



# ChatGPT Cheat Sheet

For Business

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# How to Use this Cheat Sheet?

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## What is ChatGPT?

ChatGPT is a language model developed by OpenAI that has gained significant attention due to its remarkable ability to generate human-like responses to prompts given to it. ChatGPT is useful for a variety of language-based tasks, including language translation, question answering, text completion, and a lot more.

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## How to get started?

To get started, simply head to OpenAI's site and start inputting prompts. Register for free or upgrade to a paid version for priority access.

<https://chat.openai.com/chat>

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## What to expect in this cheat sheet?

In this cheat sheet, you will find specific examples of using ChatGPT for common business workflows including marketing, sales, research, and more.



# Limitations of ChatGPT

While ChatGPT is not perfect – it can generate wrong information, or “hallucinate”. ChatGPT can provide incorrect answers in an authoritative tone. As such, it’s very important to fact check all of its answers.



# Clearly Define ChatGPT's Role

Defining a role for ChatGPT provides context to improve the relevance of its output, and determines the tone and style of the output.

## EXAMPLE

You are a product marketer for a company that manufactures toothpaste.  
You write professionally and wittily.



# Clearly Define the Audience

Providing details on the audience for the output helps control the tone and style of the output. Should ChatGPT be writing to you or to a customer?

## EXAMPLE

The audience is parents of small children. Use language to appeal to this demographic.



# Provide Detailed and Precise Instructions

Removing ambiguity increases the chance that ChatGPT will provide relevant output. Provide more detail than you would to a human, since the AI has less cultural context.

## EXAMPLE

Write an advert for a webinar on the topic of "How brushing your teeth will improve your smile".

The advert should consist of a headline that is less than 70 characters long, followed by a description that is less than 100 words.

The advert will be displayed on LinkedIn, and the text should be appropriate for a professional audience. The advert should be written to maximize the number of registrations



# Provide Examples of Good Output

Giving examples of the output you want helps guide ChatGPT and increase the relevance of its response.

## EXAMPLE

Make a list of reasons why brushing your teeth is a good idea. Each item in the list should be a sentence of less than 15 words.

An example of a good reason is "Brushing your teeth reduces the quantity of harmful bacteria in your mouth".



# Provide Examples of What You Don't Want

Using "negative prompting" to describe what you don't want helps avoid unwanted output.

## EXAMPLE

Make a list of reasons why brushing your teeth is a good idea. Each item in the list should be a sentence of less than 15 words. Do not mention smiles or smiling.



# Ask for an Explanation

Asking ChatGPT to provide a step-by-step explanation of its reasoning often improves the output, and helps you debug where it is making mistakes. This can help you improve future prompts.

## EXAMPLE

What sort of animal has the most teeth?  
Provide a step-by-step explanation of your reasoning.

# General Business Workflows



# Fix Spelling, Punctuation & Grammar

ChatGPT can be used to clean up spelling, punctuation and grammar mistakes in one go, saving you having to fix each mistake one by one.

## PROMPT STRUCTURE

Here is {document details}. Please update the following text to improve the spelling, punctuation, and grammar.

{document contents}



Here is the headline and description for an advert for a webinar about the importance of brushing your teeth. Please update the output to improve the spelling, punctuation, and grammar.

Headline:

Unlock Your Best Simile; Toothbrushing Power

Description:

Discover the secrets to a dazzling smile in our exclusive webinar! Join dental experts as they reveal "how proper brushing techniques not only protect your teeth but also enhance your smile". Learn essential tips & tricks for maintaining a bright, confident grin. Register now & transform your oral health journey! Limited spots available -- don't miss out!



Headline:

Unlock Your Best Smile: Toothbrushing Power

Description:

Discover the secrets to a dazzling smile in our exclusive webinar! Join dental experts as they reveal how proper brushing techniques not only protect your teeth but also enhance your smile. Learn essential tips and tricks for maintaining a bright, confident grin. Register now and transform your oral health journey! Limited spots available – don't miss out!



# Summarize Documents

ChatGPT can be used to summarize long documents to provide an executive summary, snippet to share with others, or even to let you avoid reading the whole thing yourself. Note that ChatGPT has an input length restriction of around 2,500 words. You can provide longer inputs using the GPT-4 API.

## PROMPT STRUCTURE

Write an executive summary of the following document about {topic}. The summary should be a bulleted list that is less than 200 words. The text is:

{document contents}



Write an executive summary of the following document about a new toothpaste product. The summary should be a bulleted list that is less than 200 words. The text is:

"Distribution of Time Spent Brushing Teeth Per Customer:  
Our data shows that the average time spent brushing teeth per customer is 2 minutes and 15 seconds. The distribution is as follows:

- 10% of customers brush for less than 1 minute
- 25% of customers brush for 1 to 2 minutes
- 50% of customers brush for 2 to 3 minutes (within the recommended range)
- 15% of customers brush for more than 3 minutes

These findings indicate that a majority of our customers are brushing within the recommended time frame of 2 to 3 minutes, which suggests that our toothbrushes effectively encourage proper brushing habits. However, there is still room for improvement, as a significant portion of customers brush for less than the recommended time.

Most Common Times of Day to Brush Teeth:



- Average time spent brushing teeth per customer: 2 minutes and 15 seconds
- Distribution of brushing time:
  - 10% brush for less than 1 minute
  - 25% brush for 1 to 2 minutes
  - 50% brush for 2 to 3 minutes (within recommended range)
  - 15% brush for more than 3 minutes
- Most common times of day to brush teeth:
  - Morning (6 am to 9 am): 65%, peak at 7 am
  - Evening (8 pm to 11 pm): 30%, peak at 10 pm
  - Other times: 5%
- Most common toothbrush features used:
  - Timer: 80%
  - Pressure Sensor: 60%
  - Multiple Brushing Modes: 40%
  - Smart Connectivity: 20%
- Key takeaways:
  - Majority of customers brush within the recommended time frame
  - Most people brush their teeth in the morning and evening
  - Customers value toothbrush features like timer and pressure sensor
  - Insights can inform product development and marketing strategies, and improve customer experience and satisfaction

# Marketing Workflows



# Generate Ideas for Content Marketing

Overcome writer's block by making ChatGPT come up with ideas for blog posts, videos, and other content marketing.

## PROMPT STRUCTURE

You are a content marketer at {organization}. Make a list of videos about {topic}. The audience consists of {audience}. Each item in the list should consist of a title that is less than {m} characters and a description that is less than {n} words.



