison update for the Mayor's Chief of Staff in [Jurisdiction], focused on council liaison. Use the pasted [Council calendar and approved mayoral priorities] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Public appearances

Event preparation memo

Best used with: Chat.

Prepare a event preparation memo for the Mayor's Chief of Staff in [Jurisdiction], focused on public appearances. Use the pasted [Approved event brief and speaker notes] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Remarks outline

Best used with: Chat.

Prepare a remarks outline for the Mayor's Chief of Staff in [Jurisdiction], focused on public appearances. Use the pasted [Approved event brief and speaker notes] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Audience question sheet

Best used with: Chat.

Prepare a audience question sheet for the Mayor's Chief of Staff in [Jurisdiction], focused on public appearances. Use the pasted [Approved event brief and speaker notes] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Public appearances

Event commitments recap

Best used with: Chat.

Prepare a event commitments recap for the Mayor's Chief of Staff in [Jurisdiction], focused on public appearances. Use the pasted [Approved event brief and speaker notes] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Post-event staff instructions

Best used with: Chat.

Prepare a post-event staff instructions for the Mayor's Chief of Staff in [Jurisdiction], focused on public appearances. Use the pasted [Approved event brief and speaker notes] and [Local office instructions]. Write a draft of no more than 200 words for [Audience]. Use the supplied tone and approved facts. Leave dates, contacts, and unconfirmed details as placeholders. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Community partnerships

Partner meeting preparation

Best used with: Chat.

Prepare a partner meeting preparation for the Mayor's Chief of Staff in [Jurisdiction], focused on community partnerships. Use the pasted [Partner meeting notes and approved initiative scope] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Commitment owner table

Best used with: Chat.

Prepare a commitment owner table for the Mayor's Chief of Staff in [Jurisdiction], focused on community partnerships. Use the pasted [Partner meeting notes and approved initiative scope] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Community visit agenda

Best used with: Chat.

Prepare a community visit agenda for the Mayor's Chief of Staff in [Jurisdiction], focused on community partnerships. Use the pasted [Partner meeting notes and approved initiative scope] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Community partnerships

Partner follow-up draft

Best used with: Chat.

Prepare a partner follow-up draft for the Mayor's Chief of Staff in [Jurisdiction], focused on community partnerships. Use the pasted [Partner meeting notes and approved initiative scope] and [Local office instructions]. Write a draft of no more than 200 words for [Audience]. Use the supplied tone and approved facts. Leave dates, contacts, and unconfirmed details as placeholders. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Unresolved partnership questions

Best used with: Chat.

Prepare a unresolved partnership questions for the Mayor's Chief of Staff in [Jurisdiction], focused on community partnerships. Use the pasted [Partner meeting notes and approved initiative scope] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Office process improvement

Briefing template

Best used with: Chat.

Prepare a briefing template for the Mayor's Chief of Staff in [Jurisdiction], focused on office process improvement. Use the pasted [Office briefing standards and de-identified workflow notes] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Request intake checklist

Best used with: Chat.

Prepare a request intake checklist for the Mayor's Chief of Staff in [Jurisdiction], focused on office process improvement. Use the pasted [Office briefing standards and de-identified workflow notes] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Approval handoff map

Best used with: Chat.

Prepare a approval handoff map for the Mayor's Chief of Staff in [Jurisdiction], focused on office process improvement. Use the pasted [Office briefing standards and de-identified workflow notes] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Office process improvement

Meeting discipline guide

Best used with: Chat.

Prepare a meeting discipline guide for the Mayor's Chief of Staff in [Jurisdiction], focused on office process improvement. Use the pasted [Office briefing standards and de-identified workflow notes] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Office process review

Best used with: Chat.

Prepare a office process review for the Mayor's Chief of Staff in [Jurisdiction], focused on office process improvement. Use the pasted [Office briefing standards and de-identified workflow notes] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.