

Making the Most of ChatGPT Every Day

Practical Tips • Smart Use • Better Results



Your AI assistant for everyday life!



WHAT IS CHATGPT?

ChatGPT is a type of Generative AI that can create and work with:

- Text
- Images
- Voice conversations
- Documents



It has been trained on large amounts of information and predicts likely answers based on patterns.

It does not truly understand information and can make mistakes.

WHY CHATGPT IS HELPFUL

It can help you:

- ✓ Learn new topics
- ✓ Plan trips, meals & projects
- ✓ Understand complex documents
- ✓ Brainstorm ideas
- ✓ Compare products & services
- ✓ Write & edit
- ✓ Organize information



You can communicate with it in plain English—no technical skills required!

IMPORTANT THINGS TO REMEMBER

ChatGPT Can Be Wrong



- It may provide incorrect information.
- It may invent facts, sources, or details.
- It can sound confident even when it is mistaken.

Always verify important medical, legal, financial, and safety information.



Protect Your Privacy

- Do not share passwords.
- Avoid sharing financial information.
- Be cautious with personal or sensitive documents.
- Think carefully before connecting apps or accounts.
- Review privacy settings.
- Use Temporary Chat for sensitive topics.



THINK OF CHATGPT AS A CONVERSATION



The best results usually come after a few rounds of discussion.

THREE SIMPLE PROMPT TECHNIQUES

- 1** **LET CHATGPT INTERVIEW YOU**
Useful when you're not sure what information is needed.
"Help me plan a vacation. Ask me one question at a time."
- 2** **GIVE CHATGPT A ROLE**
Tell it who to act as.
*"Act as a retirement coach."
"Act as a nurse advocate specializing in older adults."*
- 3** **ASK FOR SIMPLER EXPLANATIONS**
Helps you understand better.
*"Explain this in plain English."
"Give me an analogy."
"Explain it like I'm in 5th grade."*

POWERFUL FEATURES MANY PEOPLE MISS

- Projects** – Organize conversations and files for travel, hobbies, learning and more.
- Upload & analyze multiple documents** (summarize, compare, extract information).
- Web search** – Get current information from the internet.
- Reminders & tasks** – Ask ChatGPT to create reminders and help you stay organized.
- Connect apps** – Integrate your favorite apps and tools (when available).
- Custom assistants (GPTs)** – Specialized ChatGPTs for specific tasks.
- AI agents** – More advanced tools that can help take action on your behalf.



FREE VS. PAID PLANS

FREE PLAN

Capable of doing nearly everything demonstrated in class.



PAID PLANS GENERALLY PROVIDE:

- Higher usage limits
- Better image generation
- More advanced features
- Larger research capabilities



For many everyday users, the Free plan is enough.

FINAL TAKEAWAY

Treat ChatGPT as a helpful assistant—not an expert.



Ask follow-up questions



Verify important information



Protect your privacy



Use clear prompts



Experiment and learn

**AI is powerful — but not always right.
Your judgment matters more than ever.
Better prompts lead to better results.**

