

OpenAI

Leveraging ChatGPT for Lieutenant 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 Lieutenant Governor: support assigned initiatives, public engagements, and duties specific to the state. 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

Assigned responsibilities

Responsibility briefing

Best used with: Chat.

Prepare a responsibility briefing for the Lieutenant Governor in [Jurisdiction], focused on assigned responsibilities. Use the pasted [State-specific role description and approved office assignments] 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.

Assignment boundary checklist

Best used with: Chat.

Prepare a assignment boundary checklist for the Lieutenant Governor in [Jurisdiction], focused on assigned responsibilities. Use the pasted [State-specific role description and approved office assignments] 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.

Weekly work priorities

Best used with: Chat.

Prepare a weekly work priorities for the Lieutenant Governor in [Jurisdiction], focused on assigned responsibilities. Use the pasted [State-specific role description and approved office assignments] 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.

Assigned responsibilities

Open direction questions

Best used with: Chat.

Prepare a open direction questions for the Lieutenant Governor in [Jurisdiction], focused on assigned responsibilities. Use the pasted [State-specific role description and approved office assignments] 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 responsibility map

Best used with: Chat.

Prepare a office responsibility map for the Lieutenant Governor in [Jurisdiction], focused on assigned responsibilities. Use the pasted [State-specific role description and approved office assignments] 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.

Initiative coordination

Initiative status brief

Best used with: Chat.

Prepare a initiative status brief for the Lieutenant Governor in [Jurisdiction], focused on initiative coordination. Use the pasted [Approved initiative scope and partner 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.

Partner meeting agenda

Best used with: Chat.

Prepare a partner meeting agenda for the Lieutenant Governor in [Jurisdiction], focused on initiative coordination. Use the pasted [Approved initiative scope and partner updates] 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.

Milestone table

Best used with: Chat.

Prepare a milestone table for the Lieutenant Governor in [Jurisdiction], focused on initiative coordination. Use the pasted [Approved initiative scope and partner 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.

Initiative coordination

Unresolved dependency memo

Best used with: Chat.

Prepare a unresolved dependency memo for the Lieutenant Governor in [Jurisdiction], focused on initiative coordination. Use the pasted [Approved initiative scope and partner 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.

Initiative progress narrative

Best used with: Chat.

Prepare a initiative progress narrative for the Lieutenant Governor in [Jurisdiction], focused on initiative coordination. Use the pasted [Approved initiative scope and partner 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.

Board and commission preparation

Board meeting brief

Best used with: Chat.

Prepare a board meeting brief for the Lieutenant Governor in [Jurisdiction], focused on board and commission preparation. Use the pasted [Assigned board remit and meeting packet 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.

Staff clarification questions

Best used with: Chat.

Prepare a staff clarification questions for the Lieutenant Governor in [Jurisdiction], focused on board and commission preparation. Use the pasted [Assigned board remit and meeting packet 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.

Meeting action recap

Best used with: Chat.

Prepare a meeting action recap for the Lieutenant Governor in [Jurisdiction], focused on board and commission preparation. Use the pasted [Assigned board remit and meeting packet 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.

Board and commission preparation

Board commitment log

Best used with: Chat.

Prepare a board commitment log for the Lieutenant Governor in [Jurisdiction], focused on board and commission preparation. Use the pasted [Assigned board remit and meeting packet excerpts] 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.

Next meeting preparation

Best used with: Chat.

Prepare a next meeting preparation for the Lieutenant Governor in [Jurisdiction], focused on board and commission preparation. Use the pasted [Assigned board remit and meeting packet 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 duties preparation

Duties preparation checklist

Best used with: Chat.

Prepare a duties preparation checklist for the Lieutenant Governor in [Jurisdiction], focused on legislative duties preparation. Use the pasted [Supplied state-specific duties and approved chamber briefing 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.

Session calendar summary

Best used with: Chat.

Prepare a session calendar summary for the Lieutenant Governor in [Jurisdiction], focused on legislative duties preparation. Use the pasted [Supplied state-specific duties and approved chamber briefing 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.

Briefing clarification questions

Best used with: Chat.

Prepare a briefing clarification questions for the Lieutenant Governor in [Jurisdiction], focused on legislative duties preparation. Use the pasted [Supplied state-specific duties and approved chamber briefing 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.

Legislative duties preparation

Staff coordination handoff

Best used with: Chat.

Prepare a staff coordination handoff for the Lieutenant Governor in [Jurisdiction], focused on legislative duties preparation. Use the pasted [Supplied state-specific duties and approved chamber briefing 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.

Session activity recap

Best used with: Chat.

Prepare a session activity recap for the Lieutenant Governor in [Jurisdiction], focused on legislative duties preparation. Use the pasted [Supplied state-specific duties and approved chamber briefing 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.

Community engagement

Visit preparation brief

Best used with: Chat.

Prepare a visit preparation brief for the Lieutenant Governor in [Jurisdiction], focused on community engagement. Use the pasted [Approved visit objectives and de-identified community 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.

Listening-session agenda

Best used with: Chat.

Prepare a listening-session agenda for the Lieutenant Governor in [Jurisdiction], focused on community engagement. Use the pasted [Approved visit objectives and de-identified community 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.

Community themes summary

Best used with: Chat.

Prepare a community themes summary for the Lieutenant Governor in [Jurisdiction], focused on community engagement. Use the pasted [Approved visit objectives and de-identified community 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.

Community engagement

Visit remarks outline

Best used with: Chat.

Prepare a visit remarks outline for the Lieutenant Governor in [Jurisdiction], focused on community engagement. Use the pasted [Approved visit objectives and de-identified community 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.

Follow-up correspondence

Best used with: Chat.

Prepare a follow-up correspondence for the Lieutenant Governor in [Jurisdiction], focused on community engagement. Use the pasted [Approved visit objectives and de-identified community 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.

Office reporting

Monthly activity report

Best used with: Chat.

Prepare a monthly activity report for the Lieutenant Governor in [Jurisdiction], focused on office reporting. Use the pasted [Office work-plan updates and verified activity summaries] 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 office FAQ

Best used with: Chat.

Prepare a public office faq for the Lieutenant Governor in [Jurisdiction], focused on office reporting. Use the pasted [Office work-plan updates and verified activity summaries] 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.

Initiative newsletter item

Best used with: Chat.

Prepare a initiative newsletter item for the Lieutenant Governor in [Jurisdiction], focused on office reporting. Use the pasted [Office work-plan updates and verified activity summaries] 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.

Office reporting

Reporting gap log

Best used with: Chat.

Prepare a reporting gap log for the Lieutenant Governor in [Jurisdiction], focused on office reporting. Use the pasted [Office work-plan updates and verified activity summaries] 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.

Quarterly office review

Best used with: Chat.

Prepare a quarterly office review for the Lieutenant Governor in [Jurisdiction], focused on office reporting. Use the pasted [Office work-plan updates and verified activity summaries] 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.