

OpenAI

Leveraging ChatGPT for State Legislative Director

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 Director: support legislative priorities, agency coordination, and executive-office briefing. 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

Legislative priorities

Agenda planning brief

Best used with: Chat.

Prepare a agenda planning brief for the State Legislative Director in [Jurisdiction], focused on legislative priorities. Use the pasted [Approved administration agenda and proposal 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.

Proposal readiness checklist

Best used with: Chat.

Prepare a proposal readiness checklist for the State Legislative Director in [Jurisdiction], focused on legislative priorities. Use the pasted [Approved administration agenda and proposal 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.

Priority milestone table

Best used with: Chat.

Prepare a priority milestone table for the State Legislative Director in [Jurisdiction], focused on legislative priorities. Use the pasted [Approved administration agenda and proposal 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.

Legislative priorities

Unresolved policy questions

Best used with: Chat.

Prepare a unresolved policy questions for the State Legislative Director in [Jurisdiction], focused on legislative priorities. Use the pasted [Approved administration agenda and proposal 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.

Agenda progress narrative

Best used with: Chat.

Prepare a agenda progress narrative for the State Legislative Director in [Jurisdiction], focused on legislative priorities. Use the pasted [Approved administration agenda and proposal 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.

Bill monitoring

Bill status reconciliation

Best used with: Chat.

Prepare a bill status reconciliation for the State Legislative Director in [Jurisdiction], focused on bill monitoring. Use the pasted [Dated official bill status excerpts and agency 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.

Bill version comparison

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Prepare a bill version comparison for the State Legislative Director in [Jurisdiction], focused on bill monitoring. Use the pasted [Dated official bill status excerpts and agency 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.

Agency impact question set

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Prepare a agency impact question set for the State Legislative Director in [Jurisdiction], focused on bill monitoring. Use the pasted [Dated official bill status excerpts and agency 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.

Bill monitoring

Calendar update

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Prepare a calendar update for the State Legislative Director in [Jurisdiction], focused on bill monitoring. Use the pasted [Dated official bill status excerpts and agency 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.

Tracking handoff memo

Best used with: Chat.

Prepare a tracking handoff memo for the State Legislative Director in [Jurisdiction], focused on bill monitoring. Use the pasted [Dated official bill status excerpts and agency 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.

Agency coordination

Agency liaison agenda

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Prepare a agency liaison agenda for the State Legislative Director in [Jurisdiction], focused on agency coordination. Use the pasted [Agency legislative contacts and approved assignment 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.

Analysis request template

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Prepare a analysis request template for the State Legislative Director in [Jurisdiction], focused on agency coordination. Use the pasted [Agency legislative contacts and approved assignment 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.

Response completeness review

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Prepare a response completeness review for the State Legislative Director in [Jurisdiction], focused on agency coordination. Use the pasted [Agency legislative contacts and approved assignment 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.

Agency coordination

Cross-agency issue brief

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Prepare a cross-agency issue brief for the State Legislative Director in [Jurisdiction], focused on agency coordination. Use the pasted [Agency legislative contacts and approved assignment 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.

Agency follow-up tracker

Best used with: Chat.

Prepare a agency follow-up tracker for the State Legislative Director in [Jurisdiction], focused on agency coordination. Use the pasted [Agency legislative contacts and approved assignment 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.

Hearing preparation

Hearing briefing

Best used with: Chat.

Prepare a hearing briefing for the State Legislative Director in [Jurisdiction], focused on hearing preparation. Use the pasted [Published hearing agenda and approved testimony 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.

Witness preparation questions

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Prepare a witness preparation questions for the State Legislative Director in [Jurisdiction], focused on hearing preparation. Use the pasted [Published hearing agenda and approved testimony 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.

Testimony source check

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Prepare a testimony source check for the State Legislative Director in [Jurisdiction], focused on hearing preparation. Use the pasted [Published hearing agenda and approved testimony 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.

Hearing preparation

Hearing follow-up memo

Best used with: Chat.

Prepare a hearing follow-up memo for the State Legislative Director in [Jurisdiction], focused on hearing preparation. Use the pasted [Published hearing agenda and approved testimony 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.

Question response tracker

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Prepare a question response tracker for the State Legislative Director in [Jurisdiction], focused on hearing preparation. Use the pasted [Published hearing agenda and approved testimony 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.

Executive briefing

Governor legislative brief

Best used with: Chat.

Prepare a governor legislative brief for the State Legislative Director in [Jurisdiction], focused on executive briefing. Use the pasted [Approved administration positions and dated legislative 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.

Meeting preparation sheet

Best used with: Chat.

Prepare a meeting preparation sheet for the State Legislative Director in [Jurisdiction], focused on executive briefing. Use the pasted [Approved administration positions and dated legislative 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.

Unresolved direction memo

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Prepare a unresolved direction memo for the State Legislative Director in [Jurisdiction], focused on executive briefing. Use the pasted [Approved administration positions and dated legislative 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.

Executive briefing

Status summary

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Prepare a status summary for the State Legislative Director in [Jurisdiction], focused on executive briefing. Use the pasted [Approved administration positions and dated legislative 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 milestone recap

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Prepare a session milestone recap for the State Legislative Director in [Jurisdiction], focused on executive briefing. Use the pasted [Approved administration positions and dated legislative 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 closeout

Session closeout report	Best used with: Chat. Prepare a session closeout report for the State Legislative Director in [Jurisdiction], focused on session closeout. Use the pasted [Final dated action records and office tracking 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.
Agency implementation handoff	Best used with: Chat. Prepare a agency implementation handoff for the State Legislative Director in [Jurisdiction], focused on session closeout. Use the pasted [Final dated action records and office tracking 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.
Unresolved items register	Best used with: Chat. Prepare a unresolved items register for the State Legislative Director in [Jurisdiction], focused on session closeout. Use the pasted [Final dated action records and office tracking 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.

Session closeout

Tracking process review

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Prepare a tracking process review for the State Legislative Director in [Jurisdiction], focused on session closeout. Use the pasted [Final dated action records and office tracking 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.

Next-session planning outline

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Prepare a next-session planning outline for the State Legislative Director in [Jurisdiction], focused on session closeout. Use the pasted [Final dated action records and office tracking 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.