

AI & ChatGPT Cheat Sheet for Managers & Teams



The 5 Levels of AI/ChatGPT Use

- 🚫 **Unaware:** No AI usage.
- 🔧 **Personal use:** Individual productivity and learning.
- 🔄 **Team integration:** Implementing AI for team workflows.
- 🔗 **Organizational implementation:** Using AI for cross-department collaboration.
- 🚀 **Strategic expansion:** AI aids in strategy, KPIs, and competitive advantage.

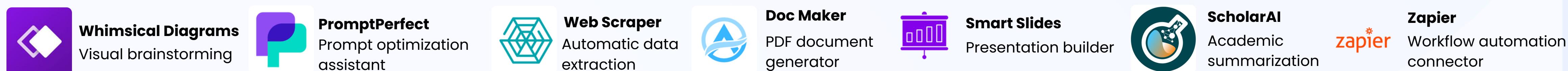
Important Considerations

- **Data Privacy:** GDPR compliance, ensuring secure data usage.
- **AI Bias:** Addressing ethical considerations around AI outputs.
- **Misinformation:** Being aware of AI's tendency to produce inaccurate data.
- **Regulatory Changes:** Keeping up with evolving regulations on AI use.

Top Tips

- **Tone tips:** Keeping a professional tone, avoiding jargon, and making responses digestible.
- **Use of analogies and metaphors** to help in explaining complex topics.
- **Custom Instructions:** Leveraging personalized GPT instructions for repeated tasks and improving performance.
- **Double check** with another tool
- Insert links to multiple article/reports, ask it to "summarize and **find patterns**"
- Choose **format** for outputs.

AI Plugins/Tools You Will Love ↓↓↓



10 Steps to Implement AI in Your Team

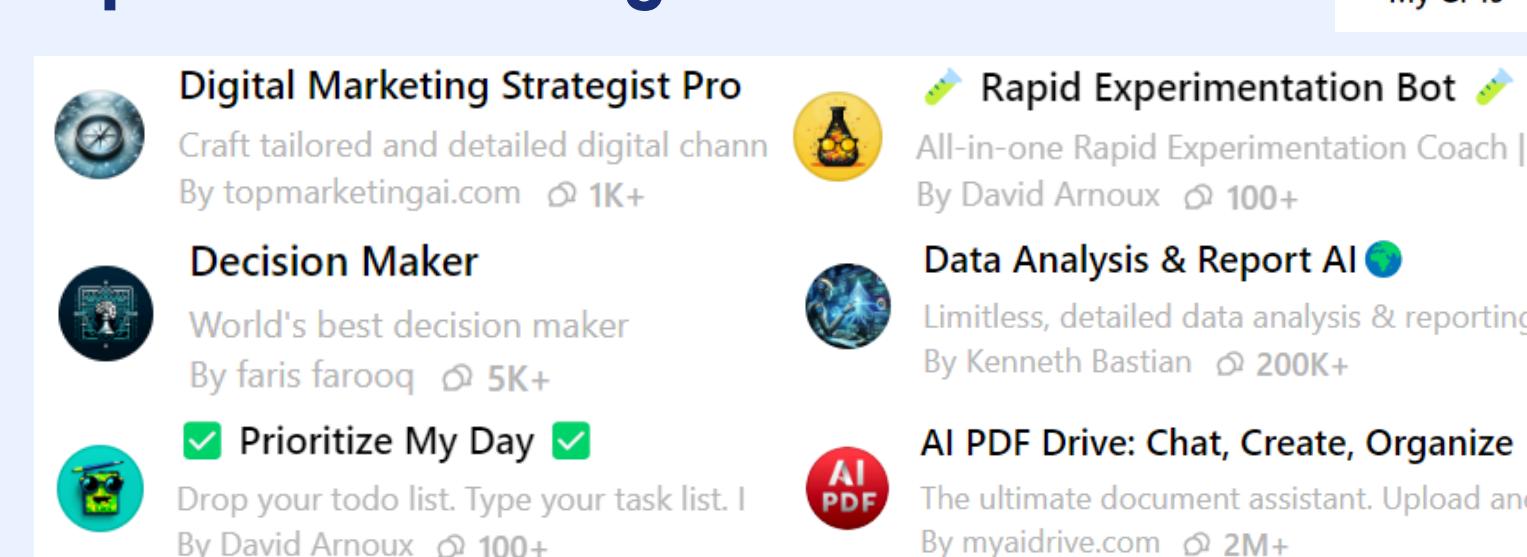
- Know your AI tool:** Test tools via free trials, read reviews, and assess compatibility.
- Create accounts:** Select key members for initial testing and assist with account setup.
- Create a pilot use case:** Start with a specific department or project to analyze automation benefits.
- Define goals and KPIs:** Establish metrics to evaluate the tool's value, such as time savings and error reduction.
- Budget considerations:** Compare free and paid versions, considering long-term costs and productivity gains.
- Training & support:** Provide effective training and create resources for common AI functions.
- Assign ownership:** Designate team members to oversee the AI project and monitor progress.
- Gather and implement feedback:** Regularly collect user feedback to refine the integration process.
- Measure impact:** Track outcomes like time saved and accuracy using qualitative and quantitative metrics.
- Document and share:** Maintain documentation of workflows and insights, sharing them to promote adoption across teams.

