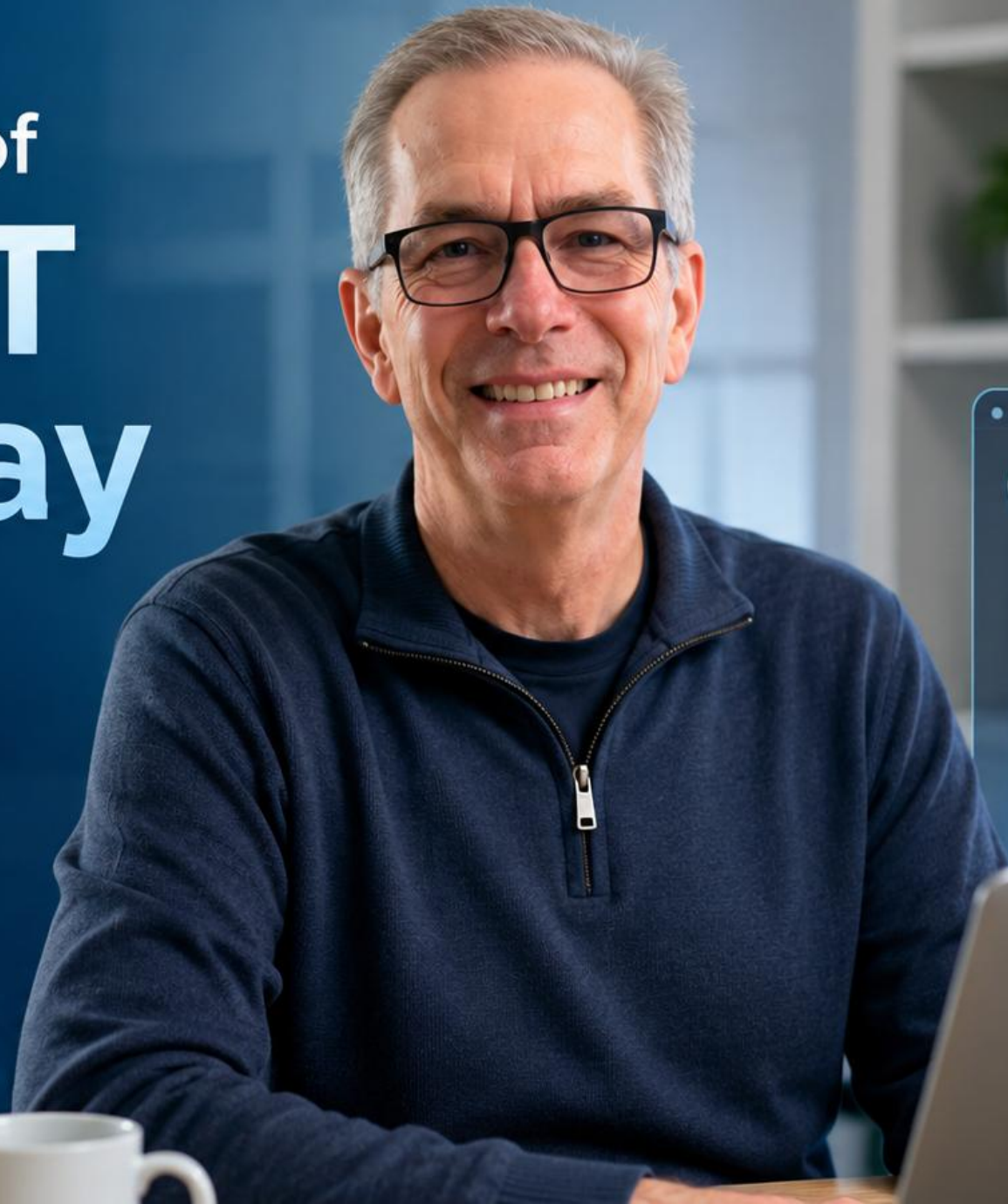


Making the Most of ChatGPT Every Day

with **John Beaumont**

*Practical everyday uses for
planning, writing, organizing,
and more*



Today's Roadmap

A practical journey to help you understand and use ChatGPT with confidence.



