

Leveraging ChatGPT for Office Managers

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 Office Manager / Administrative Director: focus on administrative processes, office resources, staff onboarding logistics, and reliable records. 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 an office operations brief."
- Add in context: "Draft an office operations brief. For our [House/Senate] office, use [Approved notes] for [Audience]."
- Add in expectation: "Draft an office operations 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.

Office Administration

Weekly operations brief

Best used with: Chat.

Turn [Administrative updates] into a one-page office operations brief. Group deadlines, facility needs, purchasing questions, and unresolved approvals. Name responsible roles only when supplied and distinguish requests from completed work. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Procedure cleanup

Best used with: Chat.

Rewrite [Office procedure] as clear numbered steps for [Staff audience]. Preserve supplied approval requirements, flag missing details, and add a short completion checklist. Do not invent chamber rules. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Administrative calendar

Best used with: Chat.

Build a recurring administrative calendar from [Verified deadlines] and [Office procedures]. Show task, due date, owner, and source. Label proposed reminders separately from actual obligations. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Office Administration

Request routing guide

Best used with: Chat.

Organize [Common administrative requests] using [Current responsibility list]. Produce a one-page routing guide with required information and escalation contact roles. Flag requests without an established owner. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Operations meeting agenda

Best used with: Chat.

Create a 20-minute agenda from [Open administrative matters]. Focus on decisions, stalled requests, and upcoming deadlines. Include a small action log and keep confidential personnel details out. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Budget and Purchasing Support

Purchase request template

Best used with: Chat.

Draft a purchase-request template from [Office purchasing instructions]. Include business purpose, supplied quote, budget reference, required reviewer, and delivery need. Do not authorize spending or invent allowable expense rules. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Budget narrative

Best used with: Chat.

Write a 250-word narrative of [Staff-verified budget summary] for the chief of staff. Explain documented changes, known commitments, and unanswered questions. Do not calculate new figures or infer financial compliance. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Quote comparison

Best used with: Chat.

Compare [Vendor quote A] and [Vendor quote B] against [Office requirements]. Tabulate included items, stated prices, delivery, and missing terms. Do not choose a vendor or assume unlisted services are included. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Budget and Purchasing Support

Expense documentation check

Best used with: Chat.

Review [De-identified expense packet summary] against [Supplied office checklist]. Identify missing documentation and ambiguous fields for staff follow-up. Do not approve reimbursement or infer chamber requirements. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Order status inquiry

Best used with: Chat.

Draft a concise inquiry about [Office order] using [Order summary] and [Expected delivery information]. Request a factual status update and missing details. Keep payment data and account identifiers out of the draft. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Onboarding and Coverage

New-staff logistics **Best used with:** Chat.

Build an onboarding logistics checklist for [New staff role] using [Office procedures]. Cover workspace, equipment request, orientation contacts, and training dates. Do not include passwords or make access-authorization decisions. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

First-week orientation **Best used with:** Chat.

Draft a first-week orientation agenda using [Approved office guidance] and [Available sessions]. Explain office workflows and contact roles. Leave unknown procedures as questions for the administrative director. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Departure handoff checklist **Best used with:** Chat.

Create an administrative departure checklist from [Approved process]. Cover records handoff, equipment return, and requests to authorized access administrators. Do not perform account changes or include reasons for departure. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Onboarding and Coverage

Temporary desk coverage

Best used with: Chat.

Draft a coverage note for [Administrative function] using [Current task list] and [Approved backup roles]. Show recurring tasks, deadlines, and unresolved requests. Avoid personal staff circumstances. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Intern orientation materials

Best used with: Chat.

Turn [Office intern handbook excerpts] into a one-page orientation guide. Cover front-office conduct, task routing, supervision, and questions to ask. Preserve office-specific instructions and avoid inventing policies. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Facilities and Equipment

Facility request draft

Best used with: Chat.

Draft a clear service request for [Office facility problem] using [Observed facts]. Include location, operational impact, and requested follow-up. Do not diagnose technical hazards or invent urgency classifications. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Equipment inventory template

Best used with: Chat.

Design an inventory table for [Office equipment categories]. Include asset identifier, location, assigned role, condition note, and verification date. Avoid storing credentials or unnecessary personal data. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Office move checklist

Best used with: Chat.

Build an administrative move checklist from [Approved relocation plan]. Cover records, equipment, public contact information, and responsible teams. Leave technical and security procedures to supplied specialist instructions. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Facilities and Equipment

Supply planning

Best used with: Chat.

Turn [Staff-provided supply needs] and [Available stock notes] into a replenishment discussion sheet. Show requested quantities and missing information. Do not place orders or infer purchasing authority. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Support ticket summary

Best used with: Chat.

Summarize [Open facilities and equipment tickets] for the office manager. Separate reported issues, vendor responses, and verified resolution. Identify stalled items and information needed for follow-up. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Records and Documentation

Records filing guide

Best used with: Chat.

Convert [Office records instructions] into a concise filing guide for [Administrative record types]. Include naming examples, storage location placeholders, and responsible roles. Do not invent retention or deletion requirements. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

SOP index

Best used with: Chat.

Organize [Existing office procedures] into a searchable index with title, owner, last review date, and audience. Flag duplicate or conflicting instructions and leave unknown review dates blank. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Document version check

Best used with: Chat.

Compare [Procedure version A] and [Version B]. List substantive changes, inconsistent steps, and approval references requiring confirmation. Do not label either version controlling without evidence. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Records and Documentation

Meeting record cleanup

Best used with: Chat.

Convert [Administrative meeting notes] into a decision log with actions, owners, and dates. Distinguish proposals from approvals and mark incomplete information for the chair's review. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Desk manual outline

Best used with: Chat.

Draft a desk-manual outline for [Administrative function] using [Recurring tasks]. Include instructions, source locations, common exceptions, and escalation roles. Avoid embedding sensitive account details. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Service and Continuity

Office closure notice

Best used with: Chat.

Draft a public-facing office-hours notice from [Approved closure details] and [Alternative contact instructions]. Keep it clear and factual, with exact dates and time zones. Do not imply service availability beyond supplied guidance. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Continuity desk checklist

Best used with: Chat.

Convert [Approved continuity instructions] into an administrative checklist for [Scenario]. Preserve escalation contacts by role and source steps. Do not improvise emergency response or technical recovery procedures. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Workflow friction review

Best used with: Chat.

Summarize [De-identified administrative feedback] into process issues, examples, and proposed improvements. Focus on missing instructions or handoffs rather than evaluating employees. Include two questions for leadership. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Service and Continuity

Service request acknowledgment

Best used with: Chat.

Draft a short internal acknowledgment of [Administrative request]. State what was received, what information is missing, and the next review step. Use [Supplied service expectations] without inventing turnaround promises. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Monthly operations closeout

Best used with: Chat.

Prepare a monthly closeout memo from [Verified task record]. Separate completed work, pending approvals, recurring problems, and next-month deadlines. Do not infer completion from a submitted request. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.