You are a content marketer at a toothpaste company. Make a list of videos about oral hygiene. The audience consists of children and adults who have questions about their teeth. Each item in the list should consist of a title that is less than 70 characters and a description that is less than 100 words.



### 1. Title: The Adventures of Superbrush and Toothpaste Twins

Description: Join our animated heroes, Superbrush and the Toothpaste Twins, as they teach kids the importance of oral hygiene through exciting adventures and fun games. Perfect for children ages 4-10.

### 2. Title: Brushing Basics: Techniques for a Healthy Smile

Description: Master the art of toothbrushing with our step-by-step tutorial. Learn about selecting the right toothbrush, applying toothpaste, and using the proper brushing techniques to maintain a radiant smile.

### 3. Title: Floss Like a Boss: A Guide to Dental Flossing

Description: Discover the importance of flossing and how to incorporate it into your daily oral care routine. Our experts demonstrate flossing techniques for adults and children, ensuring clean teeth and healthy gums.

### 4. Title: Braces 101: What to Expect and How to Care

Description: Navigating the world of braces? Learn about the types of braces, what to expect during treatment, and essential oral care tips to keep your teeth and braces clean and healthy.

### 5. Title: Nutrition for a Winning Smile: Best Foods for Oral Health

Description: Explore the connection between diet and oral health. Our nutritionist reveals the best foods for strong teeth and gums, and shares tasty recipes for maintaining a beautiful smile.

### 6. Title: The Tooth Fairy's Guide to Losing Baby Teeth

Description: Ease your child's fears about losing baby teeth with this enchanting video. The Tooth Fairy offers tips for parents and children on how to handle tooth loss and make it a magical experience.



# Generate a Blog Post

Once you have your ideas, you can use ChatGPT to generate text for written content marketing like blog posts and tutorials.

## PROMPT STRUCTURE

You are a content marketer at {organization}. Write an {n} word blog post about {topic}. The target audience is {audience}. Include the following sections:

- Introduction
- {section 1}
- ...

Finish with a call to action to {CTA}.



You are a content marketer at a toothpaste startup named dental.ai. Write an 800 word blog post about best practices for brushing your teeth. The target audience is ten year old children. Include the following sections:

- Introduction
- Choosing the right toothbrush
- Choosing the right toothpaste
- The best brushing technique
- How long to brush your teeth
- The best flossing technique
- The importance of rinsing with mouthwash

Finish with a call to action to browse the dental.ai store for next generation toothbrushes and toothpaste.



Title: Best Practices for Brushing Your Teeth: A Guide for Kids

### Introduction

Hey there, young friends! Do you want to keep your teeth strong, healthy, and sparkly clean? Then you've come to the right place! In this blog post, we'll teach you the best practices for brushing your teeth, from choosing the right toothbrush and toothpaste to mastering the brushing and flossing techniques. Plus, you'll learn how to rinse your mouth with mouthwash for extra freshness. Ready? Let's dive in!

### Choosing the Right Toothbrush

First things first, let's talk about your toothbrush. You might think that any old toothbrush will do, but picking the right one can make a big difference in keeping your teeth clean. Here's what to look for:



# Edit Voice and Tone

The style of content often needs to be altered for different audiences. ChatGPT can change the type of language used while retaining meaning.

## PROMPT STRUCTURE

The following text is an abstract from {document details}.

"{document contents}"

Write the text so that it is understandable for {audience}. Ensure to keep the meaning of the text the same.



The following text is an abstract from a scientific paper about early childhood fluoride exposure and preadolescent kidney function.

"Early-life renal maturation is susceptible to nephrotoxic environmental chemicals. Given the widespread consumption of fluoride and the global obesity epidemic, our main aim was to determine whether childhood fluoride exposure adversely affects kidney function in preadolescence, and if adiposity status modifies this association.

Our study included 438 children from the PROGRESS cohort. Urinary fluoride (uF) was assessed at age 4 by diffusion analysis; outcomes studied included estimated glomerular filtration rate (eGFR), blood urea nitrogen (BUN), selected kidney proteins and blood pressure measured at age 8–12 years. We modeled the relationship between uF and outcomes, and adjusted for body mass index (BMI), age, sex, and socioeconomic status.

The median uF concentration was 0.67 µg/mL. We observed null associations between 4-year uF and preadolescent eGFR, although effect estimates were in the expected inverse direction. A single unit increase in ln-transformed uF was associated with a 2.2 mL/min decrease in cystatin C-based eGFR (95% CI: 5.8, 14; p = 0.23). We observed no evidence of



Title: Studying the Effects of Fluoride Exposure on Kidney Function in Kids

Abstract:

Kidneys are important organs in our body that help filter waste. Sometimes, chemicals in the environment can harm the kidneys, especially when they are still developing in young kids. Fluoride is a substance found in many things, like toothpaste and water. Since many people use fluoride and there are more overweight kids today, we wanted to see if fluoride affects how well kids' kidneys work and if being overweight changes this.

In our study, we looked at 438 kids from a group called the PROGRESS cohort. We checked the amount of fluoride in their urine when they were 4 years old. We also measured things like kidney function, blood pressure, and some other kidney-related substances when the kids were between 8 and 12 years old. We made sure to consider the kids' weight, age, gender, and family income in our study.

The average fluoride level in the kids' urine was 0.67 micrograms per milliliter. We found that fluoride exposure at age 4 did not have a strong connection with kidney function when the kids were older. However, there was a small decrease in kidney function with higher fluoride levels. We did not see a difference between boys and girls, or any changes based on the kids' weight. We did find that fluoride exposure might affect kidney function more in overweight kids.

In conclusion, we found that low fluoride exposure in young kids did not have a big effect on kidney function when they were older. However, we still need to study more to know for sure, because fluoride can have harmful effects over time. We should continue to follow these kids as they grow and study other groups of kids too.



# Generate Video Outline and Scripts

ChatGPT isn't limited to only creating pure-text content types like blog posts. You can also use it to write outlines and scripts for video content.

## PROMPT STRUCTURE

You are a product marketer at {organization}. Write an outline for an {n} second video about {topic} for {audience}. Include the script for the video and a description of the image content of the video.



You are a product marketer at a toothpaste startup named dental.ai. Write an outline for a 45 second video about a new toothpaste for 4 to 10 year old children named PiratePaste. Include the script for the video and a description of the image content of the video.