Understanding AI & ChatGPT

- What is Generative AI
- Why it is useful
- Where it can go wrong
- Privacy and security basics



ChatGPT Settings and Tour

- Personalization
- Memory and temporary chats
- Models and features
- Getting the most from ChatGPT



Prompt Tips

- ChatGPT is a conversation
- Ask follow-up questions
- Use roles and personas
- Ask for simpler explanations



Prompt Examples

- Health
- Retirement
- Home & technology
- Shopping
- Documents
- Images and infographics

Understanding AI & ChatGPT



Who has tried Gen-AI (ChatGPT)

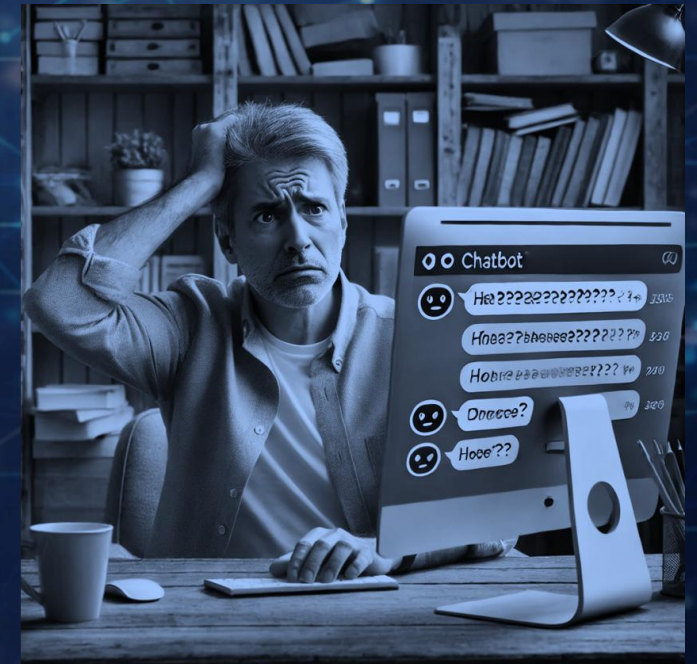
Who is already using AI?

What AI tools have you tried?

Did you get the answers you expected?

Have you ever uploaded a photo or document?

How much do you trust AI?



This is what we will discuss today

What is Generative-AI?

A type of artificial intelligence

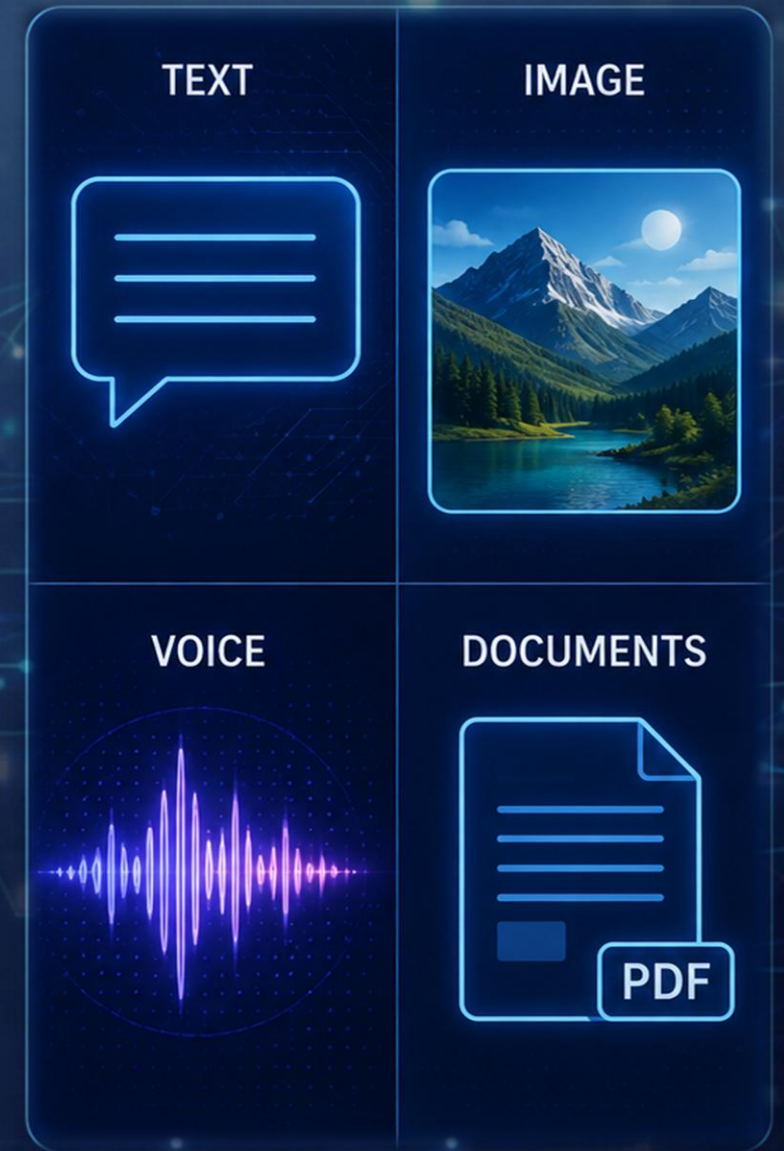
Trained on massive amounts of information

