

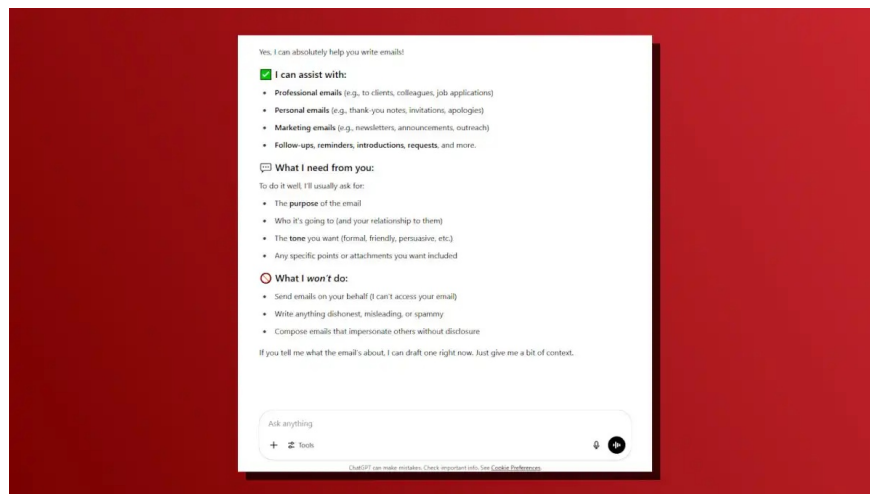
9 Simple Tasks ChatGPT Can Handle in Seconds, Saving You Hours

How many tasks can ChatGPT handle for you? While naysayers may still dismiss the potential of this AI assistant, you can use it to handle all sorts of simple tasks for you.

ChatGPT is changing the world at a rapid pace. This is already happening, and it will only accelerate as the technology improves, as more people have access to it, and as more people learn how to use it.

So how many tasks can ChatGPT handle for you? While naysayers may still dismiss the potential of this AI assistant, you can use it to handle all sorts of simple tasks for yourself. Here are some basic examples.

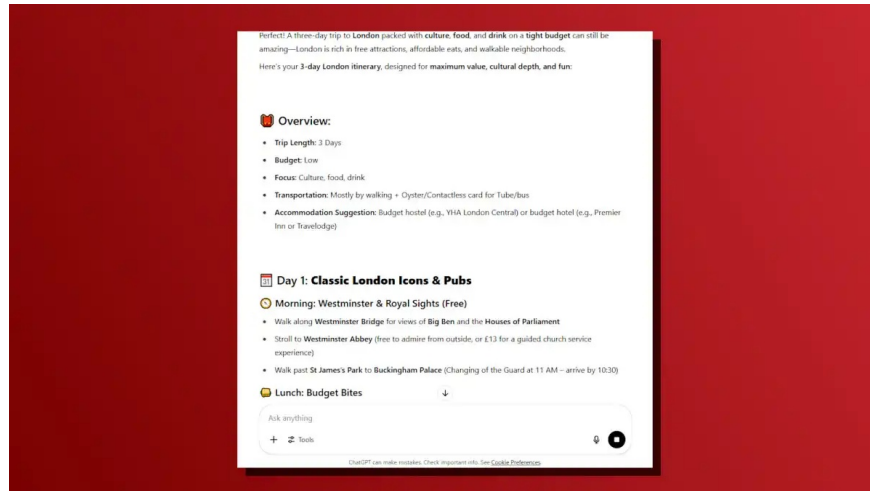
Write email



We've all been faced with the daunting task of writing an email - be it personal or professional - but just don't know how to phrase it. ChatGPT can help you with this daunting task, writing the (hopefully) perfect email based on whatever information you provide.

Let's say the email you need to write is professional in nature and poor phrasing could negatively impact your career. By asking ChatGPT to write your email with a specific structure, content, and tone, you can give yourself a head start.

