

ChatGPT for Communicators

Work smarter with generative AI.

Generative AI won't replace your expertise - it will supercharge your thinking! Create work faster so you can apply your experience in more meaningful ways.



JUMPSTART WRITING

Accelerate your writing and start an outline in ChatGPT.

PROMPT



Help me write an employee profile for the newsletter based on the attached notes.



SIMPLIFY EDITING

Use AI as your own personal editor.

Act as an editor on the attached document and....

PROMPT



...reduce the length to 500 words.

PROMPT



...refine for clarity and simplicity.

PROMPT



...edit according to the style guide I uploaded.

PROMPT



...align with the tone and voice of articles on the website.



BOOST CREATIVITY

Feed your creativity and inspire new ideas.

PROMPT



Use the attached to brainstorm 5 story ideas. Ask me questions until you have all details.

CREATE TASK LISTS

Create task lists to efficiently plan events.

PROMPT



Help build a task list for...

...the employee BBQ.



...training.



...team building.



CUSTOMIZE messages for AUDIENCES

PROMPT



Act as an editor and customize the attached for the following audiences...

PLAN EDITORIAL

Create editorial calendars to ensure coordinated content.

PROMPT



Help me plan a social media calendar for volunteer week.



SUPPORT CHANGE

Quickly start drafting key messages, FAQs and fact sheets.

PROMPT



Help me draft communication materials for X change including 5 potential FAQs.