Title: Introducing PiratePaste: The Fun and Exciting Toothpaste for Kids

Outline:

1. Introduction to PiratePaste (0:00 - 0:05)
  - Script: "Ahoy, kids! Get ready for a swashbuckling adventure with PiratePaste toothpaste!"
  - Image: Pirate-themed animation with a toothbrush and PiratePaste tube on a treasure island.
2. Fun and engaging experience (0:05 - 0:15)
  - Script: "PiratePaste makes brushing your teeth a thrilling journey with its exciting rum flavor!"
  - Image: Smiling kids brushing their teeth with PiratePaste, showing their excitement.
3. Dentist-approved formula (0:15 - 0:25)
  - Script: "Specially crafted for kids aged 4 to 10, our dentist-approved formula ensures healthy teeth and gums!"
  - Image: A friendly dentist giving a thumbs up, with a PiratePaste tube and a sparkling clean tooth.
4. Fights cavities and plaque (0:25 - 0:35)
  - Script: "PiratePaste fights off cavity-causing pirates and plaque monsters, keeping your smile shipshape!"
  - Image: Animated pirates and plaque monsters being defeated by the toothbrush and PiratePaste.
5. Call to action (0:35 - 0:45)



# Generate Ad Copy

Ads are essential for promoting your brand, but the copy can be tricky to write.

## PROMPT STRUCTURE

You are a copywriter for {organization}. Write a catchy and persuasive search ad promoting {topic} for {audience}. The add text should be less than {n} characters.



You are a copywriter for a toothpaste company. Write a catchy and persuasive search ad promoting PiratePaste, a new brand of toothpaste aimed at small children. The add text should be less than 100 characters.



Ahoy, mateys! Try PiratePaste – the toothpaste treasure kids love! Brush like a buccaneer!





# Personalize Ad Copy to Target Customer Segments

Creating variations on ads allows you to more efficiently target different demographics. Using ChatGPT lets you scale this to more variations, allowing increased personalization.

## PROMPT STRUCTURE

This is text is for a search ad for {product} for {customer segment}.

"{ad copy}"

Create a new search ad promoting the same product, but aimed at {different customer segment}.



This is text for search ad for PiratePaste, a new brand of toothpaste aimed at small children.

"Ahoy, mateys! Try PiratePaste – the toothpaste treasure kids love! Brush like a buccaneer!"



Create a new search promoting the same product, but aimed at the parents of the children who would use the toothpaste. In particular, target middle-income mothers aged 25 to 35.



PiratePaste: Kid-approved, cavity-fighting fun! Make brushing a joy for little ones. Try it now!





# Repurpose Content Across Platforms

Similarly, you can adapt content to repurpose it from one platform to the next. You typically get better results taking longer form content and shortening it rather than the other way around.

## PROMPT STRUCTURE

Using the text from the "{existing content}" blog post you wrote, generate {new content type} on {topic}.



Using the text from the "Best Practices for Brushing Your Teeth: A Guide for Kids" blog post you wrote, generate 3 tweets that promote oral hygiene.



**Tweet 1:**

🦷🌟 Keep your smile shining bright! Discover the best practices for brushing your teeth in our kid-friendly guide: [Blog Post Link] 🚶 #OralHygiene #HealthyTeeth  
#BrushingTipsForKids

**Tweet 2:**

Hey kids, did you know the right toothbrush and toothpaste can make all the difference? Learn how to choose them and brush like a pro: [Blog Post Link] 🦷🎉 #DentalHealth  
#KidsOralCare #BrushingTechniques

**Tweet 3:**

🎵 Sing along to a 2-minute song while brushing your teeth for a fun and effective way to keep them clean! Find more tips in our guide: [Blog Post Link] 🦷🕒 #OralHygieneTips  
#KidsDentalHealth #BrushingTime

# Sales Workflows



# Personalize Outreach Emails

Personalized emails have higher click-through rates than generic ones. Using information about the target, you can get GPT to automatically customize a generic email.

## PROMPT STRUCTURE

The following text is a {content type} on {topic}. Use the text to generate {new content type} for {audience}.

"{existing content}"



The following text is a blog post about oral hygiene. Use the text to generate the outline and script for a 20 second TikTok video on the same subject. The target audience is teenagers.

"Title: Best Practices for Brushing Your Teeth: A Guide for Kids

### Introduction

Hey there, young friends! Do you want to keep your teeth strong, healthy, and sparkly clean? Then you've come to the right place! In this blog post, we'll teach you the best practices for brushing your teeth, from choosing the right toothbrush and toothpaste to mastering the brushing and flossing techniques. Plus, you'll learn how to rinse your mouth with mouthwash for extra freshness. Ready? Let's dive in!

### Choosing the Right Toothbrush

First things first, let's talk about your toothbrush. You might think that any old toothbrush will do, but picking the right one can make a big difference in keeping your teeth clean. Here's what to look for:

Soft bristles: Soft-bristled toothbrushes are gentle on your teeth and gums, while still getting the job done. Hard bristles can be too rough and might hurt your gums.

Small head: A toothbrush with a small head can reach those tricky spots in your mouth, like the back teeth and tight spaces.

Comfortable handle: Pick a toothbrush with a comfortable grip so that it's easy to hold and



Title: Quick Oral Hygiene Tips for Teens

### Outline:

1. Introduction (0:00 - 0:02)
  - Script: "Hey teens! Want a strong, healthy, and sparkly smile? Check this out!"
2. Brushing technique (0:02 - 0:07)
  - Script: "Brush for 2 mins, at a 45-degree angle, using gentle, circular motions. Don't forget your tongue!"
  - Image: A teen demonstrating proper brushing technique, with a timer on the side.
3. Importance of flossing (0:07 - 0:12)
  - Script: "Floss daily to remove food and plaque between teeth and under gums."
  - Image: A teen flossing, with a close-up of proper flossing technique.
4. Rinsing with mouthwash (0:12 - 0:17)
  - Script: "Rinse with mouthwash to wash away particles, kill germs, and freshen breath."
  - Image: A teen swishing mouthwash, with a bottle of kid-friendly mouthwash nearby.
5. Call to action (0:17 - 0:20)
  - Script: "Follow these tips for a healthy smile! For more, visit dental.ai."
  - Image: A group of teens with bright smiles and a dental.ai logo in the corner.



# Generate a Presentation

Often, the hard part of creating a presentation is determining the flow and what to say. While ChatGPT can't yet create the slides for you, it can create the text portions of the presentation, including the outline, the slide text, and the script.



You are a social media manager for a toothpaste startup. You are presenting your ideas for a campaign for a new model of electric toothbrush. The audience for the presentation is the head of marketing. Create the outline for the presentation, the text for the slides, and the script for each slide. Include the following points:

- Which social media channels to use.
- Which hashtags to use in the posts.
- Which social media influencers to hire to promote the toothpaste.
- How contests can be used to increase engagement.



