



Automating recurring workflows

Start with a task your team already repeats. Map the inputs, handoffs, decisions, and checks, then choose what belongs in a prompt, a scheduled task, a skill, or a workspace agent.

WHAT WE COVERED

Core concepts

- A useful workflow spells out its trigger, inputs, steps, output, and owner.
- Separate steps **ChatGPT** can read, draft, or summarize from actions that change a system or require approval.
- Use a saved prompt for one-off work, **Scheduled Tasks** for timed checks, or a **skill** or **workspace agent** for shared steps.

Example use cases and prompts

- | | |
|---|--|
| Weekly Status Rollup | Project Update Digest |
| Request Intake + Triage | Feedback Triage |
| Approval Tracker | Monthly Reporting Pack |
| Meeting Prep Brief | Change Monitor |

TRY IT OUT

Pick a process that keeps coming back

Choose work that happens every week or month, such as a status update, intake queue, or approval check. Write down what takes the most time, where people wait or redo work, and which decisions still need a person.

STEP 01 Map what happens today

Write the process as it runs today, before you automate it. Name who starts the work, the inputs they gather, each step and handoff, the final output, and who receives it. Include what usually slows the work down.

Try it: a normal case | a difficult case

STEP 02 Decide what can repeat

Mark the steps that follow the same pattern and those that need judgment. Note what ChatGPT can read or draft, what must be confirmed, and actions that change another system. Scheduled Tasks cannot use uploaded files, so plan another path.

STEP 03 Write the workflow brief

Give ChatGPT a recent example and ask it to write the instructions: trigger, approved sources, ordered steps, output format, checks, exceptions, and escalation. Have it show the questions that still need an answer before you run the workflow.

STEP 04 Test, then choose a home

Run a normal case and one difficult case, such as missing data, conflicting updates, or a late approval. Check whether the workflow stops in the right place. Then keep it as a prompt, schedule a check, save a skill, or build a workspace agent.

GO FURTHER

Use it next week

Try the workflow on the next real cycle. Keep a short list of instructions that needed changing and cases that still required manual work.

Share a working version

When the steps settle, save them as a **skill** or build a **workspace agent**. Include an example input, expected output, and approval point so teammates can test it.

Additional resources

- ◇ [Get Started with ChatGPT Work](#)
- ◇ [Scheduled Tasks in ChatGPT](#)
- ◇ [OpenAI Academy Courses](#)
- ◇ [Getting started with skills](#)
- ◇ [Workspace agents](#)

OPENAI ACADEMY

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ACCESS REQUIRED

ChatGPT or ChatGPT Work; approved plugins or source files

EXPECTED OUTCOME

Create a workflow brief and test it with a real example