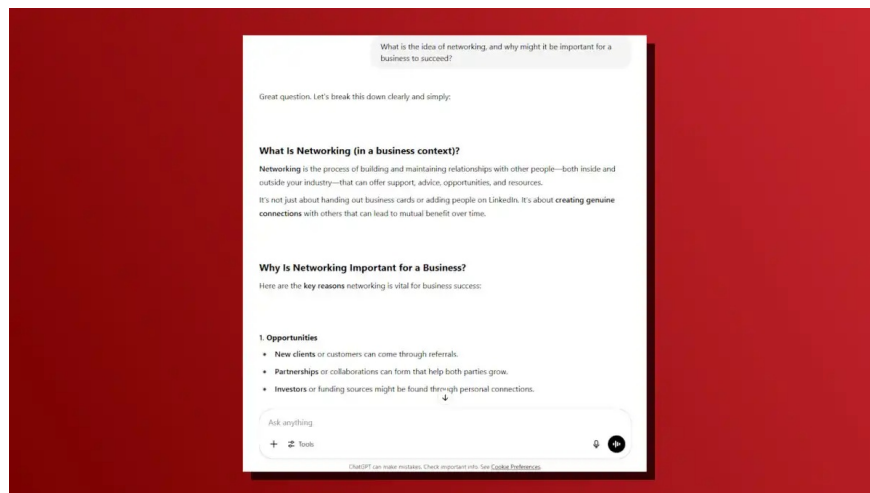
Create itineraries and schedules



If you're planning a trip but are the type of person who hates planning trips, then you should use ChatGPT's trip itinerary generator. The results can be customized to the highest degree depending on the level of detail and guidance you're willing to provide.

As someone who likes to go away at least once a year but also wants to make the most of every trip, relying on ChatGPT to plan your itinerary is a must. Provide the places and things you want to see and do, then let ChatGPT handle the rest. Instead of spending days researching everything yourself, ChatGPT will do 80% of the work for you.

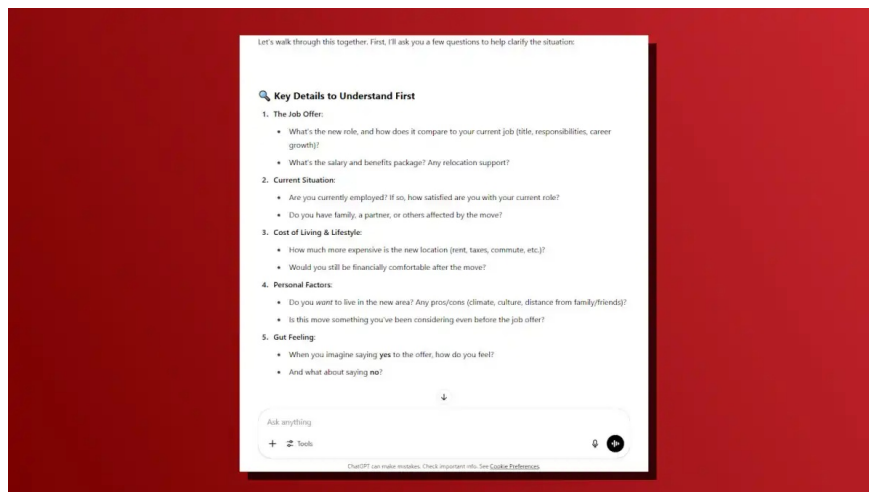
Analyze difficult concepts



One of the best tasks to assign to ChatGPT is explaining difficult concepts. Ask ChatGPT to explain any concept you can think of and it will solve it more often than not. You can adjust the level of explanation you need and even include visual elements.

For example, let's say a boss at work constantly lectures everyone on the importance of networking. But maybe they never really go into what it means, just keep pushing the reason without explaining anything. Just ask ChatGPT to explain networking!

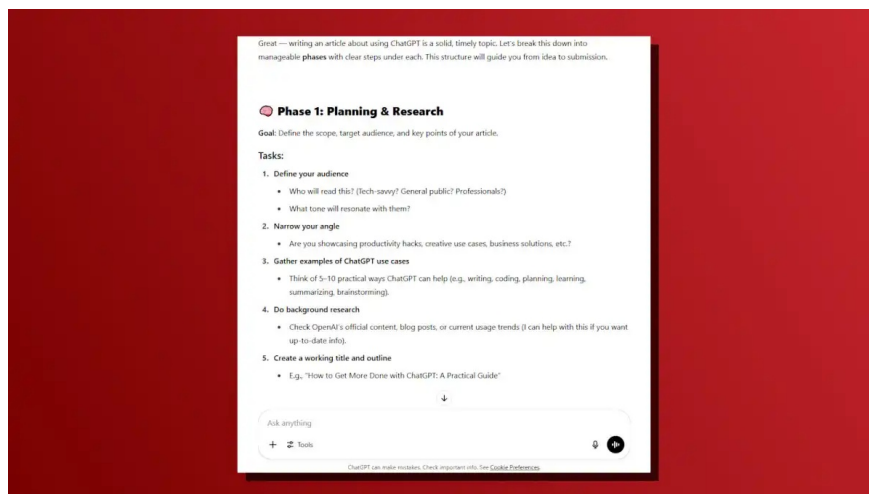
Analyze and make difficult decisions



We all face difficult decisions from time to time. The next time you find yourself struggling with a particularly difficult decision – and you can't decide one way or the other – try asking ChatGPT for guidance and advice.