Personal Productivity Applications

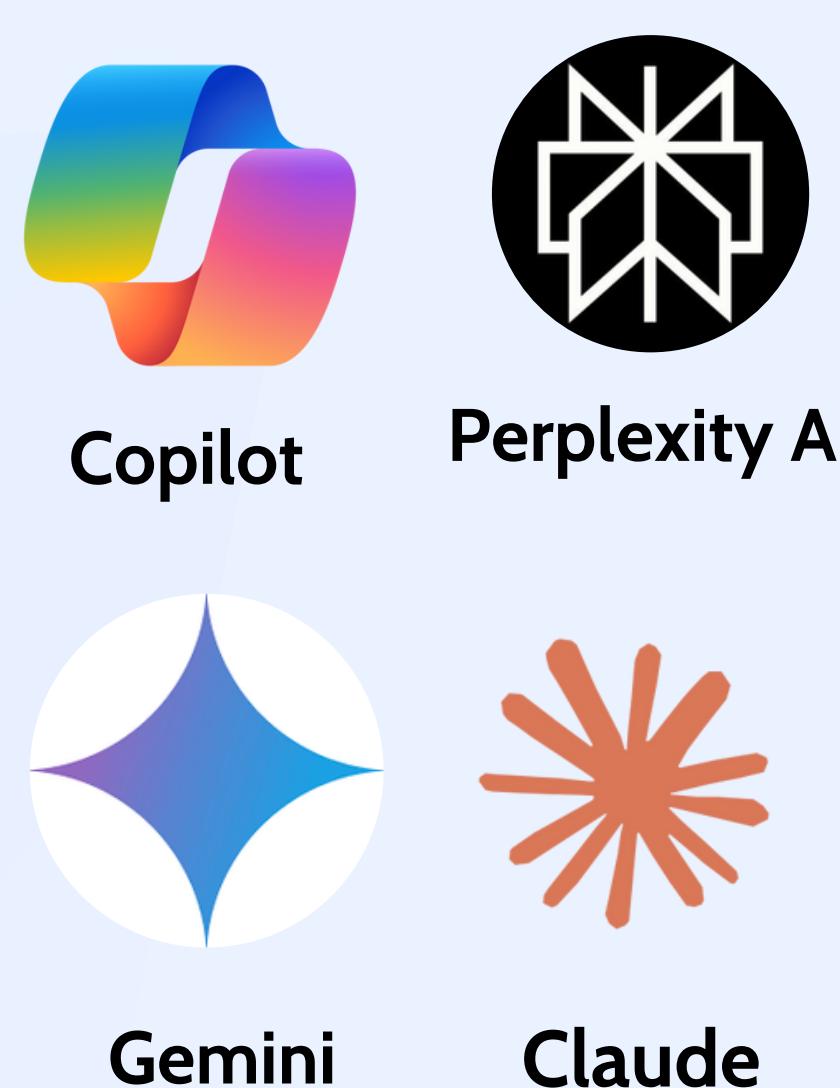
- Decision-making** (feed it with tricky situations, ask for a Pros / Cons in a table with scores)
- Personal coach** (same as above)
- Skills enhancement** (Teach me X using Feynman technique)
- Better communication style** ("Improve this")
- Analyze content rapidly** (PDF, article, image, text)
- Brainstorm and run simulations** on new projects/products
- Sift through resumes and create questions** (tip: Upload LinkedIn profile as PDF, hide face)

