

A useful work order

Keep this nearby when you start a task

Part	What to tell ChatGPT
Outcome	The deliverable, who it is for and why it is needed
Context	Relevant files, sources and background
Standard	Format, essentials, checks and action boundaries

Outcome: Create [deliverable] for [audience] so that [purpose].

Context: Use [files or sources]. Relevant background: [details].

Standard: Include [essentials]. Use [format and tone]. Check [important facts or calculations]. Use only these sources unless I authorize more. Flag missing information instead of inventing it. Create a draft and ask before sending, publishing or changing anything outside the requested output.

First propose a short plan and ask essential questions. Wait for me to approve the plan before creating the deliverable.

Choose a task you can check

Good first tasks have a clear output, a small amount of source material, and a practical way to verify the result. Examples include a meeting agenda, vendor comparison, event checklist or small report.

For small, familiar tasks, a short direct request may be enough. Ask for a plan when it will help clarify scope.

Review and refine

A polished result still deserves a check

Sources

Did it use the correct files and all required material?

Facts

Can I confirm the important numbers, names, dates or claims?

Gaps

Did it explain missing information and assumptions?

Usefulness

Can the intended reader understand and use the result?

Final file

Did I reopen the revision and save the version I want?

Three useful follow-up requests

Show me which source supports this conclusion and explain the calculation.

Keep the checked facts and structure. Revise only [part] so that [desired improvement].

Tell me what you could not verify and what information would resolve it.

Before repeating a workflow, test it once. Before sharing, check the intended audience and approve the action.