

OpenAI

Leveraging ChatGPT for Governor's Chief of Staff

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's Chief of Staff: support cabinet coordination, decision preparation, and administration follow-through. 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

Governor briefing flow

Morning governor brief

Best used with: Chat.

Prepare a morning governor brief for the Governor's Chief of Staff in [Jurisdiction], focused on governor briefing flow. Use the pasted [Governor schedule and approved cabinet 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 review

Best used with: Chat.

Prepare a decision request review for the Governor's Chief of Staff in [Jurisdiction], focused on governor briefing flow. Use the pasted [Governor schedule and approved cabinet 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.

Priority conflict memo

Best used with: Chat.

Prepare a priority conflict memo for the Governor's Chief of Staff in [Jurisdiction], focused on governor briefing flow. Use the pasted [Governor schedule and approved cabinet 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.

Governor briefing flow

Briefing source checklist

Best used with: Chat.

Prepare a briefing source checklist for the Governor's Chief of Staff in [Jurisdiction], focused on governor briefing flow. Use the pasted [Governor schedule and approved cabinet 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.

End-of-day follow-up

Best used with: Chat.

Prepare a end-of-day follow-up for the Governor's Chief of Staff in [Jurisdiction], focused on governor briefing flow. Use the pasted [Governor schedule and approved cabinet 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.

Cabinet execution

Cabinet delivery tracker

Best used with: Chat.

Prepare a cabinet delivery tracker for the Governor's Chief of Staff in [Jurisdiction], focused on cabinet execution. Use the pasted [Agency updates and approved administration milestones] 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.

Cross-agency dependency brief

Best used with: Chat.

Prepare a cross-agency dependency brief for the Governor's Chief of Staff in [Jurisdiction], focused on cabinet execution. Use the pasted [Agency updates and approved administration milestones] 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.

Secretary meeting agenda

Best used with: Chat.

Prepare a secretary meeting agenda for the Governor's Chief of Staff in [Jurisdiction], focused on cabinet execution. Use the pasted [Agency updates and approved administration milestones] 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.

Cabinet execution

Implementation exception memo

Best used with: Chat.

Prepare a implementation exception memo for the Governor's Chief of Staff in [Jurisdiction], focused on cabinet execution. Use the pasted [Agency updates and approved administration milestones] 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 action recap

Best used with: Chat.

Prepare a cabinet action recap for the Governor's Chief of Staff in [Jurisdiction], focused on cabinet execution. Use the pasted [Agency updates and approved administration milestones] 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.

Senior team coordination

Senior staff agenda

Best used with: Chat.

Prepare a senior staff agenda for the Governor's Chief of Staff in [Jurisdiction], focused on senior team coordination. Use the pasted [Senior staff responsibilities and weekly work plans] 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

Best used with: Chat.

Prepare a assignment handoff for the Governor's Chief of Staff in [Jurisdiction], focused on senior team coordination. Use the pasted [Senior staff responsibilities and weekly work plans] 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.

Coverage coordination outline

Best used with: Chat.

Prepare a coverage coordination outline for the Governor's Chief of Staff in [Jurisdiction], focused on senior team coordination. Use the pasted [Senior staff responsibilities and weekly work plans] 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.

Senior team coordination

Deadline reconciliation questions

Best used with: Chat.

Prepare a deadline reconciliation questions for the Governor's Chief of Staff in [Jurisdiction], focused on senior team coordination. Use the pasted [Senior staff responsibilities and weekly work plans] 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 staff recap

Best used with: Chat.

Prepare a weekly staff recap for the Governor's Chief of Staff in [Jurisdiction], focused on senior team coordination. Use the pasted [Senior staff responsibilities and weekly work plans] 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 calendar

Session preparation brief

Best used with: Chat.

Prepare a session preparation brief for the Governor's Chief of Staff in [Jurisdiction], focused on legislative calendar. Use the pasted [Approved administration priorities and dated session calendar] 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.

Agency testimony coordination

Best used with: Chat.

Prepare a agency testimony coordination for the Governor's Chief of Staff in [Jurisdiction], focused on legislative calendar. Use the pasted [Approved administration priorities and dated session calendar] 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 deadline tracker

Best used with: Chat.

Prepare a legislative deadline tracker for the Governor's Chief of Staff in [Jurisdiction], focused on legislative calendar. Use the pasted [Approved administration priorities and dated session calendar] 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 calendar

Governor meeting preparation

Best used with: Chat.

Prepare a governor meeting preparation for the Governor's Chief of Staff in [Jurisdiction], focused on legislative calendar. Use the pasted [Approved administration priorities and dated session calendar] 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 handoff memo

Best used with: Chat.

Prepare a session handoff memo for the Governor's Chief of Staff in [Jurisdiction], focused on legislative calendar. Use the pasted [Approved administration priorities and dated session calendar] 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 commitments

Commitment register

Best used with: Chat.

Prepare a commitment register for the Governor's Chief of Staff in [Jurisdiction], focused on public commitments. Use the pasted [Approved governor remarks and meeting commitment records] 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.

Owner clarification questions

Best used with: Chat.

Prepare a owner clarification questions for the Governor's Chief of Staff in [Jurisdiction], focused on public commitments. Use the pasted [Approved governor remarks and meeting commitment records] 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 statement consistency review

Best used with: Chat.

Prepare a public statement consistency review for the Governor's Chief of Staff in [Jurisdiction], focused on public commitments. Use the pasted [Approved governor remarks and meeting commitment records] 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 commitments

Commitment progress brief

Best used with: Chat.

Prepare a commitment progress brief for the Governor's Chief of Staff in [Jurisdiction], focused on public commitments. Use the pasted [Approved governor remarks and meeting commitment records] 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.

Unresolved commitment memo

Best used with: Chat.

Prepare a unresolved commitment memo for the Governor's Chief of Staff in [Jurisdiction], focused on public commitments. Use the pasted [Approved governor remarks and meeting commitment records] 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.

Administration operations

Briefing intake checklist

Best used with: Chat.

Prepare a briefing intake checklist for the Governor's Chief of Staff in [Jurisdiction], focused on administration operations. Use the pasted [Approved briefing procedures and office planning calendar] 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 Governor's Chief of Staff in [Jurisdiction], focused on administration operations. Use the pasted [Approved briefing procedures and office planning calendar] 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.

Leadership retreat outline

Best used with: Chat.

Prepare a leadership retreat outline for the Governor's Chief of Staff in [Jurisdiction], focused on administration operations. Use the pasted [Approved briefing procedures and office planning calendar] 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.

Administration operations

Transition documentation checklist

Best used with: Chat.

Prepare a transition documentation checklist for the Governor's Chief of Staff in [Jurisdiction], focused on administration operations. Use the pasted [Approved briefing procedures and office planning calendar] 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 operating review

Best used with: Chat.

Prepare a quarterly operating review for the Governor's Chief of Staff in [Jurisdiction], focused on administration operations. Use the pasted [Approved briefing procedures and office planning calendar] 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.