

ChatGPT 101: A Guide to Your AI Superassistant

Resource guide + example prompts

Use this guide to follow along with the ChatGPT 101 Webinar: A Guide to Your AI Superassistant. Please note that some prompts require a file upload - you can find all the sample files in the Docs of the webinar.

Other resources to bookmark

[OpenAI Help Center](#): Technical documentation for how ChatGPT works

[OpenAI Academy for Work](#): Resources to learn how to use ChatGPT most effectively for your role.

[Use Cases for Work GPT](#): GPT built by the OpenAI team to help you brainstorm use cases for your role.

Intro to ChatGPT (4:15 - 5:18)

> See more: [ChatGPT Fundamentals](#) + [Prompting](#)

1. Summarize + clean up raw notes (4:15 - 5:18)

Turn these meeting notes into a clear, concise email for my team. Include a friendly greeting, the key decisions we made, and 3 clear action items.

- launch pushed Q3... need mktg plan update asap
- sarah budget draft EOW (check vendor lines)
- vendor contract follow up → scope change? \$\$? maybe just call them, email slow
- creative brief? if msg needs refresh for Q3
- paid ads shift – ask rob if we can move spend
- PR – update on press release date (was May)
- maybe extra budget w/ push?? finance to confirm
- vendor still owes mockups – due EOM per contract
- events – tradeshow still before launch? awkward if yes
- deck update... which version in drive?? find latest
- Q3 theme idea – tie to new features? confirm w/ product
- email drip needs rework, timeline wrong now

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- weekly check ins til plan locked? prob good
- sales – hold on telling them til go ahead
- block time tmrw am → outline revised plan
- prep 2 scen: Q3 launch / slip again
- check canva folder for banner sizes paul asked
- IT – landing page redirect possible w/o SEO hit?

2. Role-Based Use Cases Demo (5:26 - 6:30)

I work in [role] at [company]. Please give me 5 ways I could use ChatGPT at work, with example prompts for each.

Uploading and summarizing/analyzing files in ChatGPT

3. Summarize a document (8:15 - 9:57)

Use “File - Employee_Onboarding_Guide.pdf” in webinar resources

Summarize this document in 5 bullet points.

I’m creating a “Getting Started” guide for new employees. Summarize this document with a focus on what someone would need to know in their first week, and suggest 3 tips they could apply right away

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4. Analyze a CSV of data (10:08 - 12:00)

> **See more:** [Data Analysis in ChatGPT](#)

Use “File - Customer_Survey_Results.csv” in webinar resources

Analyze this file and tell me the top 3 trends in customer feedback.

Using this data, create and show a bar chart (inline) of average satisfaction scores by product category. Add data labels and a short caption explaining the insight.

Researching in ChatGPT using Search

5. Search the web (12:15 - 15:20)

Find 5 conference venues in Chicago that can hold 200 people, have AV capabilities, provide catering, and are near public transportation. Include pricing information if available, and cite your sources.

Analyzing and creating images in ChatGPT

6. Analyzing an image (15:50 - 17:08)

Use “File - Webpage_Wireframe.png” in webinar resources

I’m attaching a webpage mockup. Can you analyze this image and describe the layout, key elements, and any usability improvements you’d suggest?

7. Translating an image to a different language (17:13 - 18:10)

Use “File - Whiteboard_Korean.jpeg” in webinar resources

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Translate the text in this image into English, keeping all bullet points and formatting intact.

8. Generating a new image (19:10 - 19:24)

Use “File - Webpage_Wireframe.png” in webinar resources

Turn this sketch into a clean, professional website mockup image.

Image Generation Demo #2:

Design a clean, minimal icon set for a mobile app in the finance industry.

Best practices using ChatGPT

9. Customize ChatGPT (22:30 - 22:52)

I’m on the [function/role] team at [company].

I prefer concise, action-oriented responses in sentence format. I also prefer to write with the Oxford comma.

10. Prompting tips

> See more: [Prompting](#)

Bad Example: Write a project plan.

Better Example: You are a project manager. Create a 2-week project plan for launching a customer newsletter. Include key tasks, owners, and deadlines in a table format. Assume a small marketing team with limited design resources.

11. Meta-prompting

I need to put together a product proposal for my C-suite. I have a rough draft and want it reformatted in an executive-friendly way. Can you help me write a strong prompt for that?