



Exploring AI for Everyday Use, using ChatGPT

Tu 10:30-Noon (90 min), 9/9 -10/28 (8 wks)



Instructor: Leena Prasad



Today (week 4): Everyday Productivity

Class Schedule

10:30 – 10:35

- (5 min) – Login to your ChatGPT account

10:35 – 11:15

- (40 min) – discussion

11:15 – 11:20

- (5 min) – BREAK

11:20 – 11:55

- (35 min) –play

11:55 – 12:00

- (5 min) – Wrap Up



Slides at:

WhoseBrainIsIt.com

> AI

> Class Portal

NOTE: Slides list key points only; the class goes far beyond this material.

Today's Agenda

Class Schedule

- Writing assistance (emails, letters): **discussion**
- Brainstorming project or event ideas: **discussion**
- Creating and refining plans: **lab**

Wrap Up

Writing Assistant

Emails/Letters

How have you used it as a writing assistant for emails and letters?



Writing Assistant

Emails/Letters

ESL

- ✓ Fix grammar
- ✓ Help with vocabulary
- ✓ Teach English



Writing Assistant

Emails/Letters

Set TONE

- ✓ Polite / Cynical / Humorous
- ✓ Formal/Informal
- ✓ Creative/Fun
- ✓ Professional



Writing Assistant

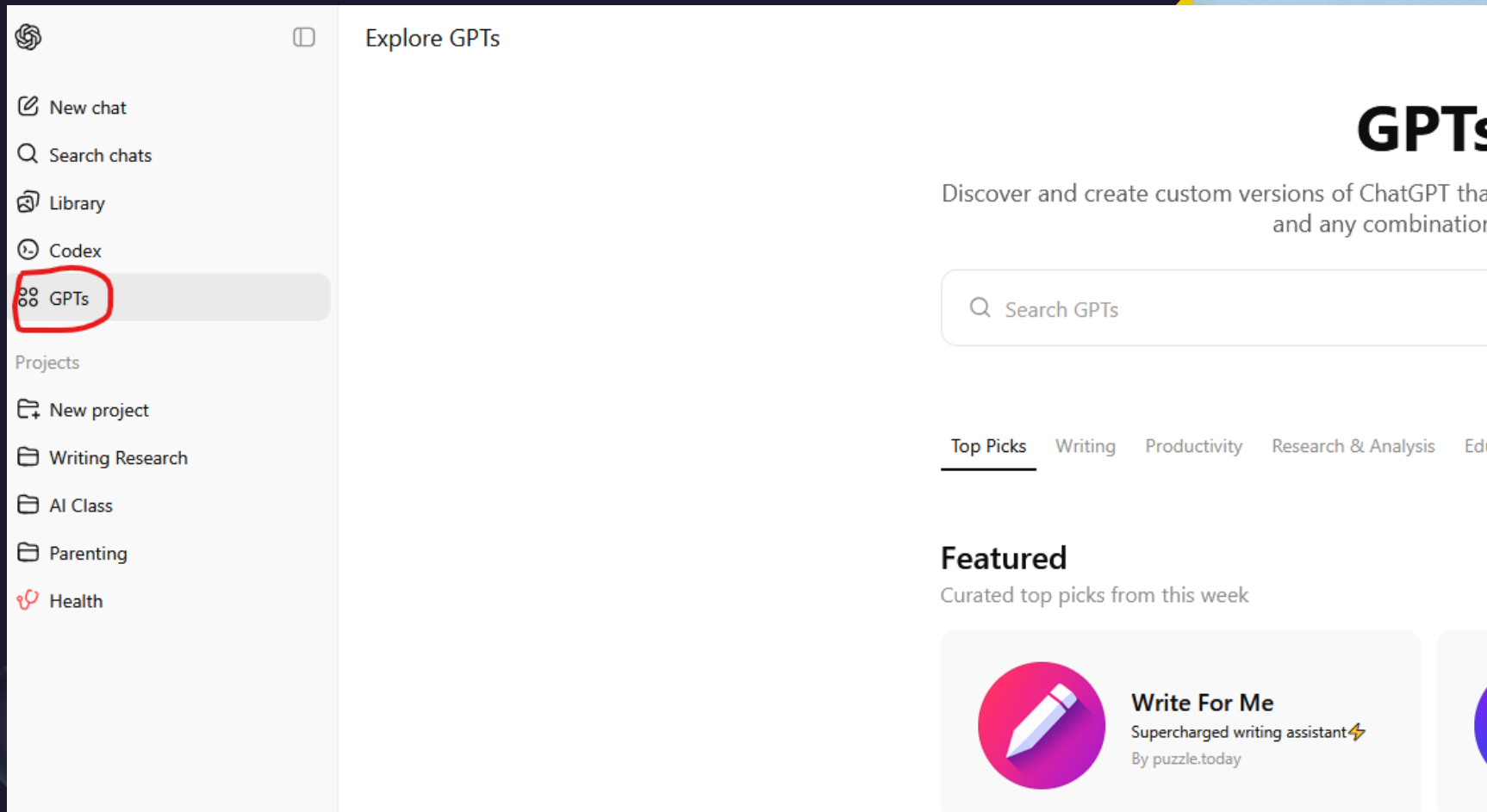
Emails/Letters

- ✓ Summarize
- ✓ Convert notes to email
- ✓ Help clarify thoughts



Writing Assistant

Emails/Letters



The screenshot shows the OpenAI GPTs interface. On the left sidebar, the 'GPTs' menu item is highlighted with a red circle. The main content area is titled 'Explore GPTs' and features a search bar, a 'Top Picks' navigation bar, and a 'Featured' section. The 'Featured' section displays a card for 'Write For Me', a supercharged writing assistant by puzzle.today.