Learns patterns in language and images

Creates new content

Works with text, images, voice, and documents

It predicts – it doesn't understand



Why ChatGPT Is So Helpful

We can communicate in plain English

It works with text, images, voice, and documents

It is available to everyone and unique to you

It is improving incredibly quickly

It can adapt to your preferences

Its responses feel surprisingly human

Technology is becoming personal.



But... ChatGPT Can Be Wrong

It does not know what is true

It predicts answers based on patterns

It can sound confident when it is wrong

It may invent facts, sources, or details

It may give different answers to the same question.



Always verify important information – AI is not a professional.

Privacy & Security

Avoid sharing personal or sensitive information

Be careful when uploading documents

Review your privacy settings

Use trusted AI services

Use Temporary Chat when appropriate



Think before you share.

What Comes Next?

More personalized

More integrated into everyday life

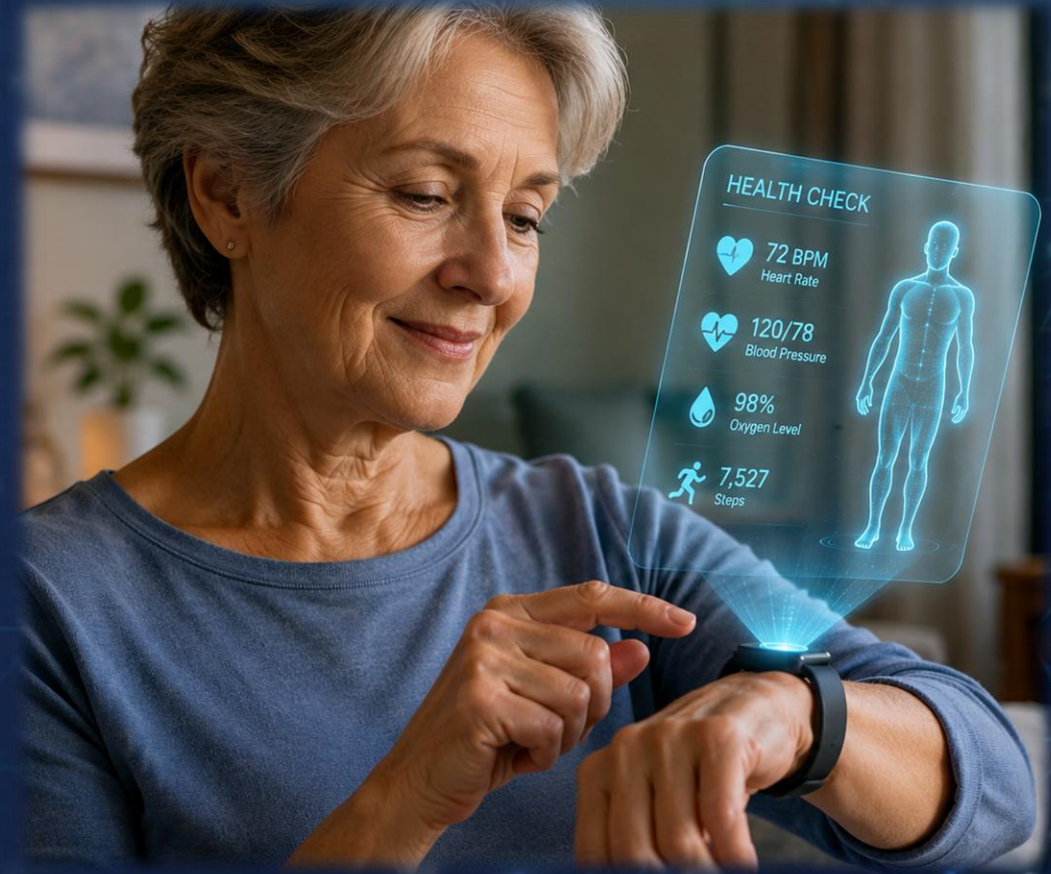
Better at understanding emotions

More specialized for specific tasks

More proactive and helpful

More capable of acting on your behalf ("Agents")

AI will be integrated into everyday life.



Future OLLI Class:

Living in an AI Driven World

June 30th – 10am

A Few Things *to* Remember



Don't share private information.



It can be **wrong** or out of date.



Double-check important facts.



Don't use responses "**as-is**".



Use your **judgment** —
Consult a professional when needed.



Treat it as a helpful assistant — *not an expert.*



ChatGPT Settings and Tour



Getting More From ChatGPT

Settings & Personalization

Personalize ChatGPT

Tell ChatGPT about yourself
Choose how you want responses written
Set your preferred tone and style

Customize Your Experience

Voice mode and dictation
Mobile and desktop access
Accessibility features

Choose the Right Model

Standard: Everyday questions
Thinking: More complex tasks
Search: Current information

