

SmartWerk AI FAQ: How to Use GPT for ZZP Tasks

This guide helps you use AI tools like ChatGPT effectively for freelance work in the Netherlands. Learn how to write better prompts, avoid common mistakes, and make your work faster and easier.

Q: What is a 'GPT Prompt'?

A GPT Prompt is a question or instruction you give to ChatGPT or another AI assistant. The better your prompt, the better the result.

Q: How do I use these prompts?

Open ChatGPT, copy-paste the prompt from this PDF, and adjust the details to match your situation (e.g. your name, rates, service type).

Q: Can I use GPT in Dutch?

Yes! GPT understands and writes in Dutch. You can ask: 'Vertaal dit naar zakelijk Nederlands' or 'Schrijf een e-mail voor mijn klant'.

Q: What if GPT gives a bad answer?

Try asking again differently. Add details. Example: Instead of 'Write email', say 'Write a polite Dutch email asking for payment with invoice number and IBAN'.

Q: GPT gives me the same answer every time?

Try using new words and more context. Add city, job title, or client type.

Q: How to make GPT write like a real Dutch freelancer?

Add this to your prompt: 'Write in short, polite Dutch as if you're a ZZP'er from Amsterdam'.

Q: Can GPT generate invoices?

Yes — ask for a freelance invoice with KvK, BTW, IBAN. Copy result to Word/Docs and export to PDF.

Q: Can I save prompts?

Yes. Save your best prompts in Notion, Notes, or Google Docs. Reuse and adjust anytime.

Q: Is it safe to use GPT for client data?

Avoid putting real IBANs or personal data. Use fake values like NLxxINGBxxxxxxx for privacy.

Q: What if GPT writes strange or incorrect things?

Say: 'Rephrase this to sound natural' or 'Make this more human and polite in Dutch'.

Q: Can GPT write Terms & Conditions or CVs?

Yes — use prompts like 'Write T&C; for freelance photographer in the Netherlands' or 'Translate CV to Dutch with formal tone'.

Example: Bad vs Good Prompt

■ Bad Prompt: 'Write email to client'

■ Good Prompt: 'Write a polite email in Dutch asking my client from Utrecht to pay invoice #2403 for €380 within 5 days. Include IBAN and BTW reminder.'

■ ***SmartWerk Tip:***

Always imagine you're writing to a real Dutch client — be polite, clear, and specific. The more details in your prompt, the smarter GPT will be.

SmartWerk Contact & Support

If you have any questions or want help writing prompts, contact us at smartwerk.team@gmail.com or visit SmartWerk.nl.

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