- Upload a **chart** or graph: "Help me interpret this graph"
- Upload **any image**: "Help me describe what's in this image"
- Convert images to **text**: "Extract text from this photo"
- Request **UI or design feedback**: "Give me UX feedback"
- Upload a **technical diagram**: "Help me understand this diagram"
- Upload an **org chart**: "How many FTEs are there on this org chart?"
- Upload a **complicated document**: "Explain this tech stack to me like I was 5"

Top GPTs for Managers & Leaders



ChatGPT Alternatives



How Can Different Departments Utilize ChatGPT?

Product applications

- Task Planning & Scheduling: Based on your key factors (Team size, etc.)
- System Updates: Write non-jargony memos.
- Ticket Prioritization: Auto-sort and prioritize.
- Troubleshooting Guides: Draft quick FAQs.
- SLAs: Draft and revise.
- Vendor Evaluation: Summarize pros/cons.
- Code Reviews: Auto-flag issues.
- Security: Outline non-obvious risks.

IT applications

- Ticket Prioritization: Auto-sort and prioritize.
- Troubleshooting Guides: Draft quick FAQs.
- System Updates: Write non-jargony memos.
- SLAs: Draft and revise.
- Vendor Evaluation: Summarize pros/cons.
- Code Reviews: Auto-flag issues.
- Security: Outline non-obvious risks.

Ask Yourselves:

- For which **Problem/Opportunity** can we apply ChatGPT in our team/business?
- Relevance:** How recurrent is this case? How severe? Can we measure the impact?
- Cost:** How much is this costing us? What's the opportunity cost of not solving it?
- What can go wrong?** Run a quick post-mortem.

Data Analysis

- Get Insights:** "Give me a list of non-obvious insights."
- Data Manipulation and Cleaning:** "Filter this data to show me only X" or "Remove duplicates."

HR/Recruitment applications

- Resume Screening: Quick skill matches.
- Interview Questions: Customize by role.
- Onboarding: Create day-one agendas.
- Performance Reviews: Generate templates.
- Job Evaluations: Summarize key takeaways.
- Job Descriptions: Optimize SEO.

L&D applications

- Course Outlines: Rapid course ideation.
- Training Material: Create interactive guides.
- Soft Skills: Simulate communication exercises.
- Skill Gap Analysis: Summarize assessments.
- Draft Analysis: Summarize data at speed.
- Curriculum Building: Write hire packets.
- Surveys: Craft insightful questions.
- Certification: Generate test cases.

Other functions

- Legal: Draft non-binding MOUs.
- Procurement: Auto-negotiate terms.
- Customer Service: Create FAQs.
- Governance: Summarize policy impacts.
- Research: Auto-summarize papers.
- Event Planning: Script logistics.

- Choose Your Output:** "Generate an X from the data": Line plot, histogram, scatter plot, pie chart, heat map, and more.

Best Tools/Resources

ChartGPT



Originality.ai



Rows