Five minutes in Settings can dramatically improve your results.



Memory, Data & Temporary Chats



What ChatGPT Remembers

- Current conversation context
- Optional saved memories
- Your preferences over time

What You Control

- View and edit memories
- Delete memories
- Turn memory off

Temporary Chat

- Starts fresh
- No memory retained
- Useful for sensitive topics

Memory is optional—and you control it..

Powerful Features



Projects

- Organize conversations and files
- Keep related work together
- Great for travel, hobbies, learning, and research

Work With Content

- Upload multiple documents
- Analyze images
- Summarize files

Powerful Tools

- Voice conversations
- Reminders and tasks
- Search the web
- Agents
- Connect Apps
- GPTs (specialized assistants)

Most users only use a small fraction of ChatGPT's capabilities.

Privacy & Security



Use ChatGPT Safely

- Avoid sharing passwords
- Avoid sharing financial information
- Avoid sharing sensitive personal data

Verify Important Information

- Medical
- Legal
- Financial

Stay In Control

- Review privacy settings
- Review memory settings
- Use Temporary Chat when appropriate

Think about what you are sharing.

ChatGPT Plans at a Glance

Compare Free, Go, and Plus to find the plan that fits your needs.

FEATURE	FREE \$0 / month	GO \$8 / month	PLUS \$20 / month
 Messages	Limited	More	Most
 Uploads (files, documents)	Limited	More	Most
 Image Generation	Basic (slower)	More	Best (higher quality, faster)
 Memory & Context	Limited	More	Expanded (longer memory)
 Deep Research	Limited	Limited	Expanded (more in-depth)
 Projects, Tasks & GPTs	Limited	Some	Full Access
 Codex (coding tools)	Limited	More	Expanded Usage
 New Features Access	Later	Earlier	Earliest



Everything you've seen today can be done with Free ChatGPT.

The paid plans simply give you more capability and higher limits.

Which plan is right for you?



FREE

Occasional Users

Great for trying ChatGPT and everyday tasks.



GO

Regular Users

More access and capacity for frequent use.



PLUS

Power Users

Advanced features and highest limits for getting the most done.