Title: Electric Toothbrush Campaign - Boosting Engagement and Sales

Outline:

1. Introduction
2. Target Social Media Channels
3. Hashtags Strategy
4. Influencer Partnerships
5. Contests for Engagement
6. Conclusion

Slide 1: Introduction

- Text: "Launching our new Electric Toothbrush: Boosting Engagement and Sales through Social Media"
- Script: "Welcome! Today, we will present our strategy for promoting our new electric toothbrush through social media, aiming to increase engagement and drive sales."

Slide 2: Target Social Media Channels

\* Text: "Focus on Instagram, Facebook, and TikTok for maximum reach and engagement!"

## PROMPT STRUCTURE

You are a social media manager for {organization}. You are presenting your ideas for a campaign for {topic}. The audience for the presentation is {audience}. Create the outline for the presentation, the text for the slides, and the script for each slide. Include the following points:

{topic 1}

...



# Master Objection Handling

Anticipating prospects' possible objections to your sales pitch—and knowing how to overcome those objections—is essential to hitting your sales targets. ChatGPT can help you ideate on these issues.

## PROMPT STRUCTURE

You are an account executive at {organization}. You are devising a new pitch for {topic}. Make a list of possible objections the {prospects} might have, and provide advice on how to handle those objections.



You are an account executive at a toothpaste startup named dental.ai. You are devising a new pitch to provide dentists with electric toothbrushes that they can resell to patients. Make a list of possible objections the dentists might have, and provide advice on how to handle those objections.



1. Objection: High cost of electric toothbrushes
  - Response: Emphasize the long-term value of electric toothbrushes, as they provide better oral care and reduce the need for more expensive dental treatments. Offer bulk purchase discounts and financing options to make the initial investment more manageable.
2. Objection: Patients might not be interested in electric toothbrushes
  - Response: Share market research and testimonials showcasing the growing popularity and demand for electric toothbrushes. Provide educational materials to help dentists inform their patients about the benefits of using electric toothbrushes.
3. Objection: Concerns about the quality and durability of the toothbrushes
  - Response: Present data on the rigorous quality control and testing processes that dental.ai follows, along with any warranties or guarantees offered on the electric toothbrushes. Offer a trial period or a satisfaction guarantee to demonstrate confidence in the product.
4. Objection: Limited shelf space or storage capacity in the dental office
  - Response: Offer compact, space-saving displays or storage solutions for the electric toothbrushes. Suggest a pre-order system, where patients can order their toothbrushes through the dental office and receive them after a short waiting period, reducing the need for on-site inventory.
5. Objection: Lack of differentiation from other electric toothbrushes on the market
  - Response: Highlight the unique features and benefits of dental.ai's electric toothbrushes, such as advanced technology, innovative design, or competitive pricing.

Provide marketing materials to help dentists promote the toothbrushes and stand out.



## Practice Sales Calls with a Roleplay

To hone your sales flow, you can run a zero-risk practice session by getting ChatGPT to pretend to be a prospect.

### PROMPT STRUCTURE

Pretend that I am a salesperson for {organization}, and you are a potential customer. We will roleplay our first meeting where I try to sell you {product or service}. Respond realistically as the potential customer. If you think I am selling well, you should respond positively and decide to buy the product. If you think I am selling badly, you should tell me you don't want the product. I will start the conversation. You will only provide responses for the customer. I will provide the salesperson's side of the conversation. If you understand, say "yes".



Pretend that I am a salesperson for a toothpaste company, and you are a potential customer. We will roleplay our first meeting where I try to sell you a new brand of toothpaste. Respond realistically as the potential customer. If you think I am selling well, you should respond positively and decide to buy the product. If you think I am selling badly, you should tell me you don't want the product. I will start the conversation. You will only provide responses for the customer. I will provide the salesperson's side of the conversation. If you understand, say "yes".



Yes.



Hi. Thanks you for agreeing to chat with me. I'd like to ask you some questions about your family's oral hygiene. What brand of toothpaste do you currently use?



Oh, hi! We currently use Colgate Total for our family's oral hygiene. It's been our go-to toothpaste for quite some time now.



I know that brand very well. Do your children enjoy brushing their teeth?



Yes, they do enjoy brushing their teeth, thankfully. We've made it a fun routine for them, and they understand the importance of keeping their teeth clean and healthy.

# Customer Success Workflows



# Scale Troubleshooting Assistance

Even though there's a support article, your customer is still having trouble, and wants a personal touch. You can use ChatGPT to adapt the text of a support article to make a personalized email.

## PROMPT STRUCTURE

You are a customer success manager at {organization}. The following text is from a support article about {topic}.

"{article contents}"

Use the text from that support article to write an email to a customer who has reached out asking for help with {topic}. The tone should be professional, and concise but friendly.



You are an account executive at a toothpaste startup named dental.ai. You are devising a new pitch to provide dentists with electric toothbrushes that they can resell to patients. Make a list of possible objections the dentists might have, and provide advice on how to handle those objections.



1. Objection: High cost of electric toothbrushes
  - Response: Emphasize the long-term value of electric toothbrushes, as they provide better oral care and reduce the need for more expensive dental treatments. Offer bulk purchase discounts and financing options to make the initial investment more manageable.
2. Objection: Patients might not be interested in electric toothbrushes
  - Response: Share market research and testimonials showcasing the growing popularity and demand for electric toothbrushes. Provide educational materials to help dentists inform their patients about the benefits of using electric toothbrushes.
3. Objection: Concerns about the quality and durability of the toothbrushes
  - Response: Present data on the rigorous quality control and testing processes that dental.ai follows, along with any warranties or guarantees offered on the electric toothbrushes. Offer a trial period or a satisfaction guarantee to demonstrate confidence in the product.
4. Objection: Limited shelf space or storage capacity in the dental office
  - Response: Offer compact, space-saving displays or storage solutions for the electric toothbrushes. Suggest a pre-order system, where patients can order their toothbrushes through the dental office and receive them after a short waiting period, reducing the need for on-site inventory.
5. Objection: Lack of differentiation from other electric toothbrushes on the market
  - Response: Highlight the unique features and benefits of dental.ai's electric toothbrushes, such as advanced technology, innovative design, or competitive pricing.

Provide marketing materials to help dentists promote the toothbrushes and stand out.



