**GETTING IT TO WORK FOR YOU**

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| Icon  Description automatically generated | * Update the following job description for an EA incorporating changes to work since 2019, including virtual, hybrid and any other technologies relevant to being the EA to a small business owner.
* Write a brief for a recruitment agency using the above job description.
* Provide recommendations for interview questions for this role.
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|  | * Write a summary of our new product.
* Compose an email to our clients about our upcoming event.
* Draft a presentation on the benefits of our services.
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|  | * Write a professional email to my boss requesting a meeting to discuss my performance
* Proofread this report to ensure that it is free of spelling and grammatical errors.’
* I need to write a proposal to a new client. How would you suggest I structure it?
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|  | * What is the history of artificial intelligence?
* How does blockchain technology work?
* What is the best software for project management?
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|  | * What are some ways that we can improve employee engagement and morale in our workplace?
* Can you suggest some team-building activities that we can do virtually?
* One of our biggest clients has expressed dissatisfaction with our services. How can we address their concerns and improve our relationship with them?
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|  | * Research the impact of remote work on employee productivity and job satisfaction and provide me with a summary of the findings.
* I'm interested in learning more about the latest trends in e-commerce. Research on this topic and provide me with a report on your findings.
* Research the market potential for a new product idea I have, including potential demand, target audience and competition.
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|  | * Can you summarise this article in three to four sentences?
* What are the key takeaways from this report?
* Can you provide a brief summary of this paper?
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| Shape  Description automatically generated with medium confidence | * I have an important job interview coming up. Help me practice responding to common interview questions and provide feedback on my answers.
* I have to negotiate a raise with my boss, but I'm not sure how to make a compelling argument for why I deserve it. Help me make a compelling argument, and then provide counter arguments with reasons they might use against it.
* I'm dealing with a difficult team member who is not meeting their deadlines and causing delays on our project. Provide me with guidance on how to have a conversation with them using a coaching approach.
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|  | **Test your idea****Structure for a prompt:** Who would benefit from this and how large is the demand? [describe your product idea]. Include references to sources of statistics or data.**Put a strategy together using your favourite framework****Structure for a prompt:** Use [your preferred framework] to create a plan that addresses [product description and key challenge or assumption you want to tackle].**Create a vision, mission, and strategy:****Structure for a prompt:** Help me write a clear and succinct vision, mission and strategy for [insert your product/startup description]. Use the following example as a**Play devils advocate:****Structure for a prompt:** Give me three convincing arguments to challenge why the following may not be practical or effective: [outline your idea, strategy, plan] |

**GETTING HELP AROUND THE HOUSE**

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| Icon  Description automatically generated | * My [space] is really cluttered and disorganised and it’s negatively impacting my [aspect]. Can you suggest some [examples] or other tips?
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| Icon  Description automatically generated | * I need a gift for [person] who is [age] years old. They like [enter criteria] and dislike [enter criteria]. Gifts they have liked in the past included [previous gifts — if you know them, otherwise skip this one]. Please give me 10 gift ideas.
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| Shape  Description automatically generated | * I’m about to [insert context] and I would like some suggestions for [specific entertainment] based on the following examples of what we have liked in the past [insert at least three examples].
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| Shape, circle  Description automatically generated | * My financial goals are to [insert goals]. I have some financial challenges like [insert challenges] and I’d like some advice and resources to help me achieve my goal.
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| Icon  Description automatically generated | * I’m [insert age] years old and I have a [insert level] level of fitness. I want to [exercise intention], but I'm not sure where to begin. Can you suggest some [qualifying description].
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| Shape, circle  Description automatically generated | * Help me plan a budget-friendly, two-week-long caravanning holiday for a family of four with two children aged eight and ten based on the Australian east coast?
* What are the best destinations for a family-friendly holiday in Australia during the January school holidays?
* Where could I go for a two-week ecofriendly holiday in Australia that supports sustainable tourism, and would work for a family of five, including a six-month-old baby?
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| Icon  Description automatically generated | * Suggest meal options for the next three nights. I'm borderline type 2 diabetic so need to keep the sugar to a minimum and preparation should be around 30 minutes.
* Generate a shopping list for the above according to supermarket departments.
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| Icon  Description automatically generated | * My neighbour’s dog barks all day while its owners are at work. I work from home and it’s very distracting. I like my neighbours and don’t want any problems with them. Write me a short, friendly and pleasant note that brings this situation to their attention.
* I have a leak in our small courtyard that seems to be coming up from the washing machine outflow. Write me a polite email for my landlord asking them to fix it.
* A product I have purchased came with a broken part. I have been unable to reach the store by phone. Write me a polite, yet firm, email asking them to contact me about the situation.
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| Icon  Description automatically generated | * Here are ten ways that ChatGPT can help with homework. It can:
* provide definitions for difficult terms and concepts
* answer specific questions related to a particular subject
* explain mathematical formulas and solve problems
* provide additional examples to help understand a concept
* offer suggestions and tips for writing assignments
* assist with research projects by providing information and sources
* provide additional practice problems to help with understanding and retention
* offer ideas and inspiration for creative projects
* explain historical events and give information about different cultures
* offer study tips and test-taking strategies for exams.
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