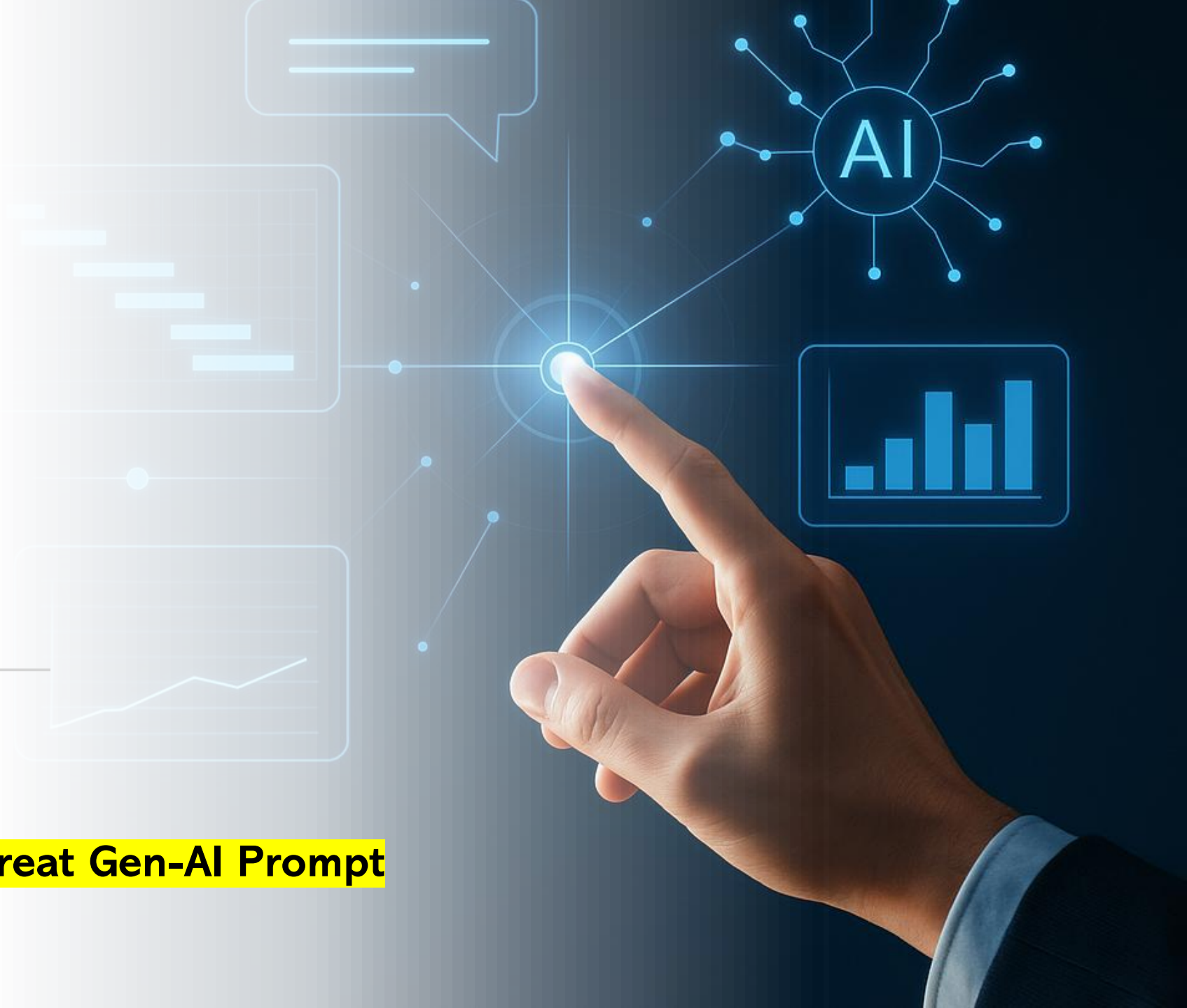


Features and pricing shown are correct as of June 1, 2026 and may change over time.



Prompt Tips

Future OLLI Class:
Easy AI: The Secrets to a Great Gen-AI Prompt
July 7th – 10am



Prompts

A prompt is anything you type or say to ChatGPT to tell it what you want.

It can be a question, a request, a description, or even a few keywords.