Subject: Assistance with Your Electric Toothbrush Not Turning On

Dear [Customer's Name],

Thank you for reaching out to us regarding your electric toothbrush not switching on. We understand how important it is to maintain good oral hygiene, and we're here to help you resolve this issue as quickly as possible. Please follow these troubleshooting steps to get your toothbrush working again:

1. Check the battery:  
Make sure your toothbrush is charged. If it uses a charging stand, ensure it's placed correctly on the stand and the stand is plugged into a functioning outlet. If your toothbrush uses replaceable batteries, confirm they're inserted correctly and not drained. Replace the batteries if needed.
2. Examine the power button:  
Inspect the power button for any dirt or debris that could prevent it from working properly. Clean it gently with a cotton swab or a soft cloth dampened with rubbing alcohol.
3. Inspect the toothbrush head:  
An improperly attached toothbrush head can cause the device not to turn on. Remove and reattach the toothbrush head, making sure it clicks into place securely.

If you've tried these steps and your toothbrush still isn't working, please reply to this email or give us a call at [phone number]. We'll be more than happy to assist you further and, if necessary, discuss warranty claims or replacement options.

Thank you for choosing our toothbrush, and we look forward to helping you resolve this issue.

Best regards,



# Master Upselling and Cross-selling

Mastering upselling and cross-selling techniques can help you maximize your revenue from each customer. ChatGPT can help you ideate on these issues.

## PROMPT STRUCTURE

You are a customer success manager at {organization}. You want ideas for how to increase {business metric}. Make a list of ideas for products to {up-sell/cross-sell} to customers who have just bought {product}. Provide an explanation why the customer would want this {upgrade/additional product}.



You are a customer success manager at a toothbrush company. You want ideas for how to increase revenue per customer. Make a list of ideas for products to cross-sell to customers who have just bought an electric toothbrush. Provide an explanation why the customer would want this additional product.



1. Toothpaste subscription: Offer a high-quality toothpaste subscription that ensures customers always have fresh toothpaste to pair with their electric toothbrush. Customers will appreciate the convenience of having their toothpaste automatically delivered to their doorstep, helping them maintain good oral hygiene without needing to remember to buy toothpaste.
2. Replacement brush heads: Provide a subscription service for replacement brush heads that are sent at the recommended interval (e.g., every three months). Customers will appreciate the convenience and the reminder to replace their brush heads regularly, ensuring their electric toothbrush remains effective.
3. Customized brush head packs: Offer a variety of specialized brush heads (e.g., for sensitive teeth, gum care, or whitening) so that customers can tailor their oral care routine to their specific needs. By offering brush heads that cater to different concerns, customers are more likely to find the right solution for their oral health needs.
4. Dental floss or interdental brushes: Promote dental floss or interdental brushes as an essential addition to customers' oral care routine. By emphasizing the importance of cleaning between teeth, customers will be more likely to invest in products that help them maintain a comprehensive oral hygiene regimen.
5. Mouthwash: Offer a range of mouthwashes that cater to different needs (e.g., for fresh breath, gum health, or sensitivity). Customers may appreciate the option to complete their oral care routine with a mouthwash that complements their electric toothbrush and other dental products.
6. Travel cases and accessories: Suggest travel cases and accessories for customers' electric toothbrushes, making it easier for them to maintain their oral hygiene routine on the go.



# Generate Customer Reports

Customers often want feedback on how they've been using your products.

Generating quarterly reports can increase customer happiness, but are time consuming to write. ChatGPT can help you create a report template, or given a template can help you write the report text.

## PROMPT STRUCTURE

You are a customer success manager at {organization}. A {customer} would like a {report} on {topic}. Write an {n} word report, including the following sections.

Executive Summary

{section 1}

...



You are a customer success manager at a toothbrush startup. A pharmacy that sells your electric toothbrushes would like a quarterly report on the toothbrush usage data that you've been collecting. Write a 500 word report, including the following sections.

- Executive Summary
- Distribution of Time Spent Brushing Teeth Per Customer
- Most Common Times of Day to Brush Teeth
- Most Common ToothBrush Features Used.



Title: Quarterly Electric Toothbrush Usage Report

### Executive Summary:

This report provides an analysis of the toothbrush usage data collected from our customers over the past quarter. The analysis includes the distribution of time spent brushing teeth per customer, most common times of day for brushing, and the most commonly used toothbrush features. The findings reveal insights into customers' brushing habits and preferences, which can help inform future product development and marketing efforts.

### Distribution of Time Spent Brushing Teeth Per Customer:

Our data shows that the average time spent brushing teeth per customer is 2 minutes and 15 seconds. The distribution is as follows:

- 10% of customers brush for less than 1 minute
- 25% of customers brush for 1 to 2 minutes
- 50% of customers brush for 2 to 3 minutes (within the recommended range)
- 15% of customers brush for more than 3 minutes

These findings indicate that a majority of our customers are brushing within the recommended time frame of 2 to 3 minutes, which suggests that our toothbrushes effectively encourage proper brushing habits. However, there is still room for improvement.



# Practice Customer Calls with a Roleplay

Whether you are calling a customer about onboarding or renewals, you can run a zero-risk practice session by getting ChatGPT to pretend to be a customer.

## PROMPT STRUCTURE

Pretend that I am a customer success manager for {organization}, and you are a customer. We will roleplay {meeting situation}. Respond realistically as the customer. If you think I am {interacting} well, you should respond positively and thank me. If you think I am{interacting} badly, you should tell me that you are dissatisfied. I will start the conversation. You will only provide responses for the customer. I will provide the customer success manager's side of the conversation. If you understand, say "yes".



Pretend that I am a customer success manager for an oral hygiene startup, and you are a customer. We will roleplay our first meeting where I onboard you in how to use the new toothbrushing app. Respond realistically as the customer. If you think I am teaching you well, you should respond positively and thank me. If you think I am teaching you badly, you should tell me that you are dissatisfied. I will start the conversation. You will only provide responses for the customer. I will provide the customer success manager's side of the conversation. If you understand, say "yes".



Yes



Hi! I'm here to help you get started with the ToothShine app. Have you used it before?



No, I haven't used it before.



No problem! The first thing you need to do is to install it from the app store. Here's a link. (Pretend I have given you a real link to download the app.)



Thank you! I've just downloaded and installed the app on my phone.



Well done! Click the icon to open the app on your phone.



I've opened the app now.

# Product Management Workflows



## Generate Website Copy

ChatGPT can be used to quickly and cost-effectively generate copy for your website. Using AI makes it easier to maintain style consistency across multiple pages.

### PROMPT STRUCTURE

You are a product manager for {product} at {organization}. Write the text for {web page}. Also provide descriptions of images to include in the page. The tone should be professional and friendly. Emphasize the following points:

{selling point 1}

...