It may sound strange to trust artificial intelligence with any kind of decision, let alone an important one that leaves you stumped, but it actually makes a lot of sense. While human judgment can be clouded by emotion, AI can put that aside and prioritize logic.

Plan complex projects and strategies

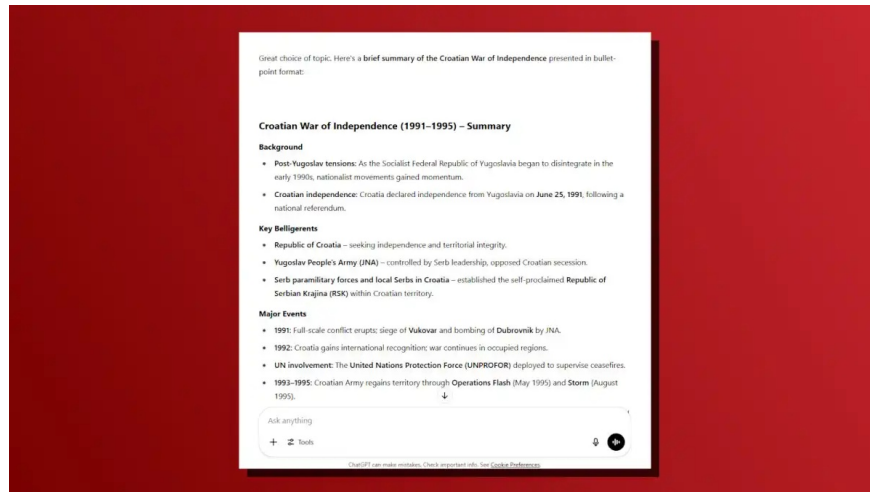


Most jobs come with some level of planning and project management. Even as a freelance writer, you need to plan out tasks to complete projects on time. And that's where ChatGPT can prove invaluable, breaking down

projects into smaller, more manageable chunks.

ChatGPT needs to know the nature of the project, the end goal, any constraints you may have, and what you have done so far. With that information, it can then break down the project into a step-by-step plan and further break it down into phases (if necessary).

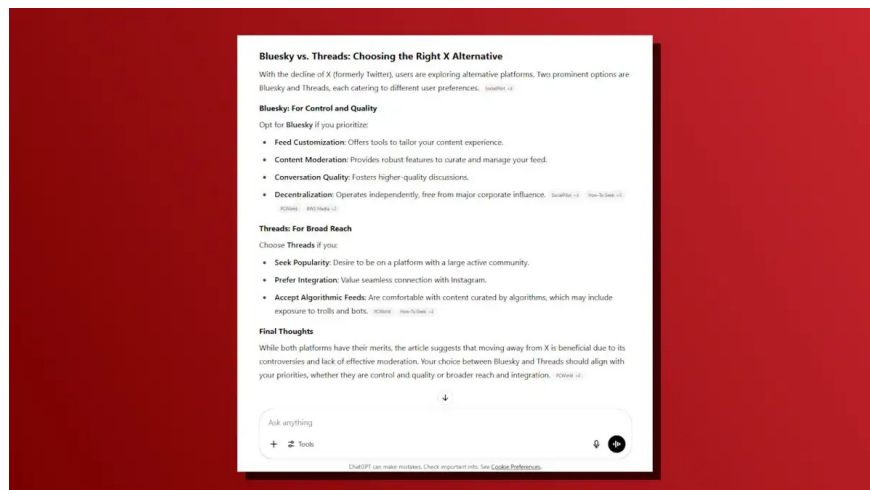
Compile research notes



If you need to research a topic of interest, ChatGPT can save you the effort of compiling that research.

You can go even deeper with ChatGPT's Deep Research feature, which is available to free users for up to 5 Deep Research tasks per month. With Deep Research, ChatGPT conducts multi-step research to create comprehensive reports (with citations) based on a large amount of information on the Internet. Deep Research tasks can take up to 30 minutes to complete, but will save you hours or even days.

