

OpenAI

Leveraging ChatGPT for Governor

ChatGPT Enterprise

Introduction

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

For the Governor: support cabinet briefings, statewide priorities, and public communication. 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

Statewide priorities

Weekly governor brief

Best used with: Chat.

Prepare a weekly governor brief for the Governor in [Jurisdiction], focused on statewide priorities. Use the pasted [Approved administration priorities and agency updates] 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.

Priority progress narrative

Best used with: Chat.

Prepare a priority progress narrative for the Governor in [Jurisdiction], focused on statewide priorities. Use the pasted [Approved administration priorities and agency updates] 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.

Cross-agency dependency table

Best used with: Chat.

Prepare a cross-agency dependency table for the Governor in [Jurisdiction], focused on statewide priorities. Use the pasted [Approved administration priorities and agency updates] 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.

Statewide priorities

Unresolved questions memo

Best used with: Chat.

Prepare a unresolved questions memo for the Governor in [Jurisdiction], focused on statewide priorities. Use the pasted [Approved administration priorities and agency updates] 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.

Quarterly priorities update

Best used with: Chat.

Prepare a quarterly priorities update for the Governor in [Jurisdiction], focused on statewide priorities. Use the pasted [Approved administration priorities and agency updates] 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.

Cabinet coordination

Cabinet agenda

Best used with: Chat.

Prepare a cabinet agenda for the Governor in [Jurisdiction], focused on cabinet coordination. Use the pasted [Cabinet meeting materials and approved agency responsibilities] 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.

Agency briefing questions

Best used with: Chat.

Prepare a agency briefing questions for the Governor in [Jurisdiction], focused on cabinet coordination. Use the pasted [Cabinet meeting materials and approved agency responsibilities] 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.

Meeting action recap

Best used with: Chat.

Prepare a meeting action recap for the Governor in [Jurisdiction], focused on cabinet coordination. Use the pasted [Cabinet meeting materials and approved agency responsibilities] 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.

Cabinet coordination

Agency handoff map

Best used with: Chat.

Prepare a agency handoff map for the Governor in [Jurisdiction], focused on cabinet coordination. Use the pasted [Cabinet meeting materials and approved agency responsibilities] 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.

Cabinet follow-up tracker

Best used with: Chat.

Prepare a cabinet follow-up tracker for the Governor in [Jurisdiction], focused on cabinet coordination. Use the pasted [Cabinet meeting materials and approved agency responsibilities] 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.

Budget communication

Budget address outline

Best used with: Chat.

Prepare a budget address outline for the Governor in [Jurisdiction], focused on budget communication. Use the pasted [Approved executive budget summaries and verified figures] 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.

State budget explainer

Best used with: Chat.

Prepare a state budget explainer for the Governor in [Jurisdiction], focused on budget communication. Use the pasted [Approved executive budget summaries and verified figures] and [Local office instructions]. Write up to six short entries in plain language for [Audience]. Preserve conditions and exceptions in the source; leave unanswered questions visible. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Agency funding questions

Best used with: Chat.

Prepare a agency funding questions for the Governor in [Jurisdiction], focused on budget communication. Use the pasted [Approved executive budget summaries and verified figures] 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.

Budget communication

Budget announcement fact sheet

Best used with: Chat.

Prepare a budget announcement fact sheet for the Governor in [Jurisdiction], focused on budget communication. Use the pasted [Approved executive budget summaries and verified figures] 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.

Budget message accuracy review

Best used with: Chat.

Prepare a budget message accuracy review for the Governor in [Jurisdiction], focused on budget communication. Use the pasted [Approved executive budget summaries and verified figures] 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.

Regional engagement

Regional visit brief **Best used with:** Chat.

Prepare a regional visit brief for the Governor in [Jurisdiction], focused on regional engagement. Use the pasted [Regional visit notes and approved state program information] 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.

Community listening summary **Best used with:** Chat.

Prepare a community listening summary for the Governor in [Jurisdiction], focused on regional engagement. Use the pasted [Regional visit notes and approved state program information] 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.

Local leader meeting agenda **Best used with:** Chat.

Prepare a local leader meeting agenda for the Governor in [Jurisdiction], focused on regional engagement. Use the pasted [Regional visit notes and approved state program information] 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.

Regional engagement

**Visit follow-up
draft**

Best used with: Chat.

Prepare a visit follow-up draft for the Governor in [Jurisdiction], focused on regional engagement. Use the pasted [Regional visit notes and approved state program information] 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.

**Regional
commitments log**

Best used with: Chat.

Prepare a regional commitments log for the Governor in [Jurisdiction], focused on regional engagement. Use the pasted [Regional visit notes and approved state program information] 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.

Legislative coordination

Session priorities brief

Best used with: Chat.

Prepare a session priorities brief for the Governor in [Jurisdiction], focused on legislative coordination. Use the pasted [Approved administration proposals and dated legislative status excerpts] 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.

Proposal status summary

Best used with: Chat.

Prepare a proposal status summary for the Governor in [Jurisdiction], focused on legislative coordination. Use the pasted [Approved administration proposals and dated legislative status excerpts] 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.

Legislative meeting preparation

Best used with: Chat.

Prepare a legislative meeting preparation for the Governor in [Jurisdiction], focused on legislative coordination. Use the pasted [Approved administration proposals and dated legislative status excerpts] 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.

Legislative coordination

Agency question routing

Best used with: Chat.

Prepare a agency question routing for the Governor in [Jurisdiction], focused on legislative coordination. Use the pasted [Approved administration proposals and dated legislative status excerpts] 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.

Session follow-up memo

Best used with: Chat.

Prepare a session follow-up memo for the Governor in [Jurisdiction], focused on legislative coordination. Use the pasted [Approved administration proposals and dated legislative status excerpts] 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 leadership communication

Statewide remarks outline

Best used with: Chat.

Prepare a statewide remarks outline for the Governor in [Jurisdiction], focused on public leadership communication. Use the pasted [Approved policy announcements and verified program progress] 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.

Public FAQ

Best used with: Chat.

Prepare a public faq for the Governor in [Jurisdiction], focused on public leadership communication. Use the pasted [Approved policy announcements and verified program progress] and [Local office instructions]. Write up to six short entries in plain language for [Audience]. Preserve conditions and exceptions in the source; leave unanswered questions visible. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Program milestone update

Best used with: Chat.

Prepare a program milestone update for the Governor in [Jurisdiction], focused on public leadership communication. Use the pasted [Approved policy announcements and verified program progress] 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 leadership communication

Press briefing preparation

Best used with: Chat.

Prepare a press briefing preparation for the Governor in [Jurisdiction], focused on public leadership communication. Use the pasted [Approved policy announcements and verified program progress] 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 commitment review

Best used with: Chat.

Prepare a public commitment review for the Governor in [Jurisdiction], focused on public leadership communication. Use the pasted [Approved policy announcements and verified program progress] 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.