You are a product manager for the website of an oral hygiene startup named dental.ai. Write the text for a page about B2C subscriptions to a mouthwash delivery service. Also provide descriptions of images to include in the page. The tone should be professional and friendly. Emphasize the following points:

Pay \$19.99/month and receive one bottle of mouthwash per week.  
Upgrade to an annual subscription for 20% discount and get a free packet of floss.  
Mouthwash recipe approved by 98% of dentists.  
Suitable for all members of the family over 3 years.



Title: Keep Your Smile Fresh with Dental.ai's B2C Mouthwash Subscription Service

[Introduction Image: A happy family smiling together, showcasing their bright and healthy teeth.]

Introduction:

At Dental.ai, we believe that a healthy smile should be easy to maintain. That's why we're excited to introduce our B2C mouthwash subscription service, designed to provide you with a convenient and affordable way to keep your entire family's oral hygiene in top shape.

Our Mouthwash Subscription Service:

For just \$19.99 per month, you'll receive one bottle of our premium mouthwash every week, delivered right to your doorstep. Our mouthwash formula is approved by 98% of dentists and is suitable for all family members over the age of 3, making it an excellent addition to your daily oral care routine.

[Subscription Image: A calendar with a bottle of mouthwash being delivered every week, representing the convenience of the subscription service.]

I upgraded to an Annual Subscription for Even More Savings!



# Generate Product Descriptions

If you have many products, creating and maintaining descriptions for every product can be time-consuming. ChatGPT can generate a template for these product descriptions, or given a template, it can write the description for you.

## PROMPT STRUCTURE

You are writing product descriptions for {organization}. The product description will be shown {medium}. Write an {n} word description of {product} for {audience}.  
{product details}



You are writing product descriptions for an oral hygiene startup named dental.ai. The product description will be shown on the websites of online retailers. Write a 100 word description of Jolly Rinser, a pirate-themed mouthwash aimed at 4 to 10 year olds. Jolly Rinser comes in 250ml bottles. The ingredients are water, fluoride, cetylpyridinium chloride, and rum flavoring.



Ahoy, mateys! Introducing Jolly Rinser, a pirate-themed mouthwash specially crafted for young buccaneers aged 4 to 10! Each 250ml bottle contains a treasure trove of oral hygiene benefits. The fluoride-infused formula strengthens little teeth and helps ward off cavities, while cetylpyridinium chloride tackles bad breath to keep their mouths shipshape and fresh. Jolly Rinser's enchanting rum flavoring will make every tooth-brushing adventure a thrilling voyage! Set sail towards a healthy smile with Jolly Rinser – the perfect mouthwash for your little pirates!



## Get Feature Ideas

Coming up with good ideas for what product features your customers want can be tricky. It's also difficult to make sure you haven't missed

When thinking of ideas for product features your customers want, it's difficult to know if you've missed something important. ChatGPT can generate many ideas quickly, giving you peace of mind.

### PROMPT STRUCTURE

You are creating a {product overview}. Make a list of features that users might want. Provide a brief explanation of why users would care about each feature.



You are creating an app to help people track their oral hygiene habits. Make a list of features that users might want. Provide a brief explanation of why users would care about each feature.



1. Brushing Timer: Helps users brush their teeth for the recommended two minutes, ensuring thorough cleaning and better oral health.
2. Flossing Reminder: Sends daily reminders to users to floss, promoting better gum health and preventing plaque buildup.
3. Customized Oral Care Tips: Provides personalized advice based on users' age, oral hygiene habits, and dental history, helping them maintain optimal dental health.
4. Appointment Scheduler: Allows users to schedule dental appointments directly from the app, making it easy to stay on top of regular check-ups.
5. Oral Hygiene Streaks: Tracks consecutive days of following good oral hygiene habits, motivating users to stay consistent with their dental care routine.
6. Progress Tracker: Monitors improvement in users' oral health over time, encouraging them to continue practicing good oral hygiene habits.
7. Dental Product Recommendations: Suggests dental products tailored to users' specific needs, helping them make informed choices and enhance their oral care.
8. Children's Mode: Provides a fun, interactive experience for kids, making it easier for parents to teach good oral hygiene habits to their children.
9. Integration with Smart Toothbrushes: Syncs data from compatible smart toothbrushes, providing users with more accurate and comprehensive insights into their brushing habits.
10. Community Feature: Connects users with a community of others who are passionate about oral health, facilitating the exchange of tips, experiences, and support.



# Generate User Stories

Once you have a list of feature ideas, it can often be difficult to articulate exactly why a feature would be useful to a particular customer segment. ChatGPT can generate user stories for you.

## PROMPT STRUCTURE

You decided that your {product} needs {a new feature}. Write a user story, for {user segment}, to explain why this feature is useful to them.



You decided that your oral hygiene app will include a "streak" feature, that shows how many consecutive days the user flossed. Write a user story, for a user aged 65 to 75 who uses the app every day, to explain why this feature is useful to them.



Title: Maintaining a Flossing Streak for a Healthier Smile

As a retired 68-year-old, Susan has become increasingly focused on maintaining her overall health, including her oral hygiene. She has heard from her dentist that flossing daily is essential to prevent gum disease and keep her teeth in good shape.

Susan starts using the oral hygiene app to help her stay consistent with her flossing routine. She discovers the "streak" feature, which shows her the number of consecutive days she has flossed. Susan finds this feature motivating as it helps her visualize her progress and feel a sense of accomplishment.

Each day, Susan checks the app to see her flossing streak. This daily reminder encourages her to maintain her flossing habit, as she doesn't want to break her streak. She finds herself flossing more consistently than ever before, and as a result, her oral health has improved.

At her next dental check-up, Susan's dentist praises her dedication to flossing, noting that her gums are healthier and there is less plaque buildup. Susan feels proud of her efforts and continues using the oral hygiene app to maintain her flossing streak, knowing that it has significantly contributed to her better oral health.

# Customer Support Workflows



# Respond Quickly in a Customer Chat

When chatting to Support, customers want instant answers to their queries. ChatGPT can assist customer support agents by auto-generating possible responses that the agent can use or edit.

## PROMPT STRUCTURE

You are a customer support agent at {organization}. You are conversing with a customer using a chat tool. The customer has a query about{topic}. They would like to know {summary of user query}. Here is the transcript of the conversation so far:

"<insert transcript>"

Provide a response to the customer that is no longer than {n} words. Only provide information that you are completely sure is accurate.



