
CHATGPT FOR ADMINS.... HOW TO BE MORE EFFICIENT IN YOUR ROLE > WITH CHATGPT





BENEFITS OF USING CHATGPT

- **Saves time and reduces workload**
- **Improves productivity**
- **Avoids BURNOUT!**

GETTING STARTED WITH CHATGPT

- **Sign up for free**
- **Integrates with productivity tools**
- **Customize ChatGPT**
- **Collaborate with team members (Owner, Marketing, Finance, Office & Field Staff/Technicians)**



HOW DO I TALK TO CHAT GPT?

LAYERING STRATEGY

- Give ChatGPT Context
- Layer in questions/details
- Train ChatGPT for YOUR unique brand voice



ACT AS A (ROLE)	CREATE A (TASK)	SHOW AS (FORMAT)
<ul style="list-style-type: none"> ● CEO/Business Owner ● Office Manager/HR ● Business Owner's Spouse ● CSR ● Warehouse Support ● Accountant ● Technician ● Lead Technician ● Project Manager ● Social Media Manager 	<ul style="list-style-type: none"> ● Email Sequence ● Ad Copy ● Headline ● Analysis ● Blog post ● Sales Copy ● Video Script ● SEO Keywords ● Social Media Post ● Product Description 	<ul style="list-style-type: none"> ● List ● PDF ● Graph ● Table ● Spreadsheet ● Word Cloud ● Gantt Chart ● Presentation Slides ● Plain Text Files

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- I'm an office manager for a busy pond installation company, and i'm new to using ChatGPT, please give me a list of essential ChatGPT prompts that'll help an office manager get more done and save time.
 - "Explain {Topic} in simple terms, explain it to me as if I'm a beginner"
 - "Share a step-by-step systematic approach to solving {problem}"



REVOLUTIONIZE YOUR JOB WITH CHATGPT

**WHAT ARE SOME OF THE THINGS THAT YOU FIND YOURSELF
DOING OVER AND OVER AGAIN EACH DAY?**



BENEFITS OF USING CHATGPT THESE THINGS

- **Streamlines Your Communication Process (repeatable)**
- **Consistent and Accurate Information (scalable)**
- **Time and Cost Savings for the company you are supporting. (replaceable/redundant)**



LIVE TIME



CONCLUSION

- **ChatGPT boosts productivity, and gives you an assistant...every day, no call outs, no issues, no problem!**

QUESTIONS?



SEND YOUR ADMIN TO CAMP IN LAS VEGAS, NV

July 26th - July 28th



DOWNLOAD CHATGPT PROMPT CHEETSHEET