Think of a prompt like giving instructions to a helper: the clearer the instructions, the better the help

It is normally the first step in a conversation



ChatGPT is a Conversation

Start with a prompt

Review the response

Give follow-up instructions or questions

Keep refining the results

Return later and continue where you left off

Branch off into a new chats

It's a Conversation, Not a Search Engine



Prompt Techniques

Ask ChatGPT to Ask *You* Questions

This will allow ChatGPT to guide the interaction.

Key Points

- Helps refine vague or broad requests
- ChatGPT learns what you actually need
- Produces more accurate, tailored answers

Example Prompt

“...you can ask me questions – ask me one question at a time.”



Prompt Techniques

Define a Role or Persona for ChatGPT

Gives you a more focused and direct answer

Example:

“Acting as a non-fiction editor, please review my short story.”

“Act as a friendly health advisor...”

Gives ChatGPT context and direction

Produces more focused, practical responses

Great for planning, coaching, reviewing, or creative work



Prompt Techniques

Ask for Examples, Analogies, or Simpler Language.

Give complex answers in simple ways.

Example:

“Give me a simple analogy to explain how Wi-Fi works.”

“Explain it to me like I were a 5th grader.”

Examples clarify new or unfamiliar ideas

Analogies make complex topics relatable





Prompt Examples



#1 - Budget Ideas

Make the Most of Your Retirement Budget



Act like a friendly financial coach.
Suggest ten practical ways I can stretch my retirement income for the next 20 years without giving up the things I enjoy. I live in Tampa, Florida.

#2 Understanding Your Health

Asking ChatGPT to Interview You



I have finished my radiation (last Wednesday) and chemo (last Tuesday) - I had 35 radiation and 7 chemo sessions. I have been told that I might even feel worse the week or two after treatment ends. Can you help me understand my road to recovery. **You can ask questions one at a time.**

#3 Doctor's Visit

Prepare for a Doctor Visit Like a Pro

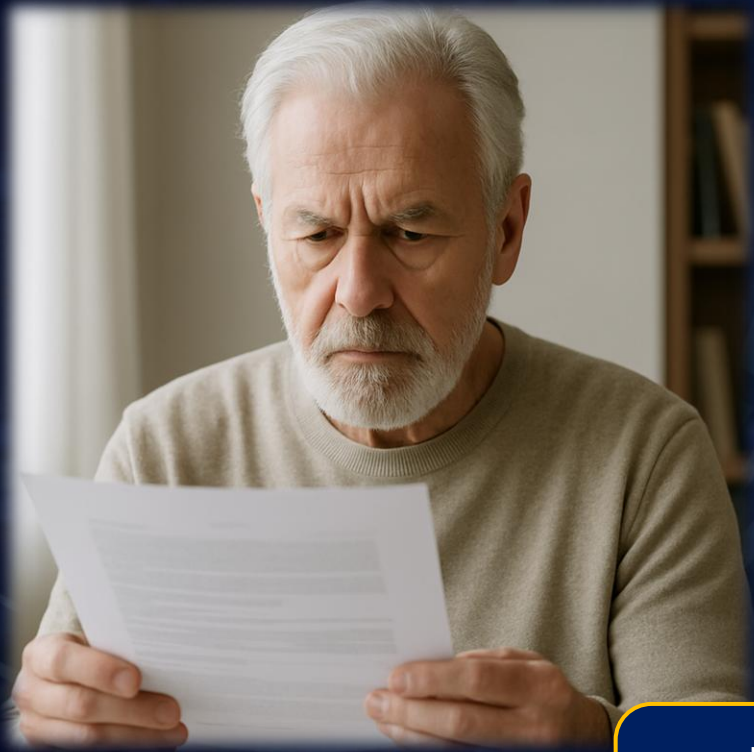


"Act as a nurse advocate specializing in the over-55. I'm visiting a new primary care doctor for my annual checkup. What questions should I ask to ensure they understand my age-related concerns?"

You can ask me questions one at a time."

