

ChatGPT 102: Leveraging AI to do your best work

Resource guide + example prompts

Use this guide to follow along with the **ChatGPT 102 Webinar: Leveraging AI to do your best work**. 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.

cookbook.openai.com: Developer-focused resources

Voice mode

> See more: [Voice mode FAQ](#)

Tasks

> See more: [Tasks in ChatGPT](#)

Can you give me a briefing on HR news each day at 2 pm?

Send me a new icebreaker idea for the exec meeting I lead each Friday at 2 pm.

Deep research

> See more: [Deep research](#)

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1. Research workplace trends (10:15 - 15:20):

Research the top five emerging workplace trends expected to shape businesses over the next three years. For each trend, include: a clear, one-sentence description, one example of a company already embracing it, and any measurable outcomes or early results. Format your answer as a table with columns for Trend, Description, Example, and Outcomes.

Canvas

2. Draft an internal announcement using Canvas (17:00 - 21:12):

Write an internal announcement inviting employees to participate in a quarterly "Innovation Day" where teams can pitch and prototype new ideas. Include a short, engaging headline, explain the purpose of the event, outline three ways employees can participate, and close with a friendly, motivating sign-up message.

Projects

> See more: [Projects](#)

Custom GPTs

> See more: [Custom GPTs](#)

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3. Use the [Use Cases for Work GPT](#) (24:01 - 24:55)

I work in [Team] at [Company]. What are 5 creative ways I can use ChatGPT in my day-to-day work? Give me practical examples and ready-to-use prompts.

4. Build a new custom GPT (25:35 - 30:15)

I want to create a custom GPT to help me summarize internal meeting notes. Please generate a GPT name, a short and clear description, detailed instructions for how the GPT should operate and respond, and three to four conversation starters. Also, suggest knowledge files I could consider uploading to the GPT.

Connectors

> See more: [Connectors](#)

5. Search internal apps for information (31:35 - 33:00)

Summarize our incident response playbook in bullet points please.

Note that your workspace admin must enable connectors in their admin settings.