GPTs

Discover and create custom versions of ChatGPT that
and any combination

Search GPTs

Top Picks Writing Productivity Research & Analysis Edu

Featured
Curated top picks from this week

Write For Me
Supercharged writing assistant ⚡
By puzzle.today

Writing Assistant

Emails/Letters

Specialized GPTs

They are like the different roles that an actor can play.

- Actor = ChatGPT
- Roles = Specialized GPTs



Writing Assistant

Emails/Letters

BUT!!

- ✓ Again, proofread and validate any facts!!!
- ✓ Modify to personalize it.





Brainstorming

project or event ideas

How have you used ChatGPT
for Brainstorming?



Brainstorming

project or event ideas

Ask it to generate a lot of ideas
or ask for a specific number of
ideas...



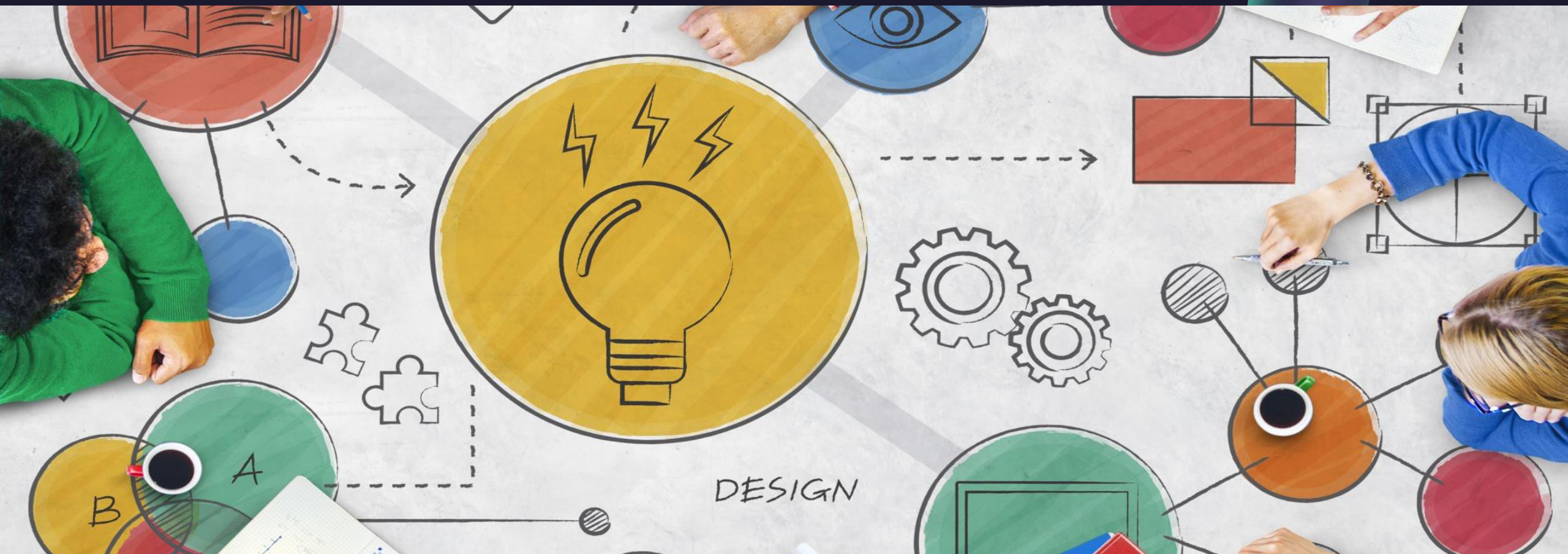
Brainstorming

project or event ideas

Pick a theme you like, then keep refining until you land on your final idea.

Creating/Refining Plans

project or event ideas



Creating/Refining Plans

project or event ideas



How have you used it for creating and/or refining plans?

Creating/Refining Plans

project or event ideas



Brainstorm!

Creating/Refining Plans

project or event ideas

**Project
Idea: Plan a
Community
Event**

A weekend picnic

A local book club meetup

A charity bake sale

A neighborhood movie night

Creating/Refining Plans

project or event ideas

STEP 1: Start the Chat

Prompt:

Help me plan a
community picnic.



Creating/Refining Plans

project or event ideas

Step 2: CONSTRAINTS

Prompt:

Make it budget-friendly under \$100.



Creating/Refining Plans

project or event ideas

Step 3: CONTEXT

Prompt:

The event is for families with kids ages 5–10.



Creating/Refining Plans

project or event ideas

Step 4: Format

Prompt:

Turn the plan into a checklist with deadlines..



Creating/Refining Plans

project or event ideas

Step 5: Save

Options

Leave prompt as-is in the navigation bar

Move prompt to a project

Prompt: Save using label Picnic

Prompt: Save to doc



Wrap up

1. Q&A
2. Optional homeplay: productivity task
3. Next Week: Organizing & Analyzing Information
4. Log out of your ChatGPT Account.
5. Log out of your computer and turn it off.