#4 Doctor's Notes

Turn medical Jargon into plain English



I just got home from my appointment, and I'm confused by this report. **Please explain it in plain English.** Tell me what the doctor found, what it means, what I should do next, and whether there are any red flags I should discuss with my doctor. **Please avoid medical jargon and explain it as if you're talking to a friend.**

Upload the
document to
ChatGPT

#5 Tech Help

Diagnose & Fix Problems



This is a picture of the label on my Dyson V8 vacuum cleaner. It is not working, and the light is flashing red. Help me diagnose and fix the problem

Upload images to
ChatGPT

#6 Remodeling Visualization

Use Your Images and Imagination



I am planning to remodel this kitchen. I am thinking of replacing the cabinets and perhaps making the floor laminate. I would like you to show me what it would look like after improvements. You can ask me questions one at a time.



Upload the image to
ChatGPT

#7 Reading & Recommending a Menu

Select dishes from a hard to read menu.

Please read this menu - I am on a low-fat diet. Give me the best two suggestions (not salads). My friend is on a keto diet. What are your suggestions? Could you estimate the calorie counts for the pasta options on the menu?

Take pictures with your phone camera directly into ChatGPT



TAMPA JOE'S
RESTAURANT AND SPORTS BAR

Let us help plan your event, in your house, or in ours!

Appetizers
NOT... JOE... PLAYER
10
SOUTHWEST CHICKEN QUESADILLA
12
SPINACH & ARTICHOKE CHEESE DIP
14
CUP & QUESO
14
BEEF & BACON KABOBS
14
Appetizers (continued)
TAMPA JOE'S SIGNATURE SAMPLER PLATTER
36
TAMPA JOE'S SMOKED FISH SPOON
16
CRAB STUFFED MUSHROOMS
16
KEY WEST SHRIMP
16
BAVARIAN PRETZELS
10

Salads
Bowl Of Soup
10
CANBERRY FIELD SALAD
12
TUSCAN SALAD
12
FULL HOUSE SALAD
12
CASA
12
BUTTERIES
12
TAMPA JOE'S SIGNATURE CHOP SALAD
16
"THE COBB"
17
LONG ISLAND ICE TEA
10
BAVARIAN PRETZELS
10

Bring On The Wings
WING TYPES: BAKED | FRIED | BONELESS
BONE IN | BONELESS
BONELESS BITES
REGULAR 12 | LARGE 23

Pizza
CHEESE
10
PEPPERONI
11
DOUBLE CHEESE
12
BAC CHICKEN
11
CLASSIC VEGGIE
12
ALONG HARBOR
11
THE WORKS
12
BUFFALO JOE'S
13
ITALIAN MEAT & CHEESE PIZZA
12
Lunch
SOUTHWEST CHICKEN QUESADILLA
12
CLUB WRAP
10
JOE'S BEER-BATTERED FISH & CHIPS
14
PIZZA & SALAD COMBO
12
LUNCH SLIDERS
10
PIZZA OF THE DAY
10
SOUP & SALAD COMBO
12

Handhelds
SLIDERS - PICK THREE
17
BACON CHEESE BURRITO
17
CHICKEN
17
BUFFALO CHICKEN SANDWICH
21
GRUPEP SANDWICH
19
CLASSIC TUNA MELT
21
GRILLED CHICKEN SANDWICH
21
1/2 TACOS
17
TACOS
17
FISH & CHIPS
20
GRILLED SALMON
24
COMBO TACOS
15

Entrees
FROM THE PAN
BEEF & BACON KABOBS
20
SLOW ROASTED BIRD
19
CHICKEN, RICE & BROCCOLI
16
CHICK'S SELECTION STEAK
24
CHICKEN TENDERS
14
FISH & CHIPS
20
GRILLED SALMON
24
COMBO TACOS
15

Pasta
NOT YOUR KID'S MAC & CHEESE
16
CAJUN CHICKEN ALFREDO
16
BLACK & BLUE
16
ITALIAN MEAT & CHEESE
16
TAMPA JOE'S CLASSIC
16
JOE'S CARBONARA
16
PASTA ALFREDO
16

