ChatGPT Tasks: Practical One-Pager

What Are Tasks?

Tasks let you ask ChatGPT to **send you a reminder, or check-in on a schedule** (daily / weekly / monthly / quarterly) so you spend less time monitoring and more time acting.

Tasks are best for: recurring awareness, reminders, and lightweight check-ins.

Task Use Cases

Use Case	Task Prompt
Weekly Executive Awareness Brief	Every Monday at 8:00 AM, summarize major technology, cybersecurity, AI, and digital-government developments relevant to U.S. states, with implications for **[organization]**. Keep it concise and non-technical.
Daily Morning Brief	Every weekday at 7:00 AM, give me a short overview of news impacting **[organization]** operations, policy, and public-sector technology.
Legislative Session Watch	Once a week, summarize AI, cyber, tax, and education-related legislative activity that may impact **[organization]**.
Weekly Cyber & Risk Signal Scan	Every Thursday afternoon, notify me of significant cyber incidents, vulnerabilities, or advisories affecting state and local governments, and explain why they matter to **[organization]**.
Executive Cyber Translation	Once per month, explain recent cybersecurity trends in plain language suitable for non-technical leadership.
Weekly Project Risk Reminder	Every Friday, remind me to review schedule risk, dependencies, and blockers across my projects.
Action-Item Follow-Up	Every Monday morning, remind me to follow up on open action items from the prior week.
Quarterly Planning Reflection	Once per quarter, prompt me with structured questions to reassess priorities, risks, and delivery health.
Technical Debt Reflection	Once per month, prompt me to assess areas of technical debt and opportunities for automation or simplification.
Filing Tax Readiness	Schedule daily from Jan to May: prompt a short readiness checklist.
Tax System Awareness	Every week, summarize tax system outages, modernization efforts, or operational risks observed in other **[organizations]**.
Policy & Compliance Watch	Schedule monthly: changes in federal guidance relevant to student achievement.
EdTech / Assessment trends	Make this a monthly Task: summarize AI assessment and education trends and implications.

Getting Started

1. Pick one **recurring** thing you already monitor
2. Use the words **"Schedule this as a Task"**
3. Keep outputs short and skimmable
4. Adjust frequency after 2-3 cycles

Bottom line: Reduce cognitive load by offloading recurring tasks so you can focus on judgment and decisions.