



CHATGPT CHECKLIST

TECH TREND UPDATES

- Follow tech news sources
- Attend tech webinars
- Research emerging tech
- Experiment with new tech
- Analyze impact of new tech
- Apply new tech knowledge

SKILL DEVELOPMENT

- Identify a skill to develop
- Research learning resources
- Create a learning schedule
- Practice new skill regularly
- Evaluate skill progress
- Apply new skill

CRM ASSISTANCE

- Learn basics of a CRM
- Input customer data
- Track customer interactions
- Generate CRM reports
- Analyze CRM data
- Refine CRM strategies

PROJECT MANAGEMENT

- Define project goals
- Create a project plan
- Allocate resources
- Monitor project progress
- Adjust project plan
- Review project outcome

DATA VISUALIZATION

- Collect relevant data
- Choose appropriate visualizations
- Create a basic chart
- Refine and customize chart
- Present data visually
- Analyze visualized data

MARKETING INSIGHTS

- Research marketing trends
- Develop a marketing plan
- Implement marketing strategies
- Track campaign performance
- Analyze marketing data
- Adjust marketing strategies

CODING ASSISTANCE

- Learn a coding language
- Practice with simple projects
- Debug your code
- Write a complex program
- Test the program
- Refine and optimize code

TIME MANAGEMENT

- Prioritize tasks
- Create a schedule
- Break tasks into steps
- Track time spent on tasks
- Evaluate time management
- Adjust and improve

BUSINESS COMMUNICATION

- Draft a business email
- Edit for clarity and tone
- Use professional format
- Practice business calls
- Develop a presentation
- Present to a mock audience

INDUSTRY RESEARCH

- Identify industry of interest
- Research current trends
- Analyze competition
- Compile research findings
- Present findings
- Develop action plans

TASK AUTOMATION

- Identify repetitive tasks
- Develop automation plan
- Write automation script
- Test the script
- Implement automation
- Monitor and tweak as needed

DATA ANALYSIS

- Gather data
- Clean and format data
- Analyze data
- Interpret findings
- Create a report
- Present results

PROBLEM-SOLVING

- Identify a problem
- Research possible solutions
- Design an action plan
- Implement the plan
- Evaluate the results
- Adjust the plan if necessary

CONTENT CREATION

- Find popular content themes
- Develop a content calendar
- Write a blog post
- Edit and proofread content
- Publish and promote content
- Analyze content performance

AI BASICS

- Learn ChatGPT basics
- Practice with ChatGPT
- Create simple AI chatbot
- Explore advanced AI concepts
- Experiment with AI in business
- Keep updated on AI trends