# 10 ChatGPT Prompts Every Chartered Accountant Should Know

**Simplify routine tasks, improve client communication, and save time using AI.**

By: Data Scientist Dipayan.

**Hey there** 👋

**constantly juggling work, personal tasks, and side hustles. A few months ago, I started using ChatGPT to save time, which changed how I work.**

**I've collected 10 of my favourite prompts that help me save time every day. Use them for writing, planning, learning, and organising your life. Copy, paste, tweak— make them yours.**

**Let's make work easier and life smoother**

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1. 📑 Summarize Tax Law Updates
"Summarize the latest [law/article/notification] into 5 bullet points, highlighting key changes relevant to CA professionals."
Use: Saves time reading long notifications

2. 💬 Draft Client Emails (Polite + Clear)
"Write a polite email to a client reminding them about pending documents for their GST return filing."
Use: Standardize communication

3. 🗂️ Organize Tasks by Client
"I have these tasks for multiple clients: [list]. Group them by client and sort by deadline."
Use: Weekly task planning

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4. 📊 Explain Financial Terms Simply
"Explain 'Deferred Tax Asset' in simple words for a non-finance client."
Use: Client education, proposals

5. 📑 Summarize Large Invoices or Bank Statements
"Summarize this bank statement into a monthly cash inflow/outflow summary: [paste data]"
Use: Faster reconciliation or review

6. ⚖️ Cross-check Compliance Checklists
"Based on Indian GST law, give me a checklist for a quarterly compliance review for a retail client."
Use: Internal process standardization

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7. 🧠 Generate Ideas for Finance Blog or LinkedIn Post
"Give me 5 LinkedIn post ideas to educate business owners about common income tax mistakes."
Use: Build personal brand

8. 🧠 Create SOPs for Junior Staff
"Create a simple SOP for preparing and reviewing a client's quarterly TDS return."
Use: Onboarding, training

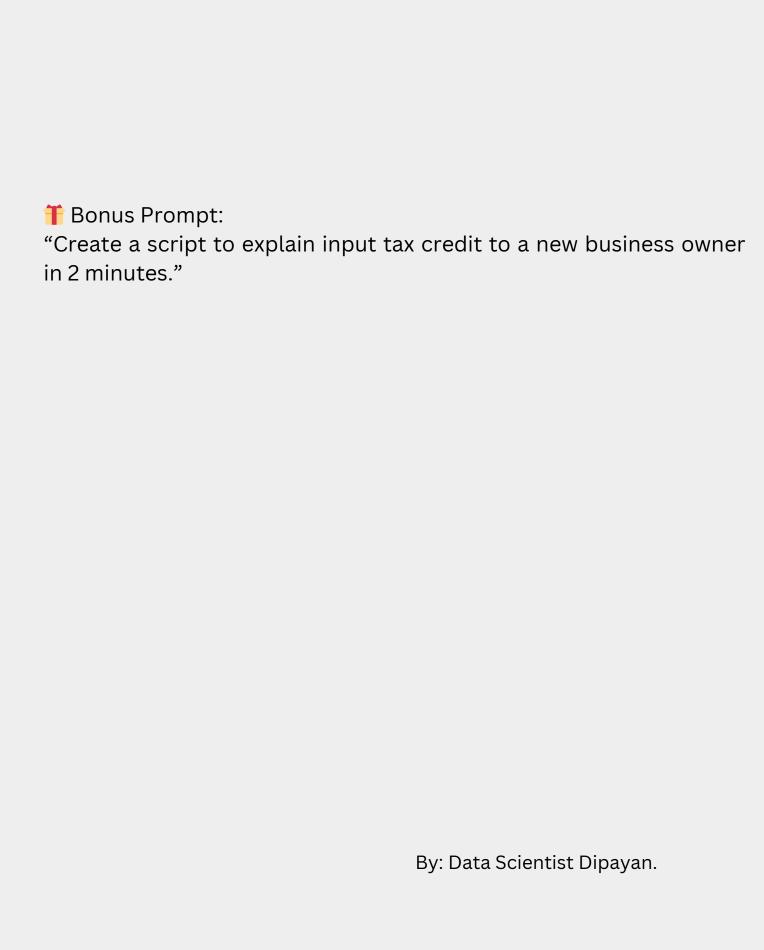9. 📅 Summarize Upcoming Deadlines
"List the important Indian tax deadlines in the next 30 days and classify them by return type."
Use: Month planning

10. 📄 Review or Polish Reports
"Make this audit report sound more professional and easier to read:
[paste draft]"
Use: Document quality upgrade

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🎁 Bonus Prompt:
"Create a script to explain input tax credit to a new business owner in 2 minutes."

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**Thank You**
**Thanks for reading!**
**If this guide helped, share it with a friend.**
**Want custom ChatGPT setups or templates?**
**DM me on Instagram @dipayandasxz**
**Let's work smarter, not harder** 💪

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