You are a customer support agent at dental.ai. You are conversing with a customer using a chat tool. The customer has a query about the contents of Jolly Rinser mouthwash. They would like to know if it contains real rum. Here is the transcript of the conversation so far:

"

Customer: Hi, I have a question about Jolly Rinser Mouthwash.

You: I'm happy to help you! What is your question?

Customer: I saw that the mouthwash contains rum flavoring. Is it real rum?

"

Provide a response to the customer that is no longer than 200 words. Only provide information that you are completely sure is accurate.



You: Thank you for your question! I can confirm that Jolly Rinser mouthwash does not contain real rum. The rum flavoring in the mouthwash is artificial and added to give it a fun, pirate-themed taste that appeals to kids. Rest assured, our Jolly Rinser mouthwash is alcohol-free and safe for children aged 4 to 10. If you have any further questions, please don't hesitate to ask!



# Define Ticket Priority

In Support, it is essential to understand how tickets need to be prioritized to align with business strategy—whether you are optimizing for keeping your high-value customers happy or for minimizing response times. ChatGPT can help you define prioritization rules.

## PROMPT STRUCTURE

You are managing the Support team at {organization}. Make a list of rules for how to prioritize support tickets. You should optimize for {business metrics}.



You are managing the Support team at dental.ai. Make a list of rules for how to prioritize support tickets. You should optimize for customer satisfaction, then for reducing response times.



1. Urgent tickets: Prioritize tickets related to safety, severe product issues, or any situations where customers are at risk or severely impacted. These tickets should be handled immediately to ensure customer satisfaction and safety.
2. High-priority customers: Tickets from high-value or long-term customers should be given priority, as they may have a higher impact on customer satisfaction and retention.
3. Tickets with upcoming deadlines: Prioritize tickets with time-sensitive issues or those that are approaching their service-level agreement (SLA) deadlines.
4. Age of the ticket: Address older tickets before newer ones to avoid customers waiting too long for a response, which can negatively affect satisfaction.
5. First-contact resolution: Prioritize tickets that can be resolved quickly and easily, as resolving these issues promptly can improve overall customer satisfaction and reduce response times.
6. Escalated tickets: Give priority to tickets that have been escalated by customers or other team members due to their complexity or the customer's dissatisfaction with previous responses.
7. Customer communication history: Prioritize tickets from customers who have a history of being dissatisfied or have had multiple unresolved issues, as resolving their concerns quickly can improve their overall satisfaction.
8. Ticket complexity: After considering other factors, prioritize tickets based on their complexity, with more straightforward issues being addressed first to reduce overall response times.
9. Availability of support agents: Distribute tickets among available support agents according to their expertise and workload to ensure a balanced approach to ticket handling.



# Generate Knowledge Base Articles

Trying to reason about all the things your users might struggle with is hard. ChatGPT can help come up with ideas for knowledge base articles, or even generate them from your description.

## PROMPT STRUCTURE

You are writing documentation for {organization}'s support site. Customers sometimes experience issues with {issue}. Write a support article no longer than {n} words describing common reasons why {issue} happens. For each reason, include possible steps to solve the problem.



You are writing documentation for dental.ai's support site. Customers sometimes experience issues with the videos that play on your site. Write a support article no longer than 800 words describing common reasons why videos would not play correctly. For each reason, include possible steps to solve the problem.



Title: Troubleshooting Video Playback Issues on Dental.ai's Website

### Introduction:

Experiencing issues with video playback on Dental.ai's website? This guide will help you identify common reasons for video playback problems and provide steps to resolve them. Follow the instructions below to enjoy uninterrupted video content on our site.

#### 1. Slow or Unstable Internet Connection:

A slow or unstable internet connection can cause buffering, freezing, or poor video quality.

### Solutions:

- Check your internet connection speed by running a speed test using a website like speedtest.net.
- If your connection is slow, try moving closer to your Wi-Fi router or using a wired connection.
- Restart your router or modem to refresh the connection.
- Limit the number of devices connected to the same network to reduce bandwidth usage.

#### 1. Browser Compatibility Issues:

Not all browsers support the same video formats or codecs, leading to playback issues.

### Solutions:

- Ensure you are using a compatible and up-to-date web browser (e.g., Google Chrome).

# Finance Workflows



# Summarize Financial Reports

Regulations and reporting requirements means that financial reports often need to contain a lot of detail. These reports are important to employees and investors, but most people do not need the full details. ChatGPT can be used to summarize your reports (though be careful not to give real commercially sensitive numbers to ChatGPT).

## PROMPT STRUCTURE

The following text is the executive summary of {organization}'s {financial document}. Provide an {n} word summary of the report. The target audience is {audience}. You can make up numbers to include in the summary.



The following text is the executive summary of dental.ai's cash flow statement. Provide a 200 word summary of the report. The target audience is employees of the company who do not have a background in finance. You can make up numbers to include in the summary.



Executive Summary:

In the past quarter, dental.ai has experienced positive cash flow, which is great news for the company. This means that we have more money coming in than going out, which helps us maintain and grow our business. Let's break down the main aspects of our cash flow in simple terms:

1. Operating Cash Flow: Our day-to-day business activities generated a total of \$200,000 this quarter. This includes the revenue from selling our products and the money we spent on things like salaries, rent, and other expenses. The positive operating cash flow shows that our core business is performing well and is sustainable.
2. Investing Cash Flow: During this quarter, we invested \$50,000 in various projects and equipment to help improve and grow our business. This includes things like purchasing new technology or upgrading our facilities. While this might seem like a big expense, these investments are crucial for our long-term success and growth.
3. Financing Cash Flow: We raised an additional \$100,000 through various financing activities, such as loans or investments from outside sources. This extra money helps support our ongoing growth and expansion efforts.

In summary, dental.ai has had a successful quarter with a total positive cash flow of \$250,000. Our operating cash flow indicates that our core business is healthy and profitable, and our investments in growth opportunities will help to ensure our continued success. As employees, you can feel confident in the financial stability of our company and the exciting prospects for our future.



# Simplify Technical Language

Finance involves a lot of technical language, and it can be difficult for people working outside the field to understand financial documents.

## PROMPT STRUCTURE

You are a financial expert. Explain {topic} for {audience}. Write less than {n} words. Include the relevance of {topic} to {audience}..

You are a financial expert. Explain the "rule of 40" at an eighth grade reading level. Write less than 200 words. Include the relevance of the rule of 40 to employees of a startup.



# Plan Financial Scenarios

New business endeavors typically include large uncertainties, requiring success and failure scenarios to be considered. ChatGPT can be used to write scenario plans and provide guidance on the implications for each scenario.

