

OpenAI

Leveraging ChatGPT for State Legislative 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 State Legislative Chief of Staff: support member priorities, committee coordination, and district-session handoffs. 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.

O*NET — Legislators

USAGov — State and local governments

OpenAI — Use ChatGPT

Member briefing

Daily member brief **Best used with:** Chat.

Prepare a daily member brief for the State Legislative Chief of Staff in [Jurisdiction], focused on member briefing. Use the pasted [Member schedule and approved 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 State Legislative Chief of Staff in [Jurisdiction], focused on member briefing. Use the pasted [Member schedule and approved 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.

Competing deadlines memo **Best used with:** Chat.

Prepare a competing deadlines memo for the State Legislative Chief of Staff in [Jurisdiction], focused on member briefing. Use the pasted [Member schedule and approved 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.

Member briefing

Briefing accuracy review

Best used with: Chat.

Prepare a briefing accuracy review for the State Legislative Chief of Staff in [Jurisdiction], focused on member briefing. Use the pasted [Member schedule and approved 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.

Weekly priorities recap

Best used with: Chat.

Prepare a weekly priorities recap for the State Legislative Chief of Staff in [Jurisdiction], focused on member briefing. Use the pasted [Member schedule and approved 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.

Staff coordination

Staff meeting agenda

Best used with: Chat.

Prepare a staff meeting agenda for the State Legislative Chief of Staff in [Jurisdiction], focused on staff coordination. Use the pasted [Office responsibilities and task 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.

Portfolio handoff map

Best used with: Chat.

Prepare a portfolio handoff map for the State Legislative Chief of Staff in [Jurisdiction], focused on staff coordination. Use the pasted [Office responsibilities and task 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.

Coverage plan outline

Best used with: Chat.

Prepare a coverage plan outline for the State Legislative Chief of Staff in [Jurisdiction], focused on staff coordination. Use the pasted [Office responsibilities and task 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.

Staff coordination

Assignment status table	Best used with: Chat. Prepare a assignment status table for the State Legislative Chief of Staff in [Jurisdiction], focused on staff coordination. Use the pasted [Office responsibilities and task 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.
Staff follow-up memo	Best used with: Chat. Prepare a staff follow-up memo for the State Legislative Chief of Staff in [Jurisdiction], focused on staff coordination. Use the pasted [Office responsibilities and task 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.

Session management

Session milestone brief

Best used with: Chat.

Prepare a session milestone brief for the State Legislative Chief of Staff in [Jurisdiction], focused on session management. Use the pasted [Dated legislative calendar and office bill tracker] 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.

Hearing preparation tracker

Best used with: Chat.

Prepare a hearing preparation tracker for the State Legislative Chief of Staff in [Jurisdiction], focused on session management. Use the pasted [Dated legislative calendar and office bill tracker] 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.

Calendar discrepancy log

Best used with: Chat.

Prepare a calendar discrepancy log for the State Legislative Chief of Staff in [Jurisdiction], focused on session management. Use the pasted [Dated legislative calendar and office bill tracker] 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.

Session management

Session-day checklist

Best used with: Chat.

Prepare a session-day checklist for the State Legislative Chief of Staff in [Jurisdiction], focused on session management. Use the pasted [Dated legislative calendar and office bill tracker] 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-session handoff

Best used with: Chat.

Prepare a end-of-session handoff for the State Legislative Chief of Staff in [Jurisdiction], focused on session management. Use the pasted [Dated legislative calendar and office bill tracker] 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.

District coordination

District-session brief

Best used with: Chat.

Prepare a district-session brief for the State Legislative Chief of Staff in [Jurisdiction], focused on district coordination. Use the pasted [De-identified district updates and service referral 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.

Constituent issue themes

Best used with: Chat.

Prepare a constituent issue themes for the State Legislative Chief of Staff in [Jurisdiction], focused on district coordination. Use the pasted [De-identified district updates and service referral 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.

District visit preparation

Best used with: Chat.

Prepare a district visit preparation for the State Legislative Chief of Staff in [Jurisdiction], focused on district coordination. Use the pasted [De-identified district updates and service referral 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.

District coordination

Service escalation questions

Best used with: Chat.

Prepare a service escalation questions for the State Legislative Chief of Staff in [Jurisdiction], focused on district coordination. Use the pasted [De-identified district updates and service referral 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.

District follow-up tracker

Best used with: Chat.

Prepare a district follow-up tracker for the State Legislative Chief of Staff in [Jurisdiction], focused on district coordination. Use the pasted [De-identified district updates and service referral 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.

Communication review

Message consistency review

Best used with: Chat.

Prepare a message consistency review for the State Legislative Chief of Staff in [Jurisdiction], focused on communication review. Use the pasted [Approved member positions and draft office messages] 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.

Newsletter preparation checklist

Best used with: Chat.

Prepare a newsletter preparation checklist for the State Legislative Chief of Staff in [Jurisdiction], focused on communication review. Use the pasted [Approved member positions and draft office messages] 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 fact check

Best used with: Chat.

Prepare a public statement fact check for the State Legislative Chief of Staff in [Jurisdiction], focused on communication review. Use the pasted [Approved member positions and draft office messages] 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.

Communication review

Spokesperson briefing

Best used with: Chat.

Prepare a spokesperson briefing for the State Legislative Chief of Staff in [Jurisdiction], focused on communication review. Use the pasted [Approved member positions and draft office messages] 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.

Communication approval handoff

Best used with: Chat.

Prepare a communication approval handoff for the State Legislative Chief of Staff in [Jurisdiction], focused on communication review. Use the pasted [Approved member positions and draft office messages] 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 operations

New staff orientation

Best used with: Chat.

Prepare a new staff orientation for the State Legislative Chief of Staff in [Jurisdiction], focused on office operations. Use the pasted [Office procedures 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.

Request intake template

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Prepare a request intake template for the State Legislative Chief of Staff in [Jurisdiction], focused on office operations. Use the pasted [Office procedures 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.

Commitment review

Best used with: Chat.

Prepare a commitment review for the State Legislative Chief of Staff in [Jurisdiction], focused on office operations. Use the pasted [Office procedures 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.

Office operations

Monthly office report

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Prepare a monthly office report for the State Legislative Chief of Staff in [Jurisdiction], focused on office operations. Use the pasted [Office procedures 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.

Process improvement agenda

Best used with: Chat.

Prepare a process improvement agenda for the State Legislative Chief of Staff in [Jurisdiction], focused on office operations. Use the pasted [Office procedures and verified activity summaries] 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.