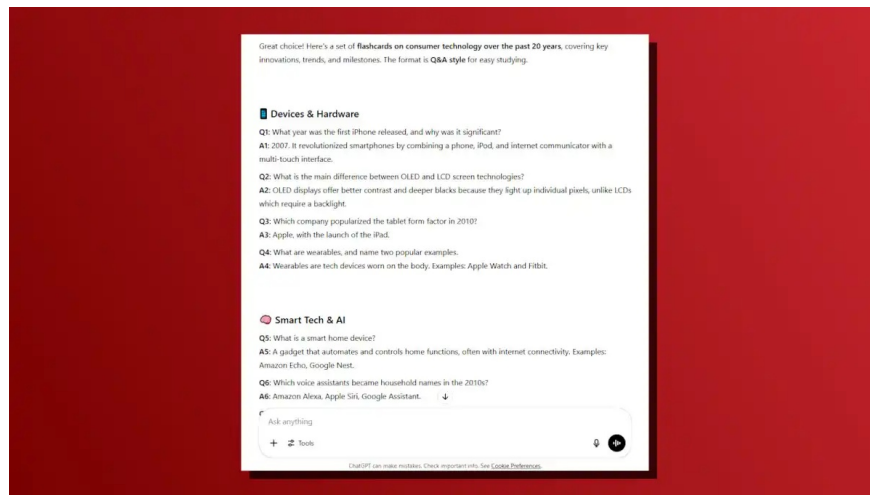
Summary of articles, meetings and more



There are only a limited number of hours in a day, but there are tons of new articles published on the web day after day. When you come across long reads, it can be helpful to run them through ChatGPT for a quick summary. Then, if the summary falls short in any way, you can go back and read the article more thoroughly.

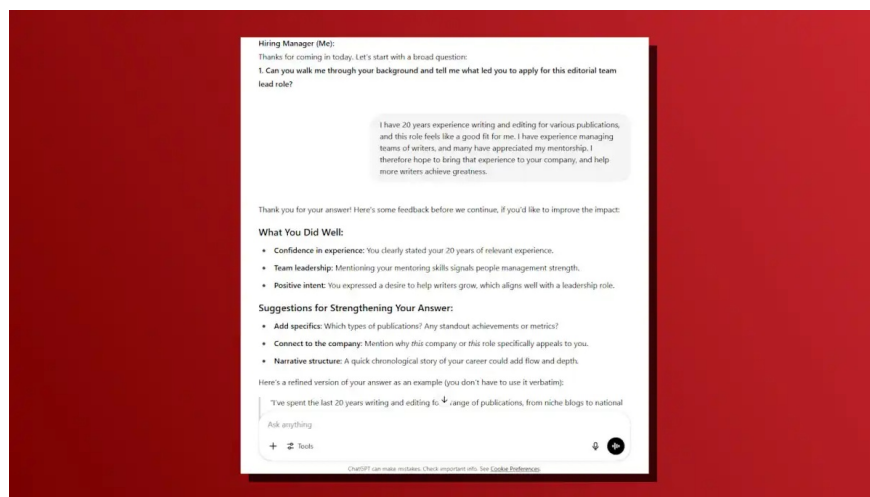
This is a great tip to use for other long, text-heavy content that you don't have time to review in detail. Think transcripts for interviews, lectures, videos, and Zoom meetings. The only caveat is to never share private details with ChatGPT, such as company-specific data protected by NDAs, etc.

Create Q&A flashcards to study



Flashcards can be incredibly useful for drilling a lot of information into your brain, whether it's studying for an exam, taking on a new role, preparing for an interview, etc. And with ChatGPT, you no longer have to painstakingly create those flashcards yourself. All you have to do is tell the AI the details of what you're learning.

Provide interview exercises



Whether you're a first-time job seeker or a seasoned veteran, it's always a good idea to practice interviewing when switching careers. Years ago, you might have had to ask a friend or family member to act as your mock interviewer. Now, ChatGPT can do it for you, and more efficiently.

Tell ChatGPT what job title, industry, and level of position you're interviewing for, the type of interview (e.g., screening interview, technical assessment, group/panel, one-on-one interview with the CEO), and anything else you'd like ChatGPT to consider. ChatGPT will then conduct a mock interview with you and provide feedback throughout the process.

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