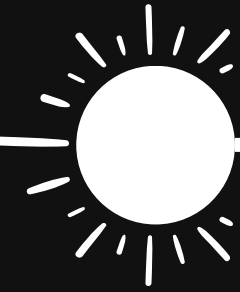


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Both the free and paid versions of ChatGPT generate responses on data the model has been trained on. Keep in mind that the data generated does not have the ability to access real-time or current external information. If accurate and current information is needed, it's important to verify the information provided by ChatGPT through other reliable mediums, especially for time-sensitive topics or rapidly changing events. Always verify the privacy and data usage policies of the platform being used to stay informed about how the chat interactions are treated to safeguard personal or company data shared on chat platforms.

Executive Assistant ChatGPT cheat sheet

Introducing ChatGPT, the AI-powered language model designed to help simplify repetitive tasks and can be leveraged by executive assistants to boost their productivity.

lead the charge: unlock the potential of ChatGPT

With ChatGPT, executive assistants can unleash their creativity and streamline travel planning like never before. Simply provide a prompt or question, and ChatGPT will generate text-based responses that are sure to impress. Sign-up does not require any personal information or account verification to function.

1 create an account 2 prompts 3 personas 4 priming

- visit the ChatGPT website <https://openai.com/> and click 'Try GPT'
- you will be asked to provide basic information such as your name, email address, and password

- learn how to write effective prompts to achieve the results you need
- prompts are statements or questions to generate responses and can be anything that you want to ask or convey

- personas are fictional characters that represent different types of users and guide the ChatGPT language model to generate responses that are tailored to the persona's characteristics and objectives

- priming is the process of giving ChatGPT some context before asking a question--this can help provide more relevant answers
- including a specific tone or style of language generates a funny, formal, informal or professional output

5 start chatting 6 regenerate response 7 get organized 8 export data

- to craft an effective question, be clear and specific about your needs, provide context, and use natural language to generate a relevant response

- if the output does not meet the conditions, criteria or answer to the question, you can select the regenerate button or ask ChatGPT to elaborate or provide additional context

- ChatGPT automatically generates a title for the prompt chat
- you can edit the title by selecting the prompt on the left navigation menu, then select the pencil icon, change the title, select the check mark to save

- navigate to the settings tab and select data control to view options to export your chat history
- note that the export function may not be available on all versions and the steps may vary depending on the version you are using

persona examples

- Business traveler: This persona represents someone who is traveling for business and needs assistance with finding hotels, car service, and meeting locations.
- Tourist: This persona represents someone who is traveling for leisure or personal reasons, such as sightseeing, visiting friends or family, or taking a vacation.
- VIP: This persona represents someone who is a high-profile or high-ranking individual, such as a CEO, celebrity, or politician. They may have specific requirements or preferences related to their travel and accommodations, and may require a high level of privacy and security.
- New Employee: This persona represents someone who is new to the company and may need assistance with a variety of tasks related to their onboarding and integration. They may require guidance on company policies and procedures, assistance with obtaining necessary equipment and supplies, and introductions to key colleagues and stakeholders.

prompt examples

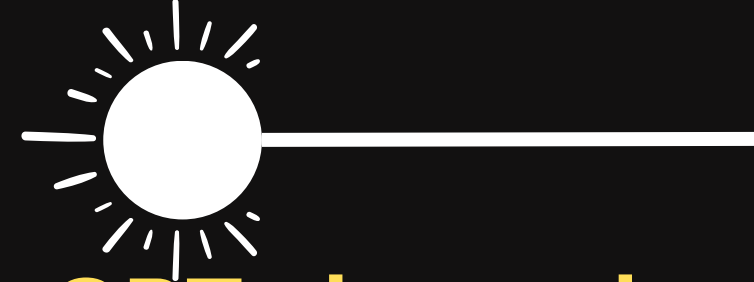
- Finding locations for business meetings: "I am an event planner. What are the top 5 meeting locations in downtown Seattle that offer full amenities, parking and onsite tech support?"
- Best travel flight routes: "I am an executive assistant planning travel for my VIP executive. What are the best direct flights from New York to Los Angeles on an airline that offers flat bed in business class?"
- Hotel recommendations: "I am a tourist on a low budget. What are the top 5 hotels with onsite laundry, gym and restaurant, near the convention center in Atlanta?"
- Car service: "I am a new employee who located to a new city and don't own a car. Can you recommend an affordable car service company to use in Singapore?"
- Respond to a meeting invitation: "I am a busy CEO. Help me write a formal response in a short simple language sentence politely declining a meeting invitation."