## PROMPT STRUCTURE

{organization} is considering {an idea}. You are the Chief Financial Officer at {organization}. Write a scenario plan to consider {several scenarios}. Write less than {n} words.



dental.ai is considering investing in using generative AI to create an app for an oral hygiene coach. You are the Chief Financial Officer at dental.ai. Write a scenario plan to consider the financial implications of low, medium, and high adoption of the new app. Write less than 600 words.



### Scenario Plan: Financial Implications of Oral Hygiene Coach App Adoption

#### Introduction:

As dental.ai's CFO, I have prepared a scenario plan to evaluate the financial implications of low, medium, and high adoption of our proposed generative AI-driven oral hygiene coach app. The analysis will help us make informed decisions on investment and resource allocation for this project.

#### Low Adoption Scenario:

In this scenario, we assume that the app experiences limited adoption, reaching only 10% of our target market. The limited adoption could result from factors such as strong competition, ineffective marketing strategies, or lower perceived value from our target audience.

#### Financial implications:

- Revenue generated from the app will be modest, covering only a small portion of the development and marketing costs.
- Lower adoption may necessitate increased marketing spend to raise awareness and drive adoption, impacting our profit margins.
- Potential reputational risks could affect other products in our portfolio, leading to lower overall revenue.

#### Recommendations:

# Legal Workflows



# Automate Legal Research

Legal documents often include complex language that makes them time consuming to understand. ChatGPT can provide lists of relevant laws and lawsuits and summarize the key arguments from them. Note that ChatGPT has only been trained on data prior to September 2021, so it should only be used for research on laws from before this time.

## PROMPT STRUCTURE

You are the general counsel at {organization}.  
You are researching lawsuits about {topic}.  
Write an {n} word summary of the key arguments in the lawsuit "{title}".



You are the general counsel at dental.ai. You are researching lawsuits about oral hygiene. Write a 300 word summary of the key arguments in the lawsuit "American Dental Association (ADA) vs. SmileDirectClub (2019)".



Summary of American Dental Association (ADA) vs. SmileDirectClub (2019):

In 2019, the American Dental Association (ADA) filed a lawsuit against SmileDirectClub, a company that provides remote orthodontic services through its teledentistry platform. The lawsuit raised significant concerns about the safety, efficacy, and legality of the services offered by SmileDirectClub.

Key arguments in the lawsuit include:

1. Lack of Proper Supervision: The ADA argued that SmileDirectClub's business model, which allows patients to receive orthodontic treatment without in-person consultations with a dentist or orthodontist, poses risks to patient safety. The ADA claimed that the absence of proper supervision by a licensed professional could lead to misdiagnoses, inappropriate treatments, and potential harm to patients.
2. Violation of State Dental Practice Acts: The ADA alleged that SmileDirectClub's services violated state dental practice acts, which regulate the practice of dentistry and orthodontics. By offering remote orthodontic services without direct involvement from licensed professionals, SmileDirectClub was accused of operating outside the legal boundaries established by these state regulations.
3. False and Misleading Advertising: The ADA contended that SmileDirectClub engaged in false and misleading advertising by claiming that their remote orthodontic services were equivalent in quality and safety to traditional in-person treatments. The ADA asserted that SmileDirectClub's marketing materials failed to adequately disclose the potential risks and limitations of their services, thus misleading consumers.
4. Unauthorized Practice of Dentistry: The ADA argued that SmileDirectClub was, in effect,



# Assist with Contract Reviews

Contracts often contain a lot of boilerplate content, but it can be difficult to determine if you have all the right clauses you need. ChatGPT can give recommendations on which clauses are suitable for a given type of contract.

## PROMPT STRUCTURE

Identify and explain {topic in contracts}.



Identify and explain three common clauses found in non-disclosure agreements (NDAs) that protect a company's confidential information.



Non-disclosure agreements (NDAs) are legally binding contracts designed to protect a company's confidential information. They are commonly used when two parties need to share sensitive information, such as during negotiations, partnerships, or employment. Three common clauses found in NDAs that protect a company's confidential information include:

1. **Definition of Confidential Information:** This clause clearly defines what information is considered confidential and protected under the NDA. It typically includes trade secrets, proprietary information, customer data, business strategies, financial data, and any other sensitive information that is not publicly available. By explicitly defining the scope of confidential information, the NDA ensures that both parties understand what information is protected and cannot be disclosed to others.
2. **Obligations of the Receiving Party:** This clause outlines the responsibilities and obligations of the party receiving the confidential information (the "Receiving Party"). It typically requires the Receiving Party to maintain the confidentiality of the information, use it only for the purpose for which it was shared, and restrict access to the information to individuals with a need to know. Additionally, the Receiving Party is often required to take reasonable measures to protect the information, such as implementing security protocols and ensuring that employees who access the information are also bound by confidentiality obligations.
3. **Non-Compete and Non-Solicitation Clauses:** While not always present in NDAs, non-compete and non-solicitation clauses can help protect a company's confidential information from being used to compete against the company or to solicit its customers or employees. A non-compete clause restricts the Receiving Party from engaging in activities that directly compete with the company's business for a specified period and



# Generate Compliance Checklists

Complying with regulations is essential for every business, but regulations can be tricky to explain to everyone in the organization who needs to understand them. Having a checklist of key points to follow is useful, and ChatGPT can generate these checklists.

## PROMPT STRUCTURE

You are a legal expert in {jurisdiction}. Create a checklist of {legal topic}.



You are a legal expert in the USA. Create a checklist of key compliance requirements for the California Consumer Privacy Act.



As a legal expert in the USA, I've created a checklist of key compliance requirements for the California Consumer Privacy Act (CCPA). Please note that this checklist is not exhaustive, and specific circumstances may require additional steps or considerations. It is always advisable to consult with an attorney for tailored guidance.

1. Determine if the CCPA applies to your business:

- Confirm that your business operates in California or collects personal information of California residents.
- Verify that your business meets at least one of the following thresholds: annual gross revenue of \$25 million or more; annually buys, receives, sells, or shares personal information of 50,000 or more consumers, households, or devices; or derives 50% or more of its annual revenue from selling consumers' personal information.

1. Designate a privacy team or officer:

- Establish a team or appoint an officer responsible for ensuring CCPA compliance and overseeing privacy-related matters.

1. Identify and map personal information collected:

- Conduct a thorough assessment to determine the types of personal information your business collects, the sources of the information, and the purposes for which it is used or shared.

1. Update or create a privacy policy:



# About this cheat sheet



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