Daily Specials
MONDAY
TUESDAY
WEDNESDAY
THURSDAY
FRIDAY
SATURDAY
SUNDAY

9316 ANDERSON ROAD | TAMPA | 813-901-9590
Sunday-Thursday 11AM-11PM | Friday-Saturday 11AM-Midnight
WWW.TAMPAJOES.COM

#8 Meal Planning at Home

Meal Plan and Shopping List



Help me plan dinner for four days. I will have three visitors at my home who prefer healthy meals; one is vegan. I want the meals to be adaptable for both vegan and non-vegan palates, rather than different meals. There will be five for dinner. I want a variety of meals but a minimum number of ingredients. **Ask me one question at a time to create a meal plan.**

#9 Shopping Research

Turn ChatGPT into your personal shopper



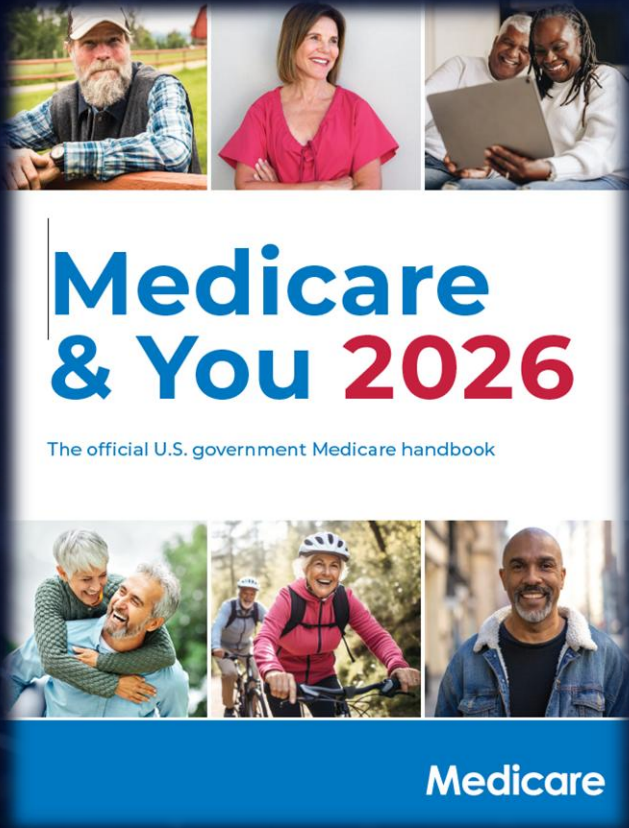
Act as a shopping concierge and help me choose a new laptop for home use. You can ask me questions one at a time

Try different AI models as part of your research

Never accept the recommendation without research

#10 Summarize and Analyze

One of ChatGPT's strengths is document analysis



Act as a Medicare advisor. Read the attached document and explain it in plain English. Create a one-page summary of the most important benefits, costs, and deadlines. Then tell me three questions I should ask before choosing a Medicare plan.

You can upload very large documents

#11a Handouts, Posters and Infographics

Get ChatGPT to Produce Summary Images – First Summarize



Read the attached PowerPoint presentation and create a one-page **handout summary** that attendees could take home after the presentation. Summarize the main points in plain English using clear headings, bullet points, and short explanations. Focus on helping readers remember the most important information and practical tips, even if they do not have access to the original presentation.

#11b Handouts, Posters and Infographics

Turn the Summary into an Image



Please use the summary to create a one-page graphic image that can be handed out and contains the main points of the summary - make it vibrant and easy to read. **You can ask me questions one at a time**

My Summer OLLI Classes

Slam The Scam! Identifying and Avoiding Scams in an AI-World

~~May 26th - 10 am~~

Genealogy Made Easy: A Practical Guide to Your Family History

~~May 27th - 12 noon~~

Easy AI: Making The Most of ChatGPT Every Day

~~June 16th - 10 am~~

Living in an AI- Driven World: What Everyone Should Know

June 30th - 10 am

Easy AI: The Secrets to a Great Gen-AI Prompt

July 7th - 10 am

Thank You For Attending: Any Questions?



AI is Powerful – But Not Always Right

Your Judgement Matters More than Ever

Better Prompts – Better Results

Don't forget to complete the class survey.

My YouTube Channel: <https://www.youtube.com/@Beaumont-Genealogy/videos>

My Genealogy Website: (for this Presentation) <https://www.beaumont-genealogy.com/classes>

My Email: John.Beaumont@Outlook.com