



Managing daily work

Use ChatGPT as a calm second set of hands for the everyday work that piles up between meetings—without handing over your judgment.

SESSION RECORDING

Academy event • Aug 11, 2026

ACCESS REQUIRED

ChatGPT plus only the email, chat, calendar, or tracker sources you are permitted to use. Workspace Agents are optional.

EXPECTED OUTCOME

Four practical workflows that turn scattered context into a clear, reviewable next move.

WHAT WE COVERED

Core concepts

- Start with the decision hiding underneath the noise: What actually needs your attention?
- Give ChatGPT the right slice of context and ask it to show the evidence behind its priorities.
- Treat every send, edit, invite, and share as a proposed action until a person approves it.

Example use cases

- Inbox reset
- Meeting coordination
- Tracker update
- PTO handoff

Tips & tricks

- Use a real time window.
- Name the approved sources.
- Ask for evidence + uncertainty.
- Preview the exact change.
- Stop if a name, date, or owner looks wrong.

TRY IT OUT

Think of a use case

Choose the small task that reliably steals ten minutes from your day: sorting a noisy inbox, finding a meeting time, updating a tracker, or preparing a handoff. Use one real example, decide what “good” looks like, and keep the first run draft-only.

STEP 01 Reset your inbox

Use the messy five minutes before your next meeting. Give ChatGPT a real slice of recent email or team messages and ask it to separate fires from noise: what needs action today, who is waiting, and what can wait. Check each priority against the source, fix missed context, and keep the suggested reply as a draft.
Open the inbox-reset prompt →

STEP 02 Coordinate a meeting

Start with the meeting that keeps bouncing around the calendar. Name the required people, duration, working hours, time zones, and calendars ChatGPT may use. Ask for three realistic options and the compromise behind each one. Check local times and attendee status yourself, then approve the choice before anything moves.
Open the scheduling prompt →

STEP 03 Update a tracker

Choose a project where the tracker and the conversation may have drifted apart. Provide the tracker, approved evidence, and a stable project name or ID. Ask ChatGPT to find the right row and preview the exact status, owner, blocker, date, and next-step changes. Trace each edit to its source before approving the write.
Open the tracker-update prompt →

STEP 04 Prepare for PTO

Build the handoff you would want to receive on Monday morning. Share your time away and the approved sources for active work, then ask for status, owners, deadlines, decisions, risks, links, and escalation guidance. Look for the awkward gaps—work with no owner or decision—resolve them, and only then share.
Open the PTO-handoff prompt →

GO FURTHER

Extend your use case

- Turn the workflow into a skill
- Add a scheduled review
- Strengthen the exception path

Expand to your team

- Draft a team workflow brief
- Create a human-review checklist
- Explore Workspace Agents

Additional resources

- ◇ Get your email to inbox zero
- ◇ Set up a work chief of staff
- ◇ Prepare meeting briefs
- ◇ Prioritize Slack action items
- ◇ Save workflows as skills