pro tip

Frame the prompts clearly and provide as much context as possible, without inputting confidential or proprietary information, to help the model generate an accurate response.

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Before uploading any emails, documents, or internal resources, ensure that you comply with your company's technology standards, security and confidentiality policies. And to protect identifies of executives consider using hypothetical examples that reflect your executive's communication style, tone, and structure rather than using real proprietary information.



Executive Assistant Advanced ChatGPT cheat sheet

Introduction to setting up personalized GPTs in ChatGPT

optimize AI interactions tailored to your preferences

A Personalized GPT in ChatGPT allows EAs to create an AI assistant that mirrors their executive's preferences, tone, and working style. This customization ensures AI-generated responses are more relevant, efficient, and aligned with the executive's expectations. Instead of receiving generic AI outputs, EAs can craft a tool that enhances their workflow, streamlines communication, and accelerates decision-making.

1 log into ChatGPT

- open the tool then navigate to Explore GPTs
- Click on + Create in the top right corner to being customization

2 define

- set a clear objective for how the AI should assist you [e.g. act as a strategic executive assistant]
- identify specific tasks the GPT should excel at

3 instructions

- Select configure to add a name, customize the conversation starter questions and instruction: What would you like ChatGPT to know about you? How would you like ChatGPT to respond?

4 train

- upload sample emails, meeting notes, or templates that represent the style you want the tool to be trained on
- select create to save the GPT

The screenshot shows the ChatGPT GPT creation interface. Step 1 highlights the '+ Create' button in the top right. Step 2 highlights the 'Create' button. Step 3 highlights the 'Configure' button. Step 4 highlights the '+ Create' button at the bottom right. The interface includes fields for Name, Description, Instructions, and Conversation starters. A warning icon is placed over the 'Save' button.

Before you hit save, choose how you want to share the GPT.

pro tip

When customizing your GPT, start by analyzing past emails, reports, or notes your executive has written. Identify common phrases, tone, and structure that guide the AI to mirror their communication style.

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Avoid inputting confidential or proprietary company information. Use hypothetical or anonymized data when necessary. AI should complement, not replace, strategic thinking and decision-making. Always review outputs for accuracy. If you are quoting factual data or insights, verify the information before acting on it or publishing it in a public domain.

Executive Assistant Advanced ChatGPT cheat sheet

Introduction to ChatGPT patterns

understanding prompt engineering

Prompts are more than questions—they are structured inputs that guide AI behavior. AI operates through patterns, meaning well-structured prompts lead to more precise and relevant responses.

Persona Pattern: Asking AI to act as a specific expert to generate the response.

Example: Act as a Chief Marketing Officer. Provide an analysis of current trends in digital marketing.

Flipped Interaction Pattern: AI asks the user questions to refine an idea before generating a response.

Example: I need to plan travel. Ask me questions to gather flights, ground transportation, and hotel options before drafting the itinerary.

Cognitive Verifier Pattern: AI generates sub-questions to improve accuracy before responding.

Example: Before answering, generate three clarifying questions to ensure a well-rounded response.

Question Refinement Pattern: AI suggests better versions of vague inputs to improve clarity and precision.

Example: Whenever I ask a broad question, suggest a more detailed and specific version before generating the response.

Weak Prompt: Tell me about marketing strategies.

Refined Prompt: Act as a CMO of a Fortune 500 company and outline a digital marketing strategy for a new product launch in the health tech industry.

pro
tip

Applying these structured prompting techniques, Executive Assistants can guide AI tools more effectively, ensuring responses are actionable, relevant, and aligned with business needs.