

Practical Assignment: Applying ChatGPT Skills in Real Life

Total time: ~2 hours

Objective:

Use ChatGPT to solve real problems at work or in daily life by applying the skills learned in the workshop: asking clear questions, analyzing documents/texts, and reflecting on your own chat history and communication style.

Task Overview:

Part 1: Use ChatGPT to plan & organize (approx. 30 minutes)

- Pick a project or task you want to organize (work-related or personal).
- Use ChatGPT to create a detailed plan or checklist for completing that task.
- Ask ChatGPT to give you alternative approaches or tips to improve your plan.
- Reflect on the output and refine your plan with ChatGPT's help.

Part 2: Analyze & improve a document or conversation (approx. 45 minutes)

- Select an email, report, or conversation you recently had (can be a draft or actual).
- Ask ChatGPT to analyze tone, clarity, and effectiveness.
- Request suggestions for improvements or a rewrite to make it clearer or more persuasive.
- If possible, upload or describe an image related to your task and ask for a basic analysis or description from ChatGPT.

Part 3: Reflect on your ChatGPT use and personal style (approx. 45 minutes)

- Ask ChatGPT to review your chat history (can be from the workshop or other conversations).
 - Request a summary of your most frequent topics, style traits, and prompting habits.
 - Ask for recommendations to improve your prompting skills and personal brand messaging.
 - Use ChatGPT to generate a short bio or brand statement based on your personality and interests.
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Deliverables:

- Submit your ChatGPT-generated plan/checklist with notes on how you refined it.
 - Submit the original and improved version of the analyzed document or conversation.
 - Submit a brief report (max 1 page) summarizing ChatGPT's insights on your communication style and your personal brand statement.
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Tips:

- Be honest and specific in your prompts.
- Try to explore different prompt styles to see which gives you the best results.
- Keep track of your learning points and what surprised you